



UNIT & CRAFT SERVICES 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

UNIT & CRAFT SERVICES - Level 2

Please Note:

For larger productions Unit (unit base setup, tables, chairs, etc.) & Craft Services (food prep and service) may be separate departments. Strict separation of these departments is advisable if appropriate to the size of the production.

Introduction to Department undertakings:

- Equipment and food preparation – remote
- Equipment and food preparation – on location
- Setup of on-set and off-set filming bases
- On Set food service
- Food service clean up – on location
- Equipment clean up – remote
- Crew and cast interaction

Introduction to the 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 Production, Health & Safety and other applicable departments.
- 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 worksite, location or unit lock-up.
- 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-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 or approved site visitors must sign a Covid-19 Declaration before starting work or visiting a work site.

Department Bubbles

- Off set Unit Department bubble (remote preparation)
- Off set Unit Department bubble (sourcing supplies)
- On Set Unit Department bubble (Unit/Tech base only)
- On Set Unit Department bubble (Unit/Tech base AND on Set)

Department Specific Guidance

Location food service during Level 2: No open buffet style catering at this level. Consider the 3S model: Seated, Separated, Single Server. With this in mind, a “Café-style” setup is recommended for Unit, where crew approach the unit truck/table and are served by a member of the Unit Department. So no self-service unless strict hygiene measures are put in place.

Unit Department 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.

- Unit / inter-departmental interaction to be via phone or 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.
- All staff working with food preparation must have a Food Safety Certificate.
- Limit the number of Unit crew in each area/truck if possible whilst not compromising safety. A minimum of 1-2m physical distancing must be adhered to.
- Physical distancing of two metres wherever possible between work stations at catering base if work cannot be done remotely.
- Unit crew to be split into smaller work groups/bubbles if practicable. I.e. one being responsible for food preparation, while another looks after tables, chairs, rubbish removal, etc.
- Please ensure 3rd Party Suppliers for produce and/or pre-made morning/afternoon tea, etc. have appropriate Covid-19 guidelines in place. If concerned or uncertain, please discuss with Production.
- 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 unit lock-up or work site must wash/sanitise their hands upon arrival and prior to touching any surfaces or handling food, eating, drinking. Staff should wash their hands prior to leaving site.
- A strict personal hygiene & hand washing/sanitising regime must be observed in line with the ScreenSafe guidelines.
- Work stations to be cleaned/sanitised each day, and in between workers.
- In accordance with Ministry of Health guidelines, PPE (gloves and masks) should be available.
- A strict personal hygiene & hand washing regime must be observed in line with the MOH guidelines. Clothes should be fresh each day.

Unit Lock-up Protocols

- Hand sanitising stations should be readily available, including, but not limited to entry/exit points, toilets, kitchen and other shared spaces.
- Common work surfaces 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 unauthorised visitors to site.
- Designate a specific delivery spot.
- Delivery drivers should remain in their vehicles if the load will allow it or must wear gloves or wash/sanitise their hands before unloading goods and materials.

Studios and Larger Work Sites

- If a unit lock-up is set up at a studio or remote site, strict separation must be adhered to between catering and other departments.

Kitchen & Catering

- 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.
- 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

- 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).
- 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

- Unit 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 paperwork unless essential.
- Where practicable, the Unit Department should have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- Unit crew to keep a daily log of their interactions with external vendors/suppliers.

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
- Swing drivers may be required. Please consult with Transport or Production department to ensure the swing drivers follow all required or requested Covid-19 guidelines, including but not limited to: sanitation, physical distancing, contact tracing and Crew Declaration Forms.

Food Prep & Work Space Hygiene

- Regular cleaning and sanitising of high use work areas. A cleaning record should be kept.
- All cutlery, crockery & cooking equipment must be sterilised in dishwasher.
- Sanitise surfaces, mop floors & laundry washed at the end of each day.
- Consider additional bench space for food preparations
- Physical distancing of two metres wherever possible between work-stations
- All fruit & vegetables are to be washed before use.
- All hotboxes, poly boxes and other food containers to be cleaned and sanitised before use.

On Set Setup, Food Preparation and Clean Up

- The Unit Truck to be cleaned/sanitised each day.
- Masks or face coverings is now a Government recommendation. All unit crew should wear a mask or face covering whenever practicable.
- Crew, cast and public must be kept separate from food serving areas as per physical distancing protocols. A physical barrier (table, etc.) is recommended to avoid crew entering unit truck or other food prep areas.
- Smokers / vapers must use designated area, ideally off-site, and butts are to be placed in the designated receptacle. Hands must be washed / sanitised before and after smoking.
- Ensure designated area is such that smoke or vapor produced is not going into another person's breathing zone.

