



CAMERA & VIDEO DEPARTMENTS

LEVEL 2 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.

Introduction to Department undertakings:

- Pre-Production tasks – remote (home)
- Pre-Production tasks – at camera house
- Management/coordination of Camera team
- Liaison with DOP and other departments in regards to technical requirements
- On-Set operation and troubleshooting as required

Department Bubbles

- Off Set Camera Department bubble (remote preparation).
- Off Set Camera Department bubble (production office / camera house preparation)
- On Set Camera Department bubble (Unit/Tech base AND On Set)
- On Set Department HODs/Department Liaison bubble

PPE Requirements:

- At Delta Alert Level 2, 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 less than 1m permitted unless essential AND you have been approved to be part of a Close Proximity Bubble.
- Creation of Close Proximity Bubbles (less than 1 metre physical distancing) must be done in consultation with Production, Health & Safety and other applicable departments.
- *While every production is different, a Close Proximity Bubble should be the last resort for the Camera Department. And only after thorough discussion and approval by production and other affected departments/crew. Agreed safety precautions and PPE requirements must be adhered to at all times.*
- 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

Camera 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.

- Camera crew to work remotely when practicable.
- Camera / 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. 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.
- Camera crew to be split into smaller work groups/bubbles where possible (i.e. main unit vs. 2nd unit, etc.).
- 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 (wireless comms, remote heads, etc.) and crewing in order to ensure physical distancing, gear sanitation and remotes streaming setups (when applicable).
- The biggest impact to the camera and video departments 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 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 2, 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.
- PPE (gloves and masks) should be available.
- 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.

Work Space Hygiene

On and off set

- Hand sanitising stations should be readily available at production office/camera house/location/camera truck.
- PPE (gloves, masks, face shields) to be available.
- Equipment cleaning products should be readily available at production office/camera house/location/camera truck.
- 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.
- Camera equipment and Camera Truck/Van to be sanitised at the end of each day.
- Make sure camera crew are trained in appropriate equipment cleaning/sanitising, particularly for delicate electrical equipment like remote focus units, etc.
- Regular aeration of camera truck, open windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- For more permanent gear storage areas (i.e. at studio or long-term location), make sure only approved camera crew are allowed access.
- 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 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.
- 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 DOP, 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 the AC's 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.

Meetings

- Camera 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. camera tests, 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

- Ride-sharing is not recommended unless you are already in a small and regular work bubble and if physical distancing is maintained. Use of a face covering is strongly recommended.
- 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

Set Protocol

- 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/2nd AC or Grip/Sound (though preferably just a 1st AC would be making adjustments)
- To avoid on-set congestions, liaise with 1st AD for appropriate times for lens changes, etc.
- Steadicam operators should develop protocol for hand off of rigs. I.e. no hand off to grips, or have a dedicated grip or camera assistant to assist between takes to rest the rig. If being assisted regular wipe downs of the rig and hand sanitation should be adhered to.
- Remote Focus, Cine Tape and wireless video should be utilised to achieve required physical distancing.
- Consult closely with sound and grip department if they need to plug in or require additional equipment to go on camera. Ideally this will be done by 1st AC whenever possible.
- 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.
- 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.

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/ post-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

- 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.

Close Proximity Bubbles

Close proximity tasks (0-1metre) introduces a higher risk and PCBU's must eliminate or minimize this increased risk by applying the appropriate control measures.

- Close contact scenes with less than a metre physical distance (a Close Proximity Environment) must only be done after thorough discussion and mutual agreements with producer, Cast/Agent and other affected departments (H&S, Make Up, etc.).
- *Specific guidance around intimacy scenes (kissing, etc.) is yet to come. If required, please contact ScreenSafe or WorkSafe for advice.*
- For some productions longer-term Close Proximity Bubbles might be created to avoid contact with other bubbles (i.e. key Cast, their Make Up Artist, Costume Standby and/or PA/Driver).
- Communication must be clear about who is in the Close Proximity Bubble.
- The Close Proximity Bubble size must be kept to minimum, ideally less than 3. No more than 10 people.
- Time spent in Close Proximity should be limited to the absolute minimum necessary time.
- While in a Close Proximity Bubble, contact with other bubbles should be kept to an absolute minimum. The crew member should also consider the extent and impact this may have on their family and social life.
- Cast's individual comfort levels must be taken into account and there must be no coercion. Consent must be gained for each and every scene of an intimate/close nature. Cast must never be required to perform intimate or close action they are not comfortable with.

- The emphasis is on transparency and communication. Performers will get scripts and information regarding the intimate/close scenes well in advance of rehearsals and shooting. They need to know the level of intimacy/physical action required in detail and the length of time expected to be in close/intimate proximity.
- Cast will be given adequate time to consult privately with their agent prior to agreeing to the scene. Nothing should be last minute.
- Close Environment scene details shall be re-confirmed prior to blocking/filming and Cast and crew comfort levels re-assessed.
- Crew working in a Close Proximity Bubble should wear appropriate PPE if requested or recommended.
- Use of a face covering is strongly recommended.
- 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.
- *Please familiarise yourself with the Close Proximity and Scene Specific Guidance sections of the ScreenSafe Covid-19 Protocols.*

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. Particularly in regards to Close Proximity Bubble requirements.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.