



## SMALL CREW LEVEL 3 COVID-19 GUIDELINES

September 2021

These guidelines are specifically written for small crew shoots like content, documentary, news crew or other small style shoots. You should familiarise yourself with the ScreenSafe Standards & Protocols, but below are the essential points you need to think about before and during filming.

### General Covid-19 Guidelines for ALL CREW to follow:

- 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.
- 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.
- Contact tracing is KEY (note where you have been, when and who you met)
- Use contact tracing QR codes at all sites you visit.
- Wash/sanitise your hands, car, keys, phone, work areas and equipment regularly
- Follow physical distancing guidelines: 2m for the public, 1m in a controlled situation (with contact tracing and hygiene protocols in place).
- No close contact work (less than 1m) is permitted at Level 3.

### Before You Shoot:

- You MUST register your production: <https://screensafe.co.nz/covid19/registration/>
- All crew to work from home as much as practicable
- PPE and hand sanitiser should be readily available at the office and on set/in the field.
- Regular aeration of office, opening windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Offices should have a sign in/out register for contact tracing. A Government Tracer App QR-code poster must be displayed at all work sites.
- Maintain high hygiene practices at any shared spaces, including regular cleaning of desks, communal equipment and kitchens, light switches and door knobs.
- No open snacks, fruit or shared food.
- 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.
- Consider if you will require additional filming time to adhere to hygiene and physical distancing guidelines.
- Name and designate a COVID-19 officer for the production. This person must have in-depth knowledge of the COVID-19 Protocols, but they do not necessarily need to be the same person as the one who holds a First Aid Certificate on the production.

### Personal Hygiene:

- 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 and Ministry of Health guidelines.

#### Physical Distancing:

- Keep crew sizes as small as possible.
- In a **Controlled Environment** (*with available hand sanitiser/PPE, and cleaning and crew health screening and contact tracing procedures in place*) the minimum separation is 1 metre between people so far as reasonably practicable.
- In an **Uncontrolled Environment** (*public spaces and shops, etc.*) the minimum separation is 2 metre between people not in your work bubble so far as reasonably practicable.
- A **Close Proximity Environment** is NOT possible in Level 3.

#### 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.

#### Location Filming:

- For public spaces, you will most likely require a council permit, even for 1-person crew. **Please consult with your local council well in advance.**
- Councils require a comprehensive COVID-19 Plan and ScreenSafe registration in order to issue filming permits.
- If interacting with the public (pop vox interviews, etc.) make sure you get all necessary contact details for contact tracing purposes (you will probably need to supply hand sanitiser, etc.).
- Make sure you follow all H&S and COVID-19 guidelines provided by location owner or contact, including hygiene, PPE requirements (face mask, gloves, hard hats, etc.), contact tracing and physical distancing protocols.
- Bring your own hand and equipment sanitiser and appropriate PPE (face mask, gloves, hard hats, etc.)
- Use of a face covering is strongly recommended, particularly in public spaces or situations where physical distancing may be hard.
- All locations should have a sign in/out register for contact tracing. A Government Tracer App QR-code poster must be displayed at all work sites.

#### Set Protocol

- A H&S and COVID-19 briefing should be held at each location/studio.
- Locations/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 1<sup>st</sup> AC/Grip/Sounds (though preferably just the 1st AC to make adjustments)
- To avoid on-set congestions, liaise with other crew for appropriate times for making adjustments or bringing on additional gear.
- Allow other departments time and space to complete their work.
- Remote Focus, Cine Tape and wireless video should be considered to achieve required physical distancing.
- 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.
- 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.

- Air conditioning should be run on fresh air setting, not on recirculate.

#### 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 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

- Make sure your equipment suppliers and other vendors have appropriate Covid-19 guidelines in place.
  - All equipment should be sanitised prior to pickup.
  - Contactless pickup (designated pickup area or night box, etc.) is essential.
  - Gear should be sanitised per supplier instructions prior to return (and they should also sanitise before putting back on the shelf).
  - If in doubt, find another supplier.
- 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.

#### Managing Physical Distancing:

- No close contact work (less than 1m) is permitted at Level 3.
- Please make sure you can achieve at least 1m physical distancing to other crew or cast (including vox pop subjects). If in an uncontrolled public space, 2m may be required.
- Radio mic'ing of talent is not possible at Level 3 (due to physical distancing restrictions).
- Be sensitive to the talent's requests in regards to Covid-19 so they feel comfortable.

#### Personal Protective Equipment (PPE):

- Production company to provide PPE (masks, gloves, etc.), hand sanitiser and sanitary spray/wipes.
- 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.

#### Catering and Snacks

- Crew should self-cater or be provided with individually supplied food boxes from a trusted supplier.
- Consider single use bottles, plates and cutlery, but only if personal water bottles, keep cups and/or compostable products are not available.
- No sharing of food. No double-handling of food.