



LIGHTING 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 (home)
- Pre-Production tasks – at Lighting yard/supplier/studio
- Management/coordination of Lighting team
- Liaison with DOP and other departments in regard to technical requirements
- On-Set operation and troubleshooting as required

Department Bubbles

- Off Set Lighting Department bubble (remote preparation).
- Off Set Lighting Department bubble (production office / lighting yard / studio)
- On Set Lighting Department bubble (Pre-Light crew)
- On Set Lighting Department bubble (Unit/Tech base only)
- On Set Lighting 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-worksite 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

Lighting 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.

- Lighting crew to work remotely when practicable.
- Lighting / 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 if work cannot be done remotely.
- Lighting crew to be split into smaller work groups/bubbles where possible (i.e. main unit vs. 2nd unit, or off-set vs. on-set crew).
- 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 and crewing in order to ensure physical distancing and gear sanitation.
- The biggest impact to the lighting department in achieving these safe work practices is the increased time needed to complete tasks, particularly for interior/enclosed sets.
- 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/lighting yard/location/studio/lighting truck.
- PPE (gloves, masks, face shields) to be available.
- Equipment cleaning products should be readily available at production office/lighting yard/location/studio/lighting truck.
- Make sure lighting crew are trained in appropriate equipment cleaning/sanitising, particularly for delicate 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.
- Lighting equipment and Lighting Truck to be sanitised at the end of each day. For larger productions, consider a designated truck coordinator who is dedicated to maintaining high hygiene practices with the equipment leaving and arriving back at the truck or yard.

- Consider investing in or hiring a sanitising fogging machine to sanitise truck/van and avoid additional time/crew resourcing to individually clean/spray equipment.
- Regular aeration of Lighting yard/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 a long-term location), make sure only approved Lighting 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 Gaffer or 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 pickup or testing, 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

- Lighting 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. pre-lights, 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.
- 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.
- A 1 meter distance to cast and other crew (DOP, grip crew, etc.) must be adhered to.
- To avoid on-set congestions, liaise with 1st AD for appropriate times to bring in equipment or make adjustments. The set may have to be cleared for more complex setups.
- Lighting setups that require less interaction with the On-Set Shooting Bubble should be considered.
- 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.

Studio Pre-Lights

- Pre-lighting is preferable if it means less interaction with On-Set Shooting Bubble.
- Ensure physical distancing is achievable with other departments who are also prepping, i.e. Set Dressing Department.
- Ensure adequate airflow/ventilation for studio/indoor spaces.
- Studio doors to be kept open as much as possible to prevent close proximity traffic through small doors.
- Atmos & ventilation systems to be checked & verified/certified 'safe' before shoots. Also only used when necessary.

Equipment & Kit

- Consider using remote head type equipment rather than having multiple people adjusting one lamp.
- 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.
- Hands to be washed/sanitised regularly
- Consider a tag system for identifying cleaned equipment to save time.
- Everything should live cleaned in a case. 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 heavy equipment like 12 or 18K lights.
- All hygiene protocols should be adhered to around access equipment, including regular cleaning/sanitising of machinery and harnesses.

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. 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.