



# CAMERA DEPARTMENT COVID-19 GUIDELINES

## LEVEL 2

Wednesday 19<sup>th</sup> August 2020

### General Covid-19 Guidelines for ALL CREW to follow:

#### Before you work:

- All crew MUST fill in a Covid-19 Self Declaration.
- If you, or someone you live with or have close contact with, become unwell you must notify production immediately and **do not come to work**.
- If you or someone you are in regular close contact have a serious health condition or compromised immunity, please consider this before accepting work.
- Maintain high hygiene practices also away from work. And whenever practicable, please follow Government physical distancing guidelines.

#### Sanitation is key:

- Wash/sanitise your hands regularly, particularly when entering or exiting a work site
- Cough or sneeze into your elbow
- Make sure you have (or are given access to) all necessary PPE and hand/equipment/workspace sanitisers or cleaning products.
- **Masks (or face coverings) is now a Government recommendation. All crew are encouraged to wear a mask (or face covering) at Level 2.**
- Do NOT touch other department's equipment.

#### Contact Tracing:

- **All NZ businesses are now required to use the Government Tracer App (or a similar digital sign-in system). Every work site, office or location will need to have this ability.**
- Make sure you adhere to the production's strict sign-in/sign-out procedures
- Keep a note of who you see and where you go outside of work

#### Physical distancing:

- Keep team sizes as small as possible
- Identify YOUR work bubble and limit any interactions between other departments, suppliers or other work bubbles who may be on the same location as you.
- Consider split shifts and/or creating separated work-zones for each bubble
- Work from home if at all possible

#### Catering & Unit:

- No self-serve catering or unit at Level 2.
- Pre-packaged food only. Or contactless buffet (catering staff serving up).
- Unit should be "café-style". Or individual snack packages can be prepared and handed out.

**BE KIND! LOOK AFTER EACH OTHER!**



### Controlled, Uncontrolled or Close Proximity Environment under Level 2:

- In a **Controlled Environment** (*available hand sanitiser/PP, and cleaning and crew health screening and contact tracing procedures in place*) the minimum separation is 1 metre between people so far as reasonably practicable.
- In an **Uncontrolled Environment** (*public spaces and shops, etc.*) the minimum separation is 2 metre between people so far as reasonably practicable.
- **A Close Proximity Environment** involves close personal contact that results in workers not being able to maintain 1 metre physical distancing, i.e. Make-up Artist and Cast. Close Proximity Bubbles must follow specific ScreenSafe guidelines. Please make sure you engage into a discussion with production and other relevant departments about this and that all recommendations are adhered to.

### Location and Studio Work:

- There are no restrictions on the amount of people on a work site, but physical space and ventilation vs. number of people on site must be considered, particularly for interior locations. (Exposure to the virus over time is a key factor for virus transmission.)
- Filming in public places, like public parks, will be possible, but there may be restrictions to what councils will allow. Please talk to your local council well ahead of time.
- Every production **MUST** register with ScreenSafe and have site specific Level 2 Covid-19 plans in place. (*Note: councils will not issue filming permits without this*).

### Crew and Cast Travel:

- Ride-sharing is not recommended, but is possible if physical distancing is maintained. A face mask or covering is also recommended.

### Travel to/from Hot-Spots:

- You are only allowed to travel to or from a hot-spot if you are returning to your place of residence OR if you're an essential worker.
- Physical distancing and mask wearing is recommended for public transport and flights.

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# Department Specific Guidance as of 19<sup>th</sup> August 2020

## CAMERA & VIDEO - Level 2

### Introduction to Department undertakings:

- Pre-Production tasks – remote (home)
- Pre-Production tasks – at camera house
- Management/coordination of Camera team
- Liaison with DOP and other departments in regards to technical requirements
- On-Set operation and troubleshooting as required

### Required Physical Distancing Requirements:

- The general rule of 2 metres apply at all times.
- If in a Controlled Environment, up to 1 metre physical distancing is allowed
- Creation of Close Proximity Bubbles (less than 1 metre physical distancing) must be done in consultation with Production, Health & Safety and other applicable departments.
- *While every production is different, a Close Proximity Bubble should be the last resort for the Camera Department. And only after thorough discussion and approval by production and other affected departments/crew. Agreed safety precautions and PPE requirements must be adhered to at all times.*
- There are no provisions available for any worker to engage with members of the general public within 2 metres.

