



SOUND 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 19th August 2020

SOUND - Level 3

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
- 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, 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 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.
- 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.

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, 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 (not allowed for at Level 3). 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 for those who wish to use it.
- Physical distancing to be maintained on essential inter-departmental meetings and work (i.e. read-throughs, pre-production meetings, etc.). All crew should wear a mask or face covering whenever practicable.
- 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

- 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.
- 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 recommend that crew are allowed time during the day to get fresh air.

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.
- Cast will be required to fit their own radio mics under the supervision of the sound department.

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
- 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, 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

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

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.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.