



LOCATION 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.

BE KIND! LOOK AFTER EACH OTHER!

Department Specific Guidance as of 19th August 2020

LOCATIONS - Level 2

Introduction to Department undertakings:

- Pre-Production tasks – remote
- Pre-Production tasks – on site / in production office
- Scouting and file pulls – remote
- Management and coordination of access to a location or studio
- Negotiating and contracting with location owner
- Liaison with location owner and other departments in regard to prep/wrap requirements for a location
- Consultation and permitting with local councils, DOC, traffic management companies, etc.
- Booking and management of location equipment and crew

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. This includes scouting and site visits with location owners/contact provided appropriate contact tracing, PPE and hand sanitiser is available.
- 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.
- 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.
- For scouting and site visits, please keep a written log of where you visited and who you met.
- All crew must sign-in when arriving and out when departing the office and/or worksite
- 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 be controlled and monitored.
- All workers should keep a log of non-worksite 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 Location bubble (remote preparation)
- Off Set Location bubble (in production office preparation)
- Off Set Scouting bubble (remote preparation / contact with location owners)
- On Set Location Department bubble (Unit/Tech base only)
- On Set Location Department bubble (Unit/Tech base AND on Set)
- On Set Department HOD/Department Liaison bubble

Department Specific Guidance

Location Department workers 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.

- Location Department workers to work remotely as far as practicable.
- Location Department / 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 of two metres wherever possible between work-stations in the Production/Locations Office if work cannot be done remotely.
- Production/Locations Office crew to be split into smaller work groups/bubbles if practicable.
- Liaise with Production and Health & Safety in regards to contact tracing, PPE and hand/workspace/equipment sanitiser requirements for your department
- 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 Production Office 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.
- In accordance with Ministry of Health guidelines, 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 & Office protocols

On and off set

- Hand sanitising stations should be readily available at production office / location.
- 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.
- 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/main door of the site only.

Studios and Larger Work Sites

- If in a studio or other large working facility, discuss the need for bubble/work-zone separation within the worksite, and the possibility of separate entry/exit points for departments. Please discuss with studio owner, facilities manager and/or H&S Officer.
- Make sure each allocated work-zone has enough room to adhere to physical distancing guidelines.
- No visitors to site. Only workers involved in the project to enter any locations or work sites. Appropriate security measures to be put into place.
- Designate a specific delivery spot for each site. Unless impracticable, all deliveries should be to the gate/main 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, Showers & Drying Rooms

- Physical distancing rules apply to the use of shared facilities, including toilets, shower and drying rooms.
- Sanitising stations on location available outside of communal facilities (i.e. 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

- Location 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 Location Department to have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- All Locations Crew to keep a daily log of their interactions with external vendors/suppliers/location contacts.
- All departmental signatures for Health and Safety or Site Registers to be collected digitally. Or if not possible, to be noted down by a designated worker.

Meetings

- Location / 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 for those who wish to use it. Face masks (or coverings) is recommended.
- Physical distancing to be maintained on essential inter-departmental meetings and work (i.e. pre-production meetings, tech recces, etc.). PPE to be worn if required, especially when dealing with external contacts.

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.
- Crew 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

Equipment

- Distribution of communal equipment (i.e. radios) and/or paperwork to be done via a separate distribution desk on location, with sanitising equipment available prior to pick up.
- Drop off or replacement of radios to be in a separate designated area isolated from clean radios. This equipment must be cleaned before reuse and distribution.

- Location equipment (cones, mats, etc.) to be cleaned/sanitised after each use (or return vendor for replacement). Ensure that only a limited and approved number of location crew handle location equipment.

Helicopters

- Please ensure that the helicopter operator has strict Covid-19 guidelines in place, including hygiene/PPE, physical distancing and contact tracing procedures.
- Helicopter crew should also fill in a Crew Self Declaration prior to starting work.
- A 1m physical distancing requirement should be enforced unless crew are already in an established Close Proximity Bubble.
- All crew should wear a mask or face covering whenever practicable.

Scouting

Under COVID-19 you may be the first point of contact for a location owner and it will be important to present a high level of COVID-19 considerations for both people's homes and their workplace. Your presentation will allow them to have confidence that the company coming into their premises is taking more than adequate steps to protect them and the community during this time.