### Contact Tracing:

- A Government Tracer App QR-code poster (or similar digital tracing system) must be displayed at all work sites, including camera testing facilities, etc.
- All crew and cast must sign-in when arriving and out when departing the office, camera house and/or worksite
- Ideally this process needs to be contactless so you should consider using electronic systems if practicable.
- All entry and exit points should be controlled and monitored.
- All workers should keep a log of non-worksites locations (i.e. stores, etc.) and interactions (meeting suppliers, etc.) they have during working hours.
- All workers are recommended to keep note of their interactions outside of work hours (whilst on a job)
- All crew, cast or approved site visitors must sign a Covid-19 Declaration before starting work or visiting a work site or camera house.

### Department Bubbles

- Off Set Camera Department bubble (remote preparation).
- Off Set Camera Department bubble (production office / camera house preparation)
- On Set Camera Department bubble (Unit/Tech base AND On Set)
- On Set Department HODs/Department Liaison bubble

## Department Specific Guidance

**Camera crew should be aware of and trained to work under the specific alert level in operation prior to commencing work, including the correct use of PPE.**

- Camera crew to work remotely when practicable.
- Camera / inter-departmental meetings to be remote as far as practicable.
- Physical production meetings to be carried out with physical distancing of 1 meter. If possible, particularly if in a confined space, a 10 person limit is recommended. Face masks (or coverings) is recommended and should be available.
- Physical distancing of two metres wherever possible between work-stations. Engineered barriers are necessary where this separation is not practicable.
- Camera crew to be split into smaller work groups/bubbles where possible (i.e. main unit vs. 2<sup>nd</sup> unit, etc.).
- Liaise with Production and Health & Safety in regards to contact tracing, PPE and hand/workspace/equipment sanitiser requirements for your department
- Consider specific production requirements in regards to equipment (wireless comms, remote heads, etc.) and crewing in order to ensure physical distancing, gear sanitation and remotes streaming setups (when applicable).
- The biggest impact to the camera and video departments in achieving these safe work practices is the increased time needed to complete tasks.
- On set and off set bubbles to be maintained wherever practicable.

## Personal Hygiene Requirements and Measures

- Any worker who feels even the slightest unwell must not come to work. If unwell at work they must go home.
- If a worker displays any of the symptoms of COVID 19, please call Healthline immediately (0800 358 5453) or your doctor. Production and the Health & Safety Departments must also be notified. And all close contact workers to be identified.
- If a person or persons are confirmed or probable cases of COVID 19, site closure(s) should be considered. This decision should be made on the advice of a public health officials based on information on the extent of the exposure.
- Masks or face coverings is now a Government recommendation. All cast and crew should wear a mask or face covering whenever practicable.
- Workers arriving at the Production Office , camera house or work site must wash/sanitise their hands upon arrival and prior to touching any surfaces.
- A strict personal hygiene & hand washing/sanitising regime must be observed in line with the ScreenSafe guidelines.
- Personal work stations to be cleaned/sanitised each day.
- PPE (gloves and masks) should be available.
- If you choose to wear PPE, the type is up to you and should be based on the level of risk for your business or service, the working proximity, the physical work area, and the length of time people are together.
- Work should only be completed within one metre if it can't otherwise be achieved. The time spent in Close Proximity needs to be kept to a minimum. At all other times, a one meter distance should be maintained.

