



POST-PRODUCTION 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
- Pre-Production tasks – site/location recce
- Management and coordination of project, team and equipment
- Liaison with Director and other departments in regard to creative and logistical requirements
- Liaising with production in regard to rushes procedures, etc.
- On-site VFX supervision
- Interaction with cast for audio sessions, 3D scanning, etc.

Department Bubbles:

- Off Set Post-Production bubble (remote preparation)
- Off Set Post-Production bubble (post-production facility preparation)
- On Set Post-Production Department bubble (Unit/Tech base only)
- On Set Post-Production Department bubble (Unit/Tech base AND On Set)
- On Set Post-Production HOD/Department Liaison bubble
- Off Set Post-Production 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

Post-Production workers 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.

- Post-Production workers to work remotely as far as practicable.
- Post-Production / 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 of two metres wherever possible between workstations in offices if work cannot be done remotely.
- Office crew to be split into smaller work groups/bubbles if practicable.
- Liaise with Production and Health & Safety in regards to contact tracing, PPE and hand/workspace/equipment sanitiser requirements for your department
- *For larger productions, a specific Post-Production 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.*
- *Post-Production 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.*
- 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.
- PPE (gloves and masks) should be available.

Work Space Hygiene & Office protocols

- Hand sanitising stations should be readily available at the office/post-production 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

- Post-Production 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, Post-Production to have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- Post-Production Crew to keep a daily log of their interactions with external vendors/suppliers.
- All departmental signatures for Health and Safety or Site Registers to be collected digitally. Or if not possible, to be noted down by a designated worker.

Meetings

- Post-Production / 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. WIP screenings, pre-production meetings, tech reces, etc.). Use of a face covering is strongly recommended.

Approval Sessions

- Post-Production approval sessions can sometimes be attended by multiple people. It is vital that numbers are kept low and that anyone who can reasonably attend remotely do so. Take into consideration the size of the space and time required to be spent in the room. Regular breaks and open doors/windows should be considered.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Explore the ability of the digital artist to operate remotely.

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.
- AD's, Location and H&S Departments to monitor numbers on set as well as entry/exit points.
- 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.
- When working on location, please follow all 1st AD and H&S Officer guidelines. If not required on set, please wait at unit/tech base until required.

Site Installations

- For site installations, i.e. public exhibitions, etc. please keep crew numbers to a limit and follow all PPE and hygiene guidelines provided by the location owner.

- For public spaces, please make sure appropriate council approvals have been given.

Equipment

- Personal kits should be cleaned at the end of each day.
- Tools and other shared equipment must be regularly cleaned/sanitised
- Distribution of communal equipment (i.e. radios) and/or paperwork to be done via a separate distribution desk on location, with sanitising equipment available prior to pick up.
- Drop off or replacement of radios/batteries/accessories to be in a separate designated area isolated from clean radios. This equipment MUST be sanitised before reuse and distribution.
- Special attention should be paid to cleaning/sanitising of microphones (in audio both) and other equipment that will be in close contact with cast.

Cast

- COVID-19 information to be distributed to cast prior to their arrival on set.
- All cast must fill in a COVID-19 Health Declaration prior to work.
- 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 or post-production facility.
- A COVID-19 induction and health check on arrival by a competent person, i.e., registered nurse, paramedic or the safety officer.
- Whenever possible, a specific cast area must be set up with physical distancing observed.