



# ART DEPARTMENT

## LEVEL 3 COVID-19 GUIDELINES

September 2021

### Before you work:

- All crew MUST fill in a COVID-19 Health Declaration.
- If you have any COVID-19 symptoms, **do not come to work**. Please get tested.

### Please Note:

*The Art Department represents a wide range of on and off-set skills. Specific notes for sub-departments can be found at the end of this document.*

### Introduction to Department undertakings:

- Pre-Production tasks – remote
- Pre-Production tasks – on site / in office
- Construction/Paint and Greens work
- Specialised props creation
- Props sourcing, including pick-ups & drop-off
- Management and coordination of project
- Management and coordination of crew, work sites and equipment
- Liaison with Director and other departments in regards to creative and logistical requirements
- On-Set operation and troubleshooting as required

### Department Bubbles

*\* for smaller productions, many of the below bubbles are combined (i.e. props and set dressing being the same, etc.)*

- On Set Department HODs/Department Liaison bubble

#### Art Department

- Off Set Art Department bubble (remote preparation)
- Off Set Art Department bubble (office)
- On Set Art Department bubble (Unit/Tech base only)
- On Set Art Department bubble (Unit/Tech base AND On Set)

#### Props

- Off Set Props Department bubble (remote preparation)
- Off Set Props Department bubble (office/workshop)
- On Set Props Department bubble (Unit/Tech base only)
- On Set Props Department bubble (Unit/Tech base AND On Set)

#### Set Dressing

- Off Set Set Dressing Department bubble (remote preparation).
- Off Set Set Dressing Department bubble (office/workshop)
- On Set Set Dressing Department bubble (Unit/Tech base only)
- On Set Set Dressing Department bubble (Unit/Tech base AND On Set)

#### Construction

- Off Set Construction Department bubble (remote preparation).
- Off Set Construction Department bubble (office/workshop)
- On Set Construction Department bubble (Unit/Tech base only)
- On Set Construction Department bubble (Unit/Tech base AND On Set)

#### Paint

- Off Set Paint Department bubble (remote preparation).
- Off Set Paint Department bubble (office/workshop)
- On Set Paint Department bubble (Unit/Tech base only)

- On Set Paint Department bubble (Unit/Tech base AND On Set)

#### **Greens**

- Off Set Greens Department bubble (remote preparation).
- Off Set Greens Department bubble (office/workshop)
- On Set Greens Department bubble (Unit/Tech base only)
- On Set Greens Department bubble (Unit/Tech base AND On Set)

#### **Animals**

- Off Set Animal Department bubble (remote preparation).
- Off Set Animal Department bubble (office/workshop)
- On Set Animal Department bubble (Unit/Tech base only)
- On Set Animal Department bubble (Unit/Tech base AND On Set)

#### **PPE Requirements:**

- At Delta Alert Level 3, face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan. They are mandated by the MoH for public facing businesses and work.

#### **Required Physical Distancing Requirements:**

- The general rule of 2 metres applies at all times.
- If in a Controlled Environment, maintain at least 1 metre physical distancing between crew.
- No close contact work (less than 1m) is permitted at Level 3.
- When interacting with any public or unknown persons, crew must maintain the minimum of 2 metres physical distancing at all times.

#### **Contact Tracing:**

- A Government Tracer App QR-code poster must be displayed at all work sites.
- All crew must sign-in when arriving and out when departing a work site.
- 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, location owners, 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 Specific Guidance

**Art Department 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.**

- Art Department crew to work remotely when practicable.
- Art Department / inter-departmental 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. Use of a face covering is strongly recommended.
- Physical distancing of two metres wherever possible between workstations in offices if work cannot be done remotely. Physical barriers may need to be erected.
- Art Department crew to be split into smaller work groups/bubbles where possible (i.e. separation between props buyers and set dressers, or off-set vs. on-set crew, etc.).
- Liaise with Production and Health & Safety in regards to contact tracing, PPE and hand/workspace/equipment sanitiser requirements for your department
- *For larger productions, specific Art Department Role(s) may need to be created to document, administer and track all of the contact tracing, PPE and hand/workspace/equipment sanitiser requirements for the various sub-departments of Art Department.*
- *Art Department crew charged with collecting and sorting Crew Declarations and other personal data should be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such info.*
- Consider specific production requirements in regards to crewing in order to ensure physical distancing and sanitation.
- The biggest impact to the art department in achieving these safe work practices is the increased time needed to complete tasks safely and hygienically.
- On set and off set bubbles to be maintained wherever practicable.

