



SUPPLIERS & VENDORS

LEVEL 3 COVID-19 GUIDELINES

September 2021

Before you work:

- All workers 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 team, equipment and supplies
- Remote liaison with film crew in regard to creative and logistical requirements
- On-site liaison with film crew for pickup and return of equipment and supplies

Department Bubbles:

- Off Set Supplier bubble (remote preparation)
- Off Set Supplier bubble (office/warehouse/yard)
- On Set Supplier bubble (If required to assist film contractors on site)

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 staff must sign-in when arriving and out when departing a work site.
- Ideally this process needs to be contactless so you should consider using electronic systems if practicable.
- All entry and exit points should be controlled and monitored.
- Contactless points of entry into site is preferred.
- All staff should keep a log of non-worksite locations (i.e. stores, etc.) and interactions (meeting suppliers, film contractors, etc.) they have during working hours.
- All workers are recommended to keep note of their interactions outside of work hours.
- For some businesses it may be appropriate to ask site visitors to fill in a COVID-19 Declaration.

Department Specific Guidance

All Supplier staff 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.

- Staff to work remotely as far as practicable.
- Staff or company 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 for workers/visitors/customers is strongly recommended.
- Physical distancing of two metres wherever possible between workstations in offices if work cannot be done remotely.
- Staff to be split into smaller work groups/bubbles if practicable. Consider staggered work times if appropriate.
- Ensure your store/office/warehouse/yard can adhere to physical distancing. You may need to limit customer numbers.
- A specific company role may need to be created to document, administer and track all of the contact tracing, PPE and hand/workspace/equipment sanitiser requirements for the company and its work sites.
- Staff charged with collecting and sorting Staff COVID-19 Self Declarations and other personal data should be adequately briefed on the Privacy Act and the need for confidentiality and secure storage of such info.
- Staff vs. Customer 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. Management to 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 work.
- A strict personal hygiene & hand washing/sanitising regime must be observed in line with the company 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/warehouse/yard .
- 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 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.
- Designate a specific contactless delivery spot for each site. Unless impracticable, all deliveries should be to the gate/door of the site only.

Equipment

- Consider a tag system for identifying cleaned equipment to save time.
- Everything should be cleaned in a case. Assume cases/handles are always exposed and require hand washing after handling.
- Consider investing in or hiring a sanitising fogging machine to sanitise warehouse or equipment storage areas to avoid additional time/staff resourcing to individually clean/spray equipment.
- Staