



SUPPLIERS & VENDORS 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.

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Department Specific Guidance as of 19th August 2020

SUPPLIERS & VENDORS - Level 2

Introduction to Department undertakings:

- Pre-Production tasks – remote
- Pre-Production tasks – in office
- Management and coordination of team, equipment and supplies
- Remote liaison with film crew in regard to creative and logistical requirements
- On-site liaison with film crew for pickup and return of equipment and supplies

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 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 company management.
- 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 staff must sign-in when arriving and out when departing the office, warehouse, yard, etc.
- 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 staff should keep a log of non-worksite locations (i.e. stores, etc.) and interactions (meeting suppliers, film contractors, 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 Supplier bubble (remote preparation)
- Off Set Supplier bubble (office/warehouse/yard)
- On Set Supplier bubble (If required to assist film contractors on site)

Department Specific Guidance

All Supplier staff 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.

- Staff to work remotely as far as practicable.
- Staff or company 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 office if work cannot be done remotely. Engineered barriers are necessary where this separation is not practicable.
- Staff to be split into smaller work groups/bubbles if practicable. Consider staggered work times if appropriate.
- Ensure your store/office/warehouse/yard can adhere to physical distancing. You may need to limit customer numbers.
- A specific company role may need to be created to document, administer and track all of the contact tracing, PPE and hand/workspace/equipment sanitiser requirements for the company and its work sites.
- Staff charged with collecting and sorting Staff Covid-19 Self Declarations and other personal data should be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such info.
- Staff vs. Customer bubbles to be maintained wherever practicable.

Personal Hygiene Requirements and Measures

- Any staff members who feels unwell must not come to work, if unwell at work they must go home.
- If a staff member displays any of the symptoms of COVID 19, please call Healthline immediately (0800 358 5453) or your doctor. Management to 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.
- Staff members arriving at the office/warehouse/yard 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 company 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

- Hand sanitising stations should be readily available at the office/warehouse/yard.

- 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.
- 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.
- Designate a specific delivery spot for each site. Unless impracticable, all deliveries should be to the gate/door of the site only.

Equipment

- 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.
- Consider investing in or hiring a sanitising fogging machine to sanitise warehouse or equipment storage areas to avoid additional time/staff resourcing to individually clean/spray equipment.
- Staffing and physical distancing considerations should be given to lifting and moving of heavy equipment.
- If sub-renting equipment from other suppliers, ensure the items are sanitised prior to handover to customer.

Kitchen & Catering

- Stagger lunch where possible and apply physical distancing measures.
- No open snacks, fruit or shared food.
- 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 and Showers

- Physical distancing rules apply to the use of shared facilities, including toilets and showers.
- Sanitising stations to be available outside of communal facilities (i.e. toilets or 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

- Staff members to keep within their own bubble as far as reasonably practicable.
- Interactions with other customers and public must be as per physical distancing protocols.
- As far as practicable, a paperless office should be the goal. I.e. no handing out of physical paperwork unless essential.
- Staff should keep a daily log of their interactions with external vendors/suppliers/customers.

Meetings

- Staff or company 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 meetings.
- Physical distancing to be maintained on essential meetings and work. Face masks (or coverings) is recommended and should be available.

Equipment Prep On Site

- Initial discussions with customers be done remotely via digital platforms like Zoom, etc. whenever practicable.
- Physical distancing and congestion in testing bays, etc. may be a concern. Staggering of and scheduling of allocated testing bay times or pickups, and reduced daily numbers should be considered.
- All customers entering the office/warehouse/yard must adhere to company guidelines in regards to hygiene, physical distancing and contact tracing (sign in/out).
- Equipment or supplies for pickup or testing should be sanitised and put in a designated bay or pickup place prior to customer arriving.
- Testing bays, etc. must be regularly sanitised, including between customers and always at the end of each day.
- Contactless exchange of kit changes or returns of faulty gear is recommended.
- Personal hand sanitiser and recommended/appropriate cleaning/sanitising products for equipment should be made available to customers.
- Customers must sanitise all personal equipment or kit they bring on site.
- Customers should not bring food on site.
- Customers should not bring any friends or non-essential visitors to the office/warehouse/yard.
- All customers should sign in and out of office/warehouse/yard.
- Any customers who are feeling unwell should be asked to leave.

Returns

- A designated returns area should be established. All equipment and supplies must be cleaned/sanitised before being returned to its home or before being given to another customer.

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.
- Staff 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

- If Suppliers are asked to attend a film work-site or location for equipment delivery or maintenance/repair, all Production Company H&S and Covid-19 protocols must be adhered to including, but not limited to hygiene, PPE, physical distancing and contact tracing guidelines.
- Sets should be treated as closed sets, with essential crew on set only. It is recommended that whenever practicable Suppliers only visit unit/tech base.
- Please follow all 1st AD and H&S Officer guidelines. If not required on set, please wait at unit/tech base until required.
- Apart from the specific department/bubble you have been requested to meet, limit interaction with other bubbles/departments.
- Ideally bring your own kit/tools to avoid sharing or using crew member's kit/tools.