- Make sure you have completed a COVID-19 declaration and have it available via email (or a photocopy if email is not possible) for when it is requested or required. Most businesses will ask for this.
- Avoiding physical contact with location owners - no handshaking, etc.
- Have all appropriate PPE with you, i.e. gloves, masks, plus your own requested/required PPE for specific locations, i.e. high vis & hard hat for construction sites. Check with your location contact as to what may be required.
- All crew should wear a mask or face covering whenever practicable.
- Properly dispose of any single use PPE on leaving each location, have a waste bag in your vehicle. All re-usable PPE should be sanitised before returning it to your vehicle with disposable wipes or a spray and disposable cloth.
- Carry adequate supplies of hand sanitiser to be used before entering a location and on exiting a location.
- Be prepared to meet any requirements of a properties COVID-19 Safety Plan, ask your contact what these are for visitors
- At all locations you should maintain 2 meter physical distancing wherever possible and never come within 1 meter of any other person.
- Try to refrain from coming into hand contact with any surfaces wherever possible – wearing gloves may assist with this. Remember, don't touch your face whilst wearing gloves.
- Minimise the number of persons you meet at any location, i.e. only meet with one person at any household or office.
- Do not come into any contact with the public of less than the recommended 2m physical distancing.
- Remember to sanitise properly before returning to your office or your home. This may need to include washing the clothes you wore.
- Keep a log of all meetings with suppliers, location owners, etc. you have during working hours.

- Be understanding and supportive of those that have reservations, you should not be seen to be convincing them on their decision, but you can be informative. Fully understand the precautions being undertaken by the production company you are scouting for.
- For those require more information on the COVID-19 requirements for our industry can be directed to <https://screensafe.co.nz/covid-19-coronavirus/> and/or you could supply a copy of the productions COVID-19 Safety Plan if available.

Director Scouting & Technical Recces

- Consider virtual/streamed scouting whenever possible
- All crew must have completed a COVID-19 declaration and have it available via email (or a photocopy if email is not possible) for when it is requested or required. Most businesses will ask for this.
- 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.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work
- Make sure you have enough PPE and hand sanitiser for all crew you are bringing onto a site.
- Properly dispose of any single use PPE on leaving each location, have a waste bag in your vehicle. All re-usable PPE should be sanitised before returning it to your vehicle with disposable wipes or a spray and disposable cloth.
- At all locations you should maintain 2 meter physical distancing wherever possible and never come within 1 meter of any other person.
- Keep a detailed log of where you go, who you meet, crew attending and dates/times.
- Adhere to any other H&S/Covid-19 guidelines as requested by location owner/contact

Location Filming

Please liaise with production and H&S departments to facilitate and properly resource the below requirements.

Contact Tracing

- A Government Tracer App QR-code poster (or similar digital tracing system) must be displayed at all work sites.
- All crew must sign-in when arriving and out when departing the worksite. 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 be controlled and monitored by a location or production crew member. Consider designated entry and exit points.
- All crew or approved site visitors must sign a Covid-19 Declaration before starting work or visiting a work site.
- NO visitors are allowed on site.

- It is recommended that the location owner(s) or occupier(s) are not present during filming and only return after a final clean has been done.

Social Distancing

- Consider the location in light of physical distancing requirements for on-set and off-set crew.
- Consider staggered calls to manage the flow of crew arriving on set and to avoid congestion.
- Consider council requirements and location impact (i.e. additional parking to avoid communal travel or a crew attempting to physically distance along a berm outside location).
- Consider shuttle vehicles if parking is far away, but bear in mind physical distancing issues around communal travel.
- Allow plenty of space (two metres) between people waiting to enter site.
- Liaise with 1st AD and H&S Officer to manage crew numbers on set and maintaining clear entry/exit points. ONLY essential crew on set.
- Sets should be treated as closed sets, with essential crew on set only.
- For enclosed shooting sets, please ensure regular aeration, open windows when possible. It is recommended that crew are allowed time during the day to get fresh air.
- Please consider manpower and physical distancing requirements for work involving heavy lifting and/or possible close contact situations.
- Location workers may need to be in the same “bubble” to allow for temporary close proximity working.

Cleaning & Hygiene

- Appropriate safety measures are to be taken during Pre-Production to ensure both the crew and the Property Owners have confidence that the correct safety measures are being applied.
- Location department to have access to cleaning/sanitising products for site cleaning as may become necessary during prep/filming/wrap.
- A designated Sterilisation Role may need to be engaged to expedite and manage the cleaning, distribution of PPE, and disposal of contaminated items. This can be an external contractor or another Safety Person, Location Assistant, Unit Assistant, or Production Assistant, provided they are resourced effectively and have appropriate training and an understanding of the acute requirements.
- Hand sanitiser stations must be available around set, including but not limited to: main entry/exit points, unit truck, near/on set and outside toilets/portaloos.
- PPE must be available on site for those who require or wish to use it
- A professional clean will most likely be required prior to prep/filming and upon completion of filming/wrap. If a multiple day location, cleaning is recommended at the end of each day (after the crew has left). Special care should be taken with frequent touch points like door handles, etc.
- Refer to the ScreenSafe Covid-19 page for a list of recommended and specialised cleaners (some location owners may request specific cleaning protocols).
- Multiple portaloos may be required. Additional cleans during the day will also be required.

