



CASTING DEPARTMENT COVID-19 GUIDELINES

LEVEL 2

Wednesday 19th 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 19th August 2020

CASTING - Level 2

Introduction to Department undertakings:

- Pre-Production tasks – remote
- Pre-Production tasks – in office
- Management and coordination of project and team
- Liaison with Director, Producer(s) and/or Advertising Agency in regard to creative and logistical requirements
- Liaison with cast and their agents
- Filing and digital upload of audition videos and casting forms

Required Physical Distancing Requirements

- The general rule of 2 metres apply at all times.
- If in a Controlled Environment, 1 metre physical distancing is allowed
- No close contact less than 1m permitted unless essential AND you have been approved to be part of a Close Proximity Bubble.
- Creation of Close Proximity Bubbles must be done in consultation with Production, Cast, Health & Safety and other applicable departments. It is unlikely that casting crew will be required to be part of a Close Proximity Bubble.
- 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.
- All workers must sign-in when arriving and out when departing the casting facility or office.
- Ideally this process needs to be contactless so you should consider using electronic systems if practicable.
- Contactless points of entry into site is preferred.
- All entry and exit points should have clear signage in place to ensure visitors sign in/out and to avoid unauthorised visitors.
- All workers should keep a log of non-worksites locations (i.e. stores, etc.) and interactions (meeting suppliers, location owners, 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 or approved site visitors must sign a Covid-19 Declaration before starting work or visiting a work site.

Department Bubbles:

- Off Set Casting bubble (remote preparation)
- Off Set Casting bubble (casting facility or office)
- On Set Casting bubble (Unit/Tech base only – if required to assist AD's)

Department Specific Guidance

Casting Department 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.

- Casting Department crew to work remotely as far as practicable.
- Casting / inter-departmental meetings to be via remote link 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 must be adhered to in the waiting room with seats spaced out accordingly. Good ventilation or regular opening of doors or windows is recommended.
- Physical distancing of two metres wherever possible between work-stations in the office if work cannot be done remotely.
- Crew to be split into smaller work groups/bubbles if practicable.
- A specific Casting Department Role may need to be created to document, administer and track all of the contact tracing, PPE and hand/workspace/equipment sanitiser requirements for your department.
- Casting Department crew charged with collecting and sorting Crew/Cast Declarations and other personal data should be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such info.
- On set and off set bubbles to be maintained wherever practicable.

Personal Hygiene Requirements and Measures

- Any worker who feels 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 office or casting facility 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.
- In accordance with Ministry of Health guidelines, PPE (gloves and masks) should be available.

Work Space Hygiene & Office protocols

- Hand sanitising stations should be readily available at the office/casting facility.
- 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.
- Laptop/screen/equipment cleaning products should be readily available in the office.
- Office equipment to be used only by one person as much as possible (i.e. laptops, printers, scanners, stationery, etc.).
- Common work surfaces in production offices to be cleaned regularly (i.e. door handles, shared photocopiers, taps, light switches, etc.).
- Regular cleaning of computer terminals and phones.
- A cleaning record should be kept.
- Sanitise surfaces & mop floors at the end of each day where required.
- PPE (gloves, masks) to be available.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Stairs should be used in preference to lifts.
- No visitors to site. Only workers involved in the project to enter any locations or work sites.
- Designate a specific delivery spot for each site. Unless impracticable, all deliveries should be to the gate/door of the site only.

Kitchen & Catering

- 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.
- 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.

Toilets and Showers

- Physical distancing rules apply to the use of shared facilities, including toilets and shower.
- Sanitising stations on location available outside of communal facilities (i.e. toilets or portaloos).
- If numbers require then add additional toilet facilities, i.e. portaloos
- Hygiene posters and signage should be clearly visible in shared spaces like kitchens, toilets, entrances and exits, etc.

Interaction with Other Departments, External Vendors and Suppliers

- Casting Department crew to keep within their own bubble as far as reasonably practicable.
- Interactions with other crew, cast and public must be as per physical distancing protocols.
- As far as practicable, a paperless production should be the goal. I.e. no handing out of physical paperwork unless essential.

- Where practicable, the Casting Department to have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- Crew should keep a daily log of their interactions with external vendors/suppliers.

Meetings

- Casting / 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. read-throughs, pre-production meetings, etc.). Face masks (or coverings) is recommended and should be available.

Auditions

- If possible, auditions should be done remotely via digital platforms like Zoom, etc.
- Self-tape auditions is another option, although there is limited possibly for direction and guidance by casting agent.
- Physical distancing and congestion in waiting rooms is a major concern for auditions, with casting agents often having limited space on site. Staggering of cast and reduced daily numbers should be considered.
- All cast attending a physical audition or callback session must adhere to casting agent guidelines in regards to hygiene, physical distancing and contact tracing.
- Casting forms should ideally be contactless or a strict system put into place for hygiene (i.e. available hand sanitiser, a Clean vs. Used cup for pens, etc.)
- Readers and additional casting assistants in the studio should only be used if essential and if physical distancing is achievable.
- Under Level 2 there is no allowance for physical contact between cast during auditions or callbacks, i.e. for an intimate scene, etc.
- Cast must not bring any friends, siblings, children, etc. unless completely unavoidable, or if a support person is required, i.e for for the elderly or a blind person, etc.)

Callbacks

- If possible, callbacks should be done remotely via digital platforms like Zoom, etc.
- If possible, director to attend remotely via digital platforms like Zoom, etc.

Travel

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

Set Protocol

- Casting crew may be sometimes be requested on set to assist the Assistant Directors, most likely with large groups of extras.
- Sets should be treated as closed sets, with essential crew on set only. It is recommended that Casting crew remain at unit/tech base only.
- When working on location, please follow all 1st AD and H&S Officer guidelines. If not required on set, please wait at unit/tech base until required.

Equipment

- Personal kits should be cleaned at the end of each day.
- Video cameras, computer stations and other shared equipment must be regularly cleaned/sanitised.

Props

- If a prop is required for auditions, it must be disposable, or if not, properly cleaned/sanitised between sessions/cast. Contactless handovers must be achievable.

Cast

- Covid-19 information to be distributed to cast prior to their arrival at casting facility.
- No Cast to arrive at casting facility if they are feeling unwell. Some productions may require all cast auditioning to fill in a Covid-19 Health Declaration. Production to supply forms for this.
- Face masks and PPE shall be made available to all cast.
- Cast should wear a face mask or face covering whenever practicable.
- All cast to wash/sanitise hands on arrival at casting facility.
- A specific waiting room should be set up with physical distancing observed and ideally fully separate from casting department offices.

Backup Cast

- Producer or Advertising Agency may request that backup Cast are organised if cast get sick prior to or during filming.
- Fees for backup Cast should be discussed with Producer and Advertising Agency