



SMALL CREW COVID-19 GUIDELINES

LEVEL 3

Wednesday, 19 August 2020

These guidelines are specifically written for small crew shoots like content, documentary, news crew or other small style shoots. You should still familiarise yourself with the ScreenSafe Standards & Protocols, but below are the essential points you need to think about before and during filming.

General Covid-19 Guidelines for ALL CREW to follow:

- Do NOT come to work if you are feeling unwell
- All crew MUST fill in a Covid-19 Self Declaration
- Contact tracing is KEY (note where you have been, when and who you met)
- Use contact tracing QR codes at all sites you visit.
- Wash/sanitise your hands, car, keys, phone, work areas and equipment regularly
- Follow physical distancing guidelines: 2m for the public, 1m in a controlled situation (with contact tracing and hygiene protocols in place).
- No close contact work (less than 1m) is permitted at Level 3.

Before You Shoot:

- You MUST register your production: <https://screensafe.co.nz/covid19/registration/>
- All crew to work from home as much as practicable
- All crew MUST fill in a Covid-19 Self Declaration.
- PPE and hand sanitiser should be readily available at the office and on set/in the field.
- Regular aeration of office, opening windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Offices should have a sign in/out register for contact tracing. A Government Tracer App QR-code poster (or similar digital tracing system) must be displayed at all work sites.
- Maintain high hygiene practices at any shared spaces, including regular cleaning of desks, communal equipment and kitchens, light switches and door knobs.
- No open snacks, fruit or shared food.
- 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. All crew should wear a mask or face covering whenever practicable.
- Consider if you will require additional filming time to adhere to hygiene and physical distancing guidelines.

Personal Hygiene:

- Any worker who feels even slightly unwell must not come to work. If unwell at work they must go home.



- If someone you are in regular close contact with feels unwell or has symptoms discuss with the production before coming to work. It may be safest to 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.
- 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.

Physical Distancing:

- Keep crew sizes as small as possible.
- 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 not in your work bubble so far as reasonably practicable.
- **A Close Proximity Environment** is NOT possible in Level 3.

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.
- 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 unless thoroughly sanitised.

Location Filming:

- For public spaces, you will most likely require a council permit, even for 1-person crew. **Please consult with your local council well in advance.**
- Councils require a comprehensive Covid-19 Plan and ScreenSafe registration in order to issue filming permits.
- If interacting with the public (pop vox interviews, etc.) make sure you get all necessary contact details for contact tracing purposes (you will probably need to supply hand sanitiser, etc.).
- Make sure you follow all H&S and Covid-19 guidelines provided by location owner or contact, including hygiene, PPE requirements (face mask, gloves, hard hats, etc.), contact tracing and physical distancing protocols.



- Bring your own hand and equipment sanitiser and appropriate PPE (face mask, gloves, hard hats, etc.)
- Wear a mask or face covering whenever practicable.
- A site log must be created for all locations or studios with sign in/out by all attendees.

Set Protocol

- A H&S and Covid-19 briefing should be held at each location/studio.
- Locations/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 AC/Grip/Sounds (though preferably just the 1st AC to make adjustments)
- To avoid on-set congestions, liaise with other crew for appropriate times for making adjustments or bringing on additional gear.
- Allow other departments time and space to complete their work.
- Remote Focus, Cine Tape and wireless video should be considered to achieve required physical distancing.
- 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.
- 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.
- Air conditioning should be run on fresh air setting, not on recirculate.

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 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

- Make sure your equipment suppliers and other vendors have appropriate Covid-19 guidelines in place.
 - All equipment should be sanitised prior to pickup.



- Contactless pickup (designated pickup area or night box, etc.) is essential.
- Gear should be sanitised per supplier instructions prior to return (and they should also sanitise before putting back on the shelf).
- If in doubt, find another supplier.
- 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.

Managing Physical Distancing:

- No close contact work (less than 1m) is permitted at Level 3.
- Please make sure you can achieve at least 1m physical distancing to other crew or cast (including vox pop subjects). If in an uncontrolled public space, 2m may be required.
- Radio mic'ing of talent is not possible at Level 3 (due to physical distancing restrictions).
- Be sensitive to the talent's requests in regards to Covid-19 so they feel comfortable.

Personal Protective Equipment (PPE):

- Production company to provide PPE (masks, gloves, etc.), hand sanitiser and sanitary spray/wipes.
- Masks or face coverings is now a Government recommendation. All cast and crew should wear a mask or face covering whenever practicable.

Catering and Snacks

- Crew should self-cater or be provided with individually supplied food boxes from a trusted supplier.
- Consider single use bottles, plates and cutlery, but only if personal water bottles, keep cups and/or compostable products are not available.
- No sharing of food. No double-handling of food.