Unit Base Footprint

- To maintain social distancing, many departments may require additional vehicles, workspace or gear stash on location (i.e. additional make up truck or a larger space for setting up a manned unit table). Please consider these requirements during scouting, recces and permitting.
- Designated cast and extras area will probably be required, with physical distancing observed.

Unit & Catering

- No food to be taken onto set.
- To avoid congestion on set, unit crew should not enter set. Crew should go to the unit truck or manned unit table to order and pick up snacks and drinks.
- To ensure social distancing, lunch setups will take up a lot more space. Make sure the location can accommodate this or find an alternative lunch spot nearby.
- Staggered lunches are recommended to avoid congestion.

Public Spaces

- Most councils will require a comprehensive Covid-19 plan as well as ScreenSafe registration before issuing filming permits.
- To accommodate physical distancing, the production footprint may be larger than usual. Please consider this when applying for council permits, etc.
- To avoid communal travel, consider additional parking for non-essential vehicles.
- Physical barriers (cones, fencing, etc.) may be required to keep a strict separation between the public and the working crew (both on and off set).
- All entry and exit points should be controlled and monitored by a location or production crew member. Consider designated entry and exit points.
- Make sure you have appropriate Covid-19 signage for the crew and the public (please refer to ScreenSafe's Covid-19 page).
- Make sure all equipment stashes are kept separated from the public
- Report any close-contact with the public.
- Councils may audit the health and safety protocols of a production when they have undertakings on council owned or operated locations.
- Note: all productions, even with 9 or less, will require a permit when filming on public land.

Scheduling

- Liaise with 1st AD to ensure that the shoot schedule reflects additional time required to facilitate required physical distancing guidelines and location cleaning requirements.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.
- Appropriate time must be allocated for a thorough H&S/Covid-19 site induction at the start of the day and at each location.
- Crew may need additional time for gear cleaning/sanitising between locations moves and at the end of the day, so you may need to allow time for this.

Studio Filming

- All crew must sign-in when arriving and out when departing the worksite. Ideally this process needs to be contactless so you should consider using electronic systems if practicable.
- Where entry systems that require skin contact e.g. fingerprint scanners or keypads, a cleaning guide must be followed.
- Contactless points of entry into site is preferred.
- All entry and exit points should be controlled and monitored by a security/location/production person.
- Contact tracing systems must be in place, capturing all persons entering the site.
- Require all workers to wash or clean their hands before entering and leaving the site.
- All crew must sign a Covid-19 Declaration before starting work.
- No casual visitors to site. Only workers involved in the project to enter any locations or work sites. Appropriate security measures to be put into place.
- Approved visitors must sign a Covid-19 Declaration before entering the site
- Approved visitors/vendors must be inducted into the production's COVID-19 Safety Plan.
- If in a studio or other large working facility, discuss the need for bubble/workzone separation within the worksite (ie. Construction having their own bubble with designated parking/toilets/kitchen, etc.)
- Make sure each allocated work-zone has enough room to adhere to physical distancing guidelines.
- Close proximity tasks gatherings are limited to 10 people.
- Discuss the possibility of separate entry/exit points with studio owner, facilities manager and/or H&S Officer.
- Consider staggered calls to manage the flow of crew arriving on set and to avoid congestion.
- Ensure adequate airflow/ventilation for studio/indoor spaces.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Studio doors to be kept open as much as possible to prevent close proximity traffic through small doors.
- Atmos & ventilation systems to be checked & verified/certified 'safe' before shoots. Also only used when necessary.
- Designate a specific delivery spot for each site. Unless impracticable, all deliveries should be to the gate/main door of the site only.
- Delivery drivers should remain in their vehicles if the load will allow it or must wear gloves or wash/sanitise their hands before unloading goods and materials.
- Landlords/Owners/Councils are required to ensure any potential risks are communicated to the PCBU leasing the location and controls identified to mitigate the risk.
- Councils may audit the health and safety protocols of a production when they have undertakings on council owned or operated locations.
- Studio facilities be assessed for health and safety concerns before it is re-occupied; any hazards will be addressed.

- Sound stages should be ventilated regularly by opening large stage doors. HVAC systems can be used, be mindful of the where the HVAC system is blowing air as this can facilitate the spread droplets.