Catering & Food Service

- Food should come in single serve portions, i.e. pre-prepared lunch boxes. No buffet-style breakfast/lunch or self-service.
- Delivery of hotboxes by production or catering crew should be to a designated spot and unit crew member advised of delivery.
- Either Catering OR Unit Crew will be in charge of food delivery. Department bubble separation should be maintained.
- Rolling or staggered breakfast and lunches are advised. Unit or Catering staff to ensure all food is kept warm within MOH guidelines.
- Menu cards with ingredient list for each dish should be available (for dietary requirements/allergies)
- Food placed with menu cards on tables for individual crew members to collect, observing physical distancing.
- Reusable plates and cutlery can be used, but only with strict procedures in place for handling, separation and sterilisation. Otherwise compostable/recyclable alternatives should be used.
- Packaging to be compostable where possible.
- Hotbox collection: the hotbox to be placed in a designated area for collection by catering provider. Hotbox handles to be sanitised prior to collection by catering team.

Lunch Setup

Location food service during Level 2: No open buffet style catering at this level. Consider the 3S model: Seated, Separated, Single Server.

The caterer's serving options are:

- Individual sealed lunch boxes
- A contactless buffet with catering crew serving up per crew and cast request. Sneeze/cough guards must be set up between crew and food/catering staff.
- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Consider numbers on site for site facilities as physical distancing may require additional space / facilities.
- Workers should sit a minimum of 1 metre apart from each other whilst eating and avoid all contact. Allow for additional tables and EZ-UP's to accommodate physical distancing.
- Hand washing facilities or hand sanitiser should be available at the entrance of any area where people eat and should be used by workers when entering and leaving the area.
- All on site bubbles should be maintained during meal breaks.
- Tables should be thoroughly cleaned between each use.
- All areas used for eating must be thoroughly cleaned at the end of each break

On-Set Hygiene

- Hand sanitiser stations must be available around set, including but not limited to: main entry/exit points, unit truck, at all eating areas, near or on set and outside toilets/portaloos.
- Portaloos should be checked and sanitised every few hours. Consider hiring additional portaloos if crew numbers dictate.

- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Rubbish/compost/recycling bins should be emptied regularly and not be over-filled.
- Water filling stations should be cleaned regularly as per the cleaning guide. Contact less (footpump, etc.) operation is recommended.

Unit Equipment

- All equipment (tables, chairs, etc.) should be cleaned before the job and at the end of each day, taking particular care with frequent touchpoints (EZ-UP legs, tables, etc.).
- Additional cleaning is recommended throughout the day.

Snacks and Drinks

- Craft services arrangements should be contactless. No open service, buffet style service tables either on or off set.
- A café style “single server” scenario is recommended, i.e. crew walking up to a pick-up table to make their order and have contactless pickup. Otherwise consider pre-packaged snacks and ensure workers are working in accordance with food hygiene standards.
- Limit access and use of coffee machines, they should ideally be operated by one person who is using adequate hygiene measures. No other departments to touch coffee machine or other food preparation equipment.
- The workforce could be asked to bring pre-prepared meals where possible, and refillable drinking bottles from home.
- Single-use water bottles could be considered if hygienic water filling stations are not possible. But do consider the environmental impact.
- Food & Drinks can be handed to an AD to bring to key cast, but generally double-handling should be avoided.

On-Set Shooting Bubble

- The on-set Shooting Bubble is for essential crew only.
- Numbers on set should be minimal, and as such, it is not recommended that Unit crew enter a shooting set unless essential (i.e. to empty rubbish bins or set up director’s chair, etc.).
- No food on set. Although the location manager may approve drinks (with lids) that individual crew have picked up themselves from the food & drinks serving area off set.

Cast & Extras

- Whenever possible, specific cast and extras areas must be set up with physical distancing observed. A separation between cast and extras is advised.
- Whenever possible, a specific extras area must be set up with physical distancing observed. Individuals to remain in the same seat for the duration of the day when not on set, i.e. no seat swapping and mingling.
- 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 3rd AD 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.
- Cast & Extras may require their own “café-style” food & snack setup. Ideally manned by a designated unit person.