## **Work Space Hygiene**

### **On and off set**

- Hand sanitising stations should be readily available at production office/camera house/location/camera truck.
- PPE (gloves, masks, face shields) to be available.
- Equipment cleaning products should be readily available at production office/camera house/location/camera truck.
- Consider workspace layout, avoid face to face desks, and space desks 2 meters apart where possible. Engineered barriers are necessary where this separation is not practicable.
- Personal kit/equipment/laptops to be used only by one person.
- Camera equipment and Camera Truck/Van to be sanitised at the end of each day.
- Make sure camera crew are trained in appropriate equipment cleaning/sanitising, particularly for delicate electrical equipment like remote focus units, etc.
- Regular aeration of camera truck, open windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- For more permanent gear storage areas (i.e. at studio or long-term location), make sure only approved camera crew are allowed access.
- Sanitise surfaces & mop floors at the end of each day where required.
- No visitors to site. Only workers involved in the project to enter any locations or work sites.

### **Kitchen & Catering in Pre-Production**

- Stagger lunch where possible and apply physical distancing measures.
- No open snacks, fruit or shared food. Consider lunch box style lunches to be prepared. Where appropriate, consider a subsidy for workers who are required to bring own lunch.
- No food around equipment or work areas
- All communal cutlery & crockery must be sterilised in dishwasher.
- Communal kitchen items to be sanitised before & after use.
- Compostable cutlery & crockery to be used if sterilisation is not possible.

### **Drinks & Craft Services While on Set**

- No food on set
- Drinks on set only with permission by the location manager
- No-double handling of food and drinks, i.e. grabbing a coffee for your DOP, etc. All crew to get their own in the designated unit pickup areas.

## **Interaction with Other Departments, Suppliers, Cast & Extras**

### **Gear Prep**

- All suppliers should have their own policy and plan for dealing with the COVID-19 pandemic including contact tracing and the cleaning/sanitising of all equipment. Please notify production if you have concerns.
- Rental houses should have the gear in a prep bay cleaned and ready for the AC's as well as adequate procedures for handling equipment handovers.
- Rental houses should have equipment and hand sanitiser readily available.
- Rental houses should have strict contact tracing procedures in place, i.e. a sign in/out system in place, etc.

- All equipment hand-overs should be contactless.

### **Meetings**

- Camera or inter-departmental meetings to be remote or on digital platforms as far as practicable. Or hold meetings in open areas wherever possible.
- PPE should be available for essential inter-departmental meetings.
- Physical distancing to be maintained on essential inter-departmental meetings and work (i.e. camera tests, pre-production meetings, etc.). Face masks (or coverings) is recommended and should be available.
- Reduce physical interaction with other departments as far as reasonably practicable.
- Interactions with other crew, cast and public must be as per physical distancing protocols.

### **Travel**

- Ride-sharing is not recommended, but is possible if physical distancing is maintained. A face mask or covering is also recommended.
- Crew who travel together should always be part of the same work bubble.
- No recycling air, clean air fan inlet only, open windows where possible.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work

### **Set Protocol**

- Sets should be treated as closed sets, with essential crew on set only.
- Create a zone around the camera with only one person within the zone at a time.
- A 1 meter distance to cast and other crew (DOP, grips, lighting crew) must be adhered to.
- Any approach to the camera should be controlled by 1st AC or Operator/DOP.
- DOP/Operator should step away from camera when adjustments needed by 1st/2nd AC or Grip/Sound (though preferably just a 1st AC would be making adjustments)
- To avoid on-set congestions, liaise with 1<sup>st</sup> AD for appropriate times for lens changes, etc.
- Steadicam operators should develop protocol for hand off of rigs. I.e. no hand off to grips, or have a dedicated grip or camera assistant to assist between takes to rest the rig. If being assisted regular wipe downs of the rig and hand sanitation should be adhered to.
- Remote Focus, Cine Tape and wireless video should be utilised to achieve required physical distancing.
- Consult closely with sound and grip department if they need to plug in or require additional equipment to go on camera. Ideally this will be done by 1<sup>st</sup> AC whenever possible.
- Slating must only be done where physical distancing is achievable.
- Digital camera notes/sheets are preferred to hand-written ones.
- Additional monitors may be required to achieve physical distancing for key crew needing to watch a block-through or shoot.
- Allow other departments time and space to complete their work.
- For enclosed shooting sets, please ensure regular aeration, open windows when possible. It is recommend that crew are allowed time during the day to get fresh air.

