



# CAMERA & VIDEO DEPARTMENTS

## 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.

### 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 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

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. 2<sup>nd</sup> 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 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/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, 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 for those who wish to use it.
- Physical distancing to be maintained on essential inter-departmental meetings and work (i.e. camera tests, pre-production meetings, tech reces, 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.
- 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.

##### **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 1<sup>st</sup> 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 considered 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 1<sup>st</sup> 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**

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

#### **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.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.