### Personal Hygiene Requirements and Measures

- Any worker who feels 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.
- At Delta Alert Level 3, face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan. They are mandated by the MoH for public facing businesses and work.
- Please wash/sanitise your hands upon arrival at a work site.
- 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/workshop/location/studio.
- PPE (gloves, masks, face shields) must be available.
- Equipment cleaning products should be readily available at production office/workshop/location/studio.
- Make sure Art Department crew are trained in appropriate equipment cleaning/sanitising, particularly for electrical equipment.
- 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.
- Personal kit/equipment/laptops to be used only by one person.

- Common work surfaces in offices to be cleaned regularly (i.e. door handles, shared photocopiers, taps, light switches, etc.).
- Construction equipment, etc. to be sanitised at the end of each day.
- For larger productions, consider a designated cleaning coordinator who is dedicated to maintaining high hygiene practices with equipment. And for props leaving and arriving back.
- Consider investing in or hiring a sanitising fogging machine to sanitise workshops, work areas and bulk props to avoid additional time/crew resourcing to individually clean/spray equipment/props.
- Regular aeration of offices and workshop, open windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Ensure only approved art department crew are allowed access to workshop and props storage areas.
- Close proximity tasks gatherings are limited to 10 people. PPE is recommended.
- To avoid congestion consider staggered calls to manage the flow of crew arriving.
- Sanitise surfaces & mop floors at the end of each day where required.
- A cleaning record should be kept.
- Stairs should be used in preference to lifts.
- No visitors to site. Only workers involved in the project to enter any locations or work sites.
- Designate a specific delivery spot for each site. Unless impracticable, all deliveries should be to the gate/main door of the site only.
- 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 in a studio or other large working facility, discuss the need for bubble/work-zone separation within the worksite (i.e. Construction having their own bubble with designated parking/toilets/kitchen, etc.) as well as the possibility of separate entry/exit points for departments.
- Make sure each allocated work-zone has enough room to adhere to physical distancing guidelines.
- Ensure adequate airflow/ventilation for studio/indoor spaces.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Atmos & ventilation systems to be checked & verified/certified 'safe' before shoots. Also only used when necessary.
- Sound stages should be ventilated regularly by opening large stage doors. HVAC systems can be used, but be mindful of the where the HVAC system is blowing air as this can facilitate the spread of droplets.
- Studio doors to be kept open as much as possible to assist with airflow and to prevent close proximity traffic through small doors.
- No visitors to site. Only workers involved in the project to enter any locations or work sites. Appropriate security measures to be put into place.
- Studio facilities be assessed for health and safety concerns before it is re-occupied; any hazards will be addressed.
- Landlords/Owners/Councils are required to ensure any potential risks are communicated to the PCBU leasing the location and controls identified to mitigate the risk.
- Councils may audit the health and safety protocols of a production when they have undertakings on council owned or operated locations.

#### **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.

#### **Toilets, Showers & Drying Rooms**

- 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).
- 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.

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#### **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 HOD or work colleague. All crew to get their own in the designated unit pickup areas.

#### **Interaction with Other Departments, Suppliers, Cast & Extras**

##### **Suppliers**

- Props houses and specialist suppliers, etc. should have their own policy and plan for dealing with the Covid-19 pandemic including contact tracing and the cleaning/sanitising of all props.
- Props houses should have the props in a prep bay cleaned and ready for pickup or testing, as well as adequate procedures for handling equipment handovers.
- Private suppliers or “everyday” shops/hardware stores, etc. may not have suitable COVID-19 measures in place. Make sure you maintain physical distancing and necessary hygiene/sanitation, including the use of a face covering. Cleaning/sanitation of purchases or hires may be required.
- Contactless pickup from suppliers is preferred.

##### **Meetings**

- Art Department 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. wardrobe fittings, pre-production meetings, tech recces, etc.). Use of a face covering is strongly recommended.
- 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. One person per vehicle only, unless in a household bubble together.
- Shared vehicles should not be used outside work. Vehicles should be cleaned prior to and after used.

##### **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, 1<sup>st</sup> AD, lighting crew, etc.) must be adhered to.
- To avoid on-set congestions, liaise with 1<sup>st</sup> AD for appropriate times to make adjustments.
- Set Dressing should ideally be done prior to the shoot day or prior to other crew entering set. Necessary adjustments to be done after blocking and per 1<sup>st</sup> AD's instructions.
- 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**

- Personal kits should be cleaned at the end of each day.
- All shared kit must be cleaned/sanitised between locations and at the end of each day.
- Consider a tag system for identifying cleaned equipment to save time.
- Everything should live cleaned in boxes or cases. Assume cases/handles are always exposed and require hand washing after handling.
- Crewing and physical distancing considerations should be given to lifting and moving of items like furniture, fake walls, etc.

