



# CASTING 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.

### Introduction to Department undertakings:

- Pre-Production tasks – remote
- Pre-Production tasks – in office
- Management and coordination of project and team
- Liaison with Director, Producer(s) and/or Advertising Agency in regard to creative and logistical requirements
- Liaison with cast and their agents
- Filing and digital upload of audition videos and casting forms

### Department Bubbles:

- Off Set Casting bubble (remote preparation)
- Off Set Casting bubble (casting facility or office)
- On Set Casting bubble (Unit/Tech base only – if required to assist AD's)

### 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

**Casting 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.**

- Casting Department crew to work remotely as far as practicable.
- Casting / inter-departmental meetings to be via remote link 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 must be adhered to in the waiting room with seats spaced out accordingly. Good ventilation or regular opening of doors or windows is recommended.
- Physical distancing of two metres wherever possible between workstations in offices if work cannot be done remotely.
- Physical distancing must be adhered to in the waiting room with seats spaced out accordingly. Good ventilation or regular opening of doors or windows is recommended.
- Crew to be split into smaller work groups/bubbles if practicable.
- A specific Casting Department Role may need to be created to document, administer and track all of the contact tracing, PPE and hand/workspace/equipment sanitiser requirements for your department.
- Casting Department crew charged with collecting and sorting Crew/Cast Declarations and other personal data should be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such info.
- 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 & Office protocols

- Hand sanitising stations should be readily available at the office/casting facility.
- 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.
- Laptop/screen/equipment cleaning products should be readily available in the office.
- Office equipment to be used only by one person as much as possible (i.e. laptops, printers, scanners, stationery, etc.).
- Common work surfaces in production offices 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 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/door of the site only.

#### **Kitchen & Catering**

- 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.
- 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 and Showers**

- Physical distancing rules apply to the use of shared facilities, including toilets and shower.
- Sanitising stations on location available outside of communal facilities (i.e. toilets or 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.

#### **Interaction with Other Departments, External Vendors and Suppliers**

- Casting Department 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 Casting Department to have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- Crew should keep a daily log of their interactions with external vendors/suppliers.

#### **Meetings**

- Casting / 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. read-throughs, pre-production meetings, 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.

#### **Auditions**

- If possible, auditions should be done remotely via digital platforms like Zoom, etc.
- Self-tape auditions is another option, although there is limited possibility for direction and guidance by casting agent.
- Physical distancing and congestion in waiting rooms is a major concern for auditions, with casting agents often having limited space on site. Staggering of cast and reduced daily numbers should be considered.
- All cast attending a physical audition or callback session must adhere to casting agent guidelines in regards to hygiene, physical distancing and contact tracing.
- Casting forms should ideally be contactless or a strict system put into place for hygiene (i.e. available hand sanitiser, a Clean vs. Used cup for pens, etc.)
- Readers and additional casting assistants in the studio should only be used if essential and if physical distancing is achievable.
- Under Level 3 there is no allowance for physical contact between cast during auditions or callbacks, i.e. for an intimate scene, etc.
- Cast must not bring any friends, siblings, children, etc. unless completely unavoidable, or if a support person is required, i.e. for the elderly or a blind person, etc.)
- Consideration to the age and health of both the role and the actors auditioning for it should be considered before commencing casting and production.

**Callbacks**

- If possible, callbacks should be done remotely via digital platforms like Zoom, etc.
- If possible, director to attend remotely via digital platforms like Zoom, etc.

**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. It is recommended that Casting crew remain at unit/tech base only.
- When working on location, please follow all 1<sup>st</sup> AD and H&S Officer guidelines. If not required on set, please wait at unit/tech base until required.

**Equipment**

- Personal kits should be cleaned at the end of each day.
- Video cameras, computer stations and other shared equipment must be regularly cleaned/sanitised.

**Props**

- If a prop is required for auditions, it must be disposable, or if not, properly cleaned/sanitised between sessions/cast. Contactless handovers must be achievable.

**Cast**

- COVID-19 information to be distributed to cast prior to their arrival on casting facility.
- No Cast to arrive at casting facility if they are feeling unwell. Some productions may require all cast auditioning to fill in a COVID-19 Health Declaration. Production to supply forms for this.
- Consider number of cast and their health (elderly, etc.) and the ability for physical distancing both on and off-set before commencing production.
- Face masks/coverings and PPE shall be made available to all cast.
- Cast may be asked to use a face covering whenever practicable. Some productions may require this as part of their H&S plan.
- All cast to wash/sanitise hands on arrival at location/studio.
- A COVID-19 induction and health check on arrival by a competent person, i.e., registered nurse, paramedic or the safety officer.
- All cast to wash/sanitise hands on arrival at casting facility.
- A specific waiting room should be set up with physical distancing observed and ideally fully separate from casting department offices.

**Backup Cast**

- Producer or Advertising Agency may request that backup Cast are organised if cast get sick prior to or during filming.
- Fees for backup Cast should be discussed with Producer and Advertising Agency.

**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.