



# PRODUCTION DEPARTMENT COVID-19 GUIDELINES

## LEVEL 3

Wednesday, 19 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 vigilant 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 strongly encouraged to wear a mask (or face covering) at Level 3.**
- Do NOT touch other department's equipment.
- Gear and props must be sanitised before and after hire. And ideally at the end of each shoot day.
- Vigilant work site, office and location cleaning is key. There are no guidelines or certification for this, but you **MUST** ensure that cleaning is done to a high professional standard.

#### 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:

- At Level 3, only crew who are critical to production should attend a shoot or work gathering. Work from home if at all possible.
- Identify YOUR work bubble. Limit any interactions between other departments, suppliers or other work bubbles.
- Consider split shifts and/or creating separated work-zones for each bubble

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



### Controlled, Uncontrolled or Close Proximity Environment under Level 3:

- In a **Controlled Environment** (*available hand sanitiser/PPE, and cleaning protocols, 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 (less than 1 meter)** is NOT possible in Level 3.

### Talent & Close Proximity Bubbles:

- Please consider the number and type of talent before committing to production.
- 1m physical distancing is required for all scripted action.
- **There is no allowance for close proximity bubbles, so talent must be able to dress themselves, do their own make up and put on radio mics (under the guidance of film professionals if required).**
- **There is no allowance for extras at Level 3.**

### Catering & Unit:

- No self-serve catering or unit at Level 3.
- 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.

### 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.)
- At Level 3, exterior or studio work is preferred as it’s a more controllable environment.
- Interior shooting, particularly in private residences, will be difficult, if not impossible at Level 3.
- Filming in public places, like public parks, will be possible, but there will probably 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 3 Covid-19 plans in place. (*Note: councils will not issue filming permits without this*).

### Crew and Cast Travel:

- Avoid ride sharing whenever possible.

### 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 required for public transport and flights.

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

## PRODUCTION - Level 3

### Introduction to Department undertakings:

- Pre-Production tasks – remote
- Pre-Production tasks – on site / in production office
- Liaising with Casting department
- Scheduling and budgeting
- Equipment and crew bookings
- Crew and cast interactions / communications
- Management and coordination of project
- Management and coordination of crew and cast
- Distribution of scripts, schedules, daily production paperwork
- Organisation of gear required for shoot, including pick-ups & drop-off
- Liaising with post-production departments

### 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 work (less than 1m) is permitted at Level 3.
- 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 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 Production bubble (remote preparation)
- Off Set Production bubble (in production office preparation)
- On Set Production Department bubble (Unit/Tech base only)
- On Set Production Department bubble (Unit/Tech base AND on Set)
- On Set Department HOD/Department Liaison bubble
- Off Set Post-Production bubble

## **Department Specific Guidance**

**Production 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.**

- Production workers to work remotely as far as practicable.
- Production / inter-departmental meetings to be via remote link as far as practicable.
- Physical production meetings to be carried out with physical distancing of at least 1 meter. If possible, particularly if in a confined space, a 10 person limit is recommended. All crew should wear a mask or face covering whenever practicable.
- Physical distancing of two metres wherever possible between work-stations in Production Office if work cannot be done remotely.
- Production Office crew to be split into smaller work groups/bubbles if practicable.
- Specific Production Role(s) to be created to document, administer and track all of the contact tracing, PPE and hand/workspace/equipment sanitiser requirements within their own department and other departments.
- Production crew charged with collecting and sorting Crew 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 Production Office 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**

### **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.
- Production 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.

### **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, 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**

- Production 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 callsheets, etc. unless essential.
- Where practicable, production to have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- Production Crew to keep a daily log of their interactions with external vendors/suppliers.
- 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**

- Production / 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. wardrobe fittings, pre-production meetings, tech recces, etc.). All crew should wear a mask or face covering whenever practicable.

### **Travel**

- No communal travel. Where this is not possible, a mask or face covering should be worn and physical distancing must be adhered to and vehicles should be cleaned prior to and after used.
- 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

### **Set Protocol**

- Sets should be treated as closed sets, with essential crew on set only.
- AD's, Location and H&S Departments to monitor numbers on set as well as entry/exit points.
- Set congestion is a major hurdle in achieving physical distancing. Consult with all departments to achieve best practice staggered on-set interaction by each department.
- 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.

### **Call Sheets and Sides**

- As far as practicable, a paperless production should be the goal. I.e. no handing out of physical paperwork unless essential.
- Digital call sheets and paperwork should be used whenever practicable. If not, named paper sides, call sheets, etc. to be distributed by a designated AD or Production person, i.e. no piles of sides/call sheets to search through.
- A waste/shredding bin for used sides/call sheets at the end of the day should be available.

### **Equipment**

- Radios and earpieces should be hired with sufficient time for AD/Production team to sanitising and labelling.
- Hands to be washed/sanitised prior to and after handling radios, batteries, earpieces.
- 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/batteries/accessories to be in a separate designated area isolated from clean radios. This equipment MUST be sanitised before reuse and distribution.
- No reuse of headsets/mics. New crew member, new headset/mic.
- Radios used whilst shooting (used in vehicles) should be returned to the designated area and sanitised prior to reuse.

### **Production Runner**

- Production runner to carry PPE and sanitising equipment in their vehicle at all times for equipment pick-ups and interactions with vendors/suppliers outside of Production Bubbles.
- Production Runner must wash/sanitise hands when arriving at or leaving a location/worksite/vendor.
- The Production Runner must keep a log of all interactions with external suppliers and locations visited.

### **Cast**

- Covid-19 information to be distributed to cast prior to their arrival on set.
- All cast must fill in a Covid-19 Declaration prior to work
- Consider number of cast and their health (elderly, etc.) and the ability for physical distancing both on and off-set before commencing production.
- 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 location/studio
- A Covid-19 induction and health check on arrival by safety officer
- Whenever possible, a specific cast area must be set up with physical distancing observed.
- Whenever possible, one AD or Production person should be assigned to key cast and another AD or Production person assigned to extras/additional cast.
- Personal bags or items should be left in the cast/costume/make up area.

- Each cast member may want a water proof wet bags for their personal items to travel to set. Only designated crew or cast to carry this, and only cast member is to put things in & take things out.
- No phones on set, no one else to handle cast personal belongings.
- Disposable Cast water bottles are recommended. Cast to handle their own food – no double handling.
- AD/Production crew to sign in/out cast at the start and end of the working day. Contactless is preferred so you should consider using electronic systems if practicable.

#### **Close Proximity Bubbles**

- There is no allowance for Close Proximity work or scripted action (less than 1m) at Level 3.

#### **Extras**

- There is no allowance for extras work or crowd scenes at Level 3.

#### **Scheduling**

- Ensure that the shoot schedule reflects additional time required to facilitate required physical distancing guidelines.
- 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.