



SMALL CREW COVID-19 GUIDELINES

LEVEL 2

Thursday, 28 May 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)
- Wash/sanitise your hands, car, keys, phone, work areas and equipment regularly
- Follow physical distancing guidelines: 2m for the public, 1m in controlled work with contact tracing and hygiene protocols in place.

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.
- 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.
- 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, 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. PPE should be available for those who wish to use it.
- 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.

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** 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.

Travel

- Communal travel is not recommended. Where this is not possible, 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.**
- If interacting with the public (pop vox interviews, etc.) make sure you get all necessary contact details for contact tracing purposes.
- 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.)
- 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.

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 recommended.
 - 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:

- Unless essential, any interaction with other crew or cast (including vox pop subjects) should follow a minimum of 1m physical distancing
- If make up or the attaching of a lapel, etc. is required, this can only be done in consultation with cast/agent and other appropriate departments to establish a Close Proximity Environment.
- Here are some examples of situations that may arise on set:
 - Example 1: A content shoot goes over multiple days and the cast member has extensive make up and costume requirements each day.
 - Solution: A permanent Close Proximity Bubble is established for the lead cast and the stylist. Neither have vulnerable people at home and neither are working on other productions that should be consulted. The stylist may choose to wear a face mask – this is not required, but the cast member may request it. **PLEASE READ SCREENSAFE STANDARDS SECTION FOR CLOSE PROXIMITY BUBBLES.**
 - Example 2: The boom mic won't do the job, so you need to attach a radio mic to the talent.
 - Solution: The sound mixer to consult with cast and other crew on site. As it will only take 1 or 2 minutes, it is agreed that the Sound Mixer physically attaches the radio mic to the cast member. The cast member is happy for them to do so without PPE, but the Sound Mixer decides to use a face mask and sanitise his hands first anyway.
 - Example 3: The crew need to lift the dolly out of the van. It will take 2 of them working in close proximity
 - Solution: As it will only take 1-2 minutes they mutually agree this is fine. And since they are both in an established work bubble, PPE will not be required (although it should be available if requested).

Personal Protective Equipment (PPE):

- WorkSafe guidelines in regards to PPE per 18th May 2020:
 - When working closer than one meter people aren't required to wear PPE, like masks. However, many workers and customers may want workers to wear masks.
 - 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.



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.