



SOUND 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

SOUND - Level 2

Introduction to Department undertakings:

- Pre-Production tasks – remote (home)
- Pre-Production tasks – on site / in production office
- Management/coordination of Sound team
- Liaison with Post-Production and on-set 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) 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 Sound 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 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 Sound Department bubble (remote preparation).
- Off Set Sound Department bubble (production office)
- On Set Sound Department bubble (Unit/Tech base AND on Set)
- On Set Department HODs/Department Liaison bubble

Department Specific Guidance

Sound 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.

- Sound crew to work remotely when practicable.
- Sound / 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.
- Sound crew to be split into smaller work groups/bubbles where possible (i.e. main unit vs. 2nd unit)
- 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 and crewing in order to ensure physical distancing and gear sanitation.
- The biggest impact to the sound department 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, Lighting yard, studio 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

On and off set

- Hand sanitising stations should be readily available at production office/location/studio.
- PPE (gloves, masks, face shields) to be available.
- Equipment cleaning products should be readily available at production office/location/studio.
- Make sure sound crew are trained in appropriate equipment cleaning/sanitising, particularly for delicate electrical equipment.
- Personal kit/equipment/laptops to be used only by one person.
- Sound equipment to be sanitised at the end of each day. For larger productions, consider a designated sound crew member who is dedicated to maintaining high hygiene practices for all equipment.
- Regular aeration of any office space, open windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- 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 sound department colleague, 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 pickup or testing, 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.

- Consider working with the Costume department to pre-rig microphones in optimum positions in costumes to avoid microphone being affixed to actor, or requiring further adjustment when artist is in costume. This may require costume decisions to be taken earlier and may need testing during pre-production. Consider shooting costume camera tests with sound.
- Sound department to consult with VFX supervisor to investigate if microphones can be mounted external to costumes and digitally removed.

Meetings

- Sound 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. read-throughs, 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.
- 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.
- A 1 meter distance to cast and other crew (DOP, camera team, etc.) must be adhered to.
- To avoid on-set congestions, liaise with 1st AD for appropriate times to fit/adjust radio mics, etc.
- The Sound Mixer does not need to be on set but could be provided with suitable isolated area. On location this may be a separate room.
- For any sequences in moving vehicles sound mixer should be in separate vehicle.
- Discuss supplying a separate small speaker set up for use by the Director or 1st AD to communicate with the cast or off-set crew using separate microphones.
- Whenever practicable, only the camera department will plug cables and equipment into the camera. Please liaise with them to ensure contactless work.
- Allow other departments time and space to complete their work.
- 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.
- A designated radio mic fitting area (possibly with workspace for equipment sanitation) may be required away from set or the costume fitting area. Please discuss with production/locations/costume departments.

Equipment & Kit

- All kit must be cleaned/sanitised between locations and at the end of each day.
- All radio mics must be cleaned between cast and at the end of each day.

- It is advisable that radio mics are designated to specific cast members whenever possible.
- Headphones should be designated individual crew members and sanitised at the end of each day.
- Avoid double handling of consumables like batteries. Consumables should be sanitised before handling. Consider assigning multiple transmitters to cast to avoid battery changes.
- Hands to be washed/sanitised regularly
- Consider a tag system for identifying cleaned equipment to save time.
- Everything should live cleaned in a case. Assume cases/handles are always exposed and require hand washing after handling.
- It is recommended that, whenever practicable, cast (or a crew member already in the cast's Close Proximity Bubble, i.e. their Make Up Artist or Costume Standby) fit their own radio mics. When this is not possible, a Close Proximity Bubble should be considered and discussed with Production. See below section.

Sound Cards & Rushes Procedures

- Sound 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.
- Production should consider sending a single Rushes Drive with all data rather than sending multiple camera cards and a sound card to post.

Cast

- AD's to ensure Covid-19 information is distributed to cast prior to work.
- AD's to ensure all cast have filled in a Covid-19 Declaration prior to work
- 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, to avoid the need for Close Proximity Bubbles, cast should undertake any task they can perform themselves, including the fitting of radio mics.

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.