### **Camera Cards & Rushes Drives**

- Camera cards should be handed over in transit cases that are sanitised before handover and Cards should be sanitised before return.
- Appropriate Rushes Drives handling procedure to be developed by each production/post-production to ensure safety of anyone handling cards and of the rushes themselves.
- Rushes Drives should be sanitised before being handed over to another person.
- A secure transfer case is recommended with appropriate sanitation performed between hand-offs.
- Consider sending a single drive with all data rather than sending multiple camera cards and a sound card to post.
- Contactless drop off to post houses is recommended.

### **Equipment & Kit**

- Personal kits should be cleaned at the end of each day.
- Magliners, trolleys and other shared kit must be regularly cleaned/sanitised
- Hands to be washed/sanitised regularly
- Consider a tag system for identifying cleaned equipment/cards/drives to save time
- Everything should live cleaned in a case. Assume cases/handles are always exposed and require hand washing after handling.

### **Close Proximity Bubbles**

*Close proximity tasks (0-1metre) introduces a higher risk and PCBU's must eliminate or minimize this increased risk by applying the appropriate control measures.*

- Close contact scenes with less than a metre physical distance (a Close Proximity Environment) must only be done after thorough discussion and mutual agreements with producer, Cast/Agent and other affected departments (H&S, Make Up, etc.).
- *Specific guidance around intimacy scenes (kissing, etc.) is yet to come. If required, please contact ScreenSafe or WorkSafe for advice.*
- For some productions longer-term Close Proximity Bubbles might be created to avoid contact with other bubbles (i.e. key Cast, their Make Up Artist, Costume Standby and/or PA/Driver).
- Communication must be clear about who is in the Close Proximity Bubble.
- The Close Proximity Bubble size must be kept to minimum, ideally less than 3. No more than 10 people.
- Time spent in Close Proximity should be limited to the absolute minimum necessary time.
- While in a Close Proximity Bubble, contact with other bubbles should be kept to an absolute minimum. The crew member should also consider the extent and impact this may have on their family and social life.
- Cast's individual comfort levels must be taken into account and there must be no coercion. Consent must be gained for each and every scene of an intimate/close nature. Cast must never be required to perform intimate or close action they are not comfortable with.
- The emphasis is on transparency and communication. Performers will get scripts and information regarding the intimate/close scenes well in advance of rehearsals and shooting. They need to know the level of intimacy/physical action required in detail and the length of time expected to be in close/intimate proximity.

- Cast will be given adequate time to consult privately with their agent prior to agreeing to the scene. Nothing should be last minute.
- Close Environment scene details shall be re-confirmed prior to blocking/filming and Cast and crew comfort levels re-assessed.
- Crew working in a Close Proximity Bubble should wear appropriate PPE if requested or recommended.
- Masks or face coverings is now a Government recommendation. All cast and crew should wear a mask or face covering whenever practicable.
- If you choose to wear PPE, the type is up to you and should be based on the level of risk for your business or service, the working proximity, the physical work area, and the length of time people are together.
- Work should only be completed within one metre if it can't otherwise be achieved. The time spent in Close Proximity needs to be kept to a minimum. At all other times, a one meter distance should be maintained.
- *Please familiarise yourself with the Close Proximity and Scene Specific Guidance sections of the ScreenSafe Covid-19 Protocols.*

### **Scheduling**

- Please consult with AD's to ensure that the shoot schedule reflects the appropriate time required to facilitate required physical distancing and sanitising guidelines. Particularly in regards to Close Proximity Bubble requirements.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.