



PRODUCTION 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 – on site / in production office
- Liaising with Casting department
- Scheduling and budgeting
- Equipment and crew bookings
- Crew and cast interactions / communications
- Management and coordination of project
- Management and coordination of crew and cast
- Distribution of scripts, schedules, daily production paperwork
- Organisation of gear required for shoot, including pick-ups & drop-off
- Liaising with post-production departments

Department Bubbles:

- Off Set Production bubble (remote preparation)
- Off Set Production bubble (in production office preparation)
- On Set Production Department bubble (Unit/Tech base only)
- On Set Production Department bubble (Unit/Tech base AND on Set)
- On Set Department 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-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

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.

- Production workers to work remotely as far as practicable.
- 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.
- Production Office crew to be split into smaller work groups/bubbles if practicable.
- Specific Production Role(s) to be created to document, administer and track all of the contact tracing, PPE and hand/workspace/equipment sanitiser requirements within their own department and other departments.
- Production 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.
- In accordance with Ministry of Health guidelines, PPE (gloves and masks) should be available.

Work Space Hygiene & Office protocols

On and off set

- Hand sanitising stations should be readily available at production office / location.
- 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.
- Production 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.

Studios and Larger Work Sites

- If in a studio or other large working facility, discuss the need for bubble/work-zone separation within the worksite, and the possibility of separate entry/exit points for departments. Please discuss with studio owner, facilities manager and/or H&S Officer.
- Make sure each allocated work-zone has enough room to adhere to physical distancing guidelines.
- No visitors to site. Only workers involved in the project to enter any locations or work sites. Appropriate security measures to be put into place.
- Designate a specific delivery spot for each site. Unless impracticable, all deliveries should be to the gate/main 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, Showers & Drying Rooms

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

- 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 callsheets, etc. unless essential.
- Where practicable, production to have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- 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

- Physical distancing to be maintained on essential inter-departmental meetings and work (i.e. wardrobe fittings, pre-production meetings, tech recces, etc.). Use of a face covering is strongly recommended.
- PPE should be available for essential inter-departmental meetings.
- Main Unit, 2nd Unit and Splinter Unit to be treated as completely different units with limited physical interactions.
- 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.

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.
- Set congestion is a major hurdle in achieving physical distancing. Consult with all departments to achieve best practice staggered on-set interaction by each department.

- For enclosed shooting sets, please ensure regular aeration, open windows when possible. It is recommended that crew are allowed time during the day to get fresh air.

Call Sheets and Sides

- As far as practicable, a paperless production should be the goal. I.e. no handing out of physical paperwork unless essential.
- Digital call sheets and paperwork should be used whenever practicable. If not, named paper sides, call sheets, etc. to be distributed by a designated AD or Production person, i.e. no piles of sides/call sheets to search through.
- A waste/shredding bin for used sides/call sheets at the end of the day should be available.

Equipment

- Radios and earpieces should be hired with sufficient time for AD/Production team to sanitising and labelling.
- Hands to be washed/sanitised prior to and after handling radios, batteries, earpieces.
- 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.
- No reuse of headsets/mics. New crew member, new headset/mic.
- Radios used whilst shooting (used in vehicles) should be returned to the designated area and sanitised prior to reuse.

Production Runner

- Production runner to carry PPE and sanitising equipment in their vehicle at all times for equipment pick-ups and interactions with vendors/suppliers outside of Production Bubbles.
- Production Runner must wash/sanitise hands when arriving it or leaving a location/worksite/vendor.
- Use of a face covering is strongly recommended, particularly when in public spaces (shops, etc.).
- The Production Runner must keep a log of all interactions with external suppliers and locations visited.

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.
- 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.
- Whenever possible, one AD should be assigned to key cast and another AD assigned to additional cast.
- Personal bags or items should be left in the cast/costume/make up area.
- Each cast member may want a water proof wet bags for their personal items to travel to set. Only designated crew or cast to carry this, and only cast member is to put things in & take things out.
- No phones on set, no one else to handle cast personal belongings.
- Disposable Cast water bottles are recommended. Cast to handle their own food – no double handling.
- AD/Production crew to sign in/out cast at the start and end of the working day. Contactless is preferred so you should consider using electronic systems if practicable.

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.

Scheduling

- Ensure that the shoot schedule reflects additional time required to facilitate required physical distancing guidelines.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.
- Sufficient time must be allocated for a thorough H&S/COVID-19 site induction at the start of the day and at each location.
- Crew may need additional time for gear cleaning/sanitising between locations moves and at the end of the day, so you may need to allow time for this.