##### **Cast**

- Interaction with Cast should be kept to a minimum. A minimum 1m physical distancing must be adhered to.
- Handing of physical props, etc. to Cast must be contactless.
- Strict hygiene protocols should be followed with cleaning prior to being handed over and upon return from Cast.

### **Close Proximity Bubbles**

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

### **Extras**

- Use of extras is not recommended as it can be difficult to apply the required risk minimisation and control. In some instances it may be possible if strict control measures can be achieved.

### **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.
- Discuss your pre-dress requirements with 1<sup>st</sup> AD/Locations/Production in advance to avoid congestion on the shoot day.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.

### **GREENS, CONSTRUCTION & PAINT**

- If in a studio or large work site situation, please discuss COVID-19 guidelines and requirements with the facilities manager, including, but not limited to:
  - The need for bubble/work-zone separation within the worksite (i.e. Construction having their own bubble with designated parking/toilets/kitchen, etc.)
  - The possibility of separate entry/exit points for individual departments.
  - Each work-zone must be able to adhere to physical distancing measures within their allocated area.
  - Ensure adequate airflow/ventilation for studio/indoor spaces and that HVAC or ventilation systems are adequate and certified for the work.
  - Air conditioning should be run on fresh air setting, not on recirculate.
  - Establishment of a specific delivery point and protocols for delivery drivers.
- For all work sites, please ensure regular aeration, open windows when possible. It is recommended that crew are allowed time during the day to get fresh air.
- Please consider manpower and physical distancing requirements for work involving heavy lifting. Close Proximity work (less than 1m) is not allowed for at Level 3.
- Consider staggered shifts and break/lunch times to avoid congestion at workshop(s).
- Alcohol based sanitisers are flammable. Please ensure your hands are completely dry of all sanitisers before coming into contact with any heat or ignition source.

### **ANIMALS**

- Currently there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. However, some precautions should be taken:
  - Discuss the animal type in question with a veterinarian and check recent World Health Organisation and Ministry of Health guidelines in regards to animals and Covid-19.
  - A veterinary examination may be required/requested.
  - Make sure the cast is comfortable interacting with the animal
  - Take necessary hygiene precautions, including shampooing of animal and/or use of non-toxic, animal-friendly sanitising spray.
- Scripted action with cast should be discussed with and approved by Cast/Agent, Production, 1<sup>st</sup> AD and other affected departments.
- If possible or if requested, please simplify action to avoid contact with animal.
- Animal wranglers should maintain strict hygiene measures, including hand washing/sanitising and the use of fresh clothes each day.
- Equipment should be cleaned/sanitised at the end of each day and in between use with different wranglers or animals.
- A secure and clean/sanitised holding area for animals must be organised. No other departments to enter this area or engage with animals.

### **PROPS BUYING / SET DRESSING**

- Pickup, handling and sanitising of props and set dressing must be done with extreme care and consideration to cross-contamination.
- All props and set dressing to be sanitised after pickup and before return to vendor/lender.

- Some vendors or private lenders may be uncomfortable with lending out props or set dressing. Do not force the issue! And be prepared to present production or ScreenSafe hygiene protocols and your personal COVID-19 Health Declaration form for peace of mind.
- Sharing of vehicles is NOT recommended. If unavoidable, please follow strict cleaning protocols between use.
- No communal travel. One person per vehicle only.
- Shared vehicles should not be used outside work. Vehicles should be cleaned prior to and after used.
- Time pressure for last minute props sourcing may become an issue. Do not offer up a prop or piece of set dressing that you are not 100% comfortable with in regards to hygiene and the risk of cross-contamination.
- A pre-dress should be discussed with locations/1<sup>st</sup> AD to avoid congestion on set, either the day before or on the day prior to main shooting crew turning up.
- A designated props/set dressing storage area and/or cleaning area may be required for many productions. No other departments to enter such area.
- For larger productions, consider a designated cleaning coordinator who is dedicated to maintaining high hygiene practices for workspaces/props/set dressing. And for items leaving and arriving back.
- Consider investing in or hiring a sanitising fogging machine to sanitise storage areas and/or bulk props to avoid additional time/crew resourcing to individually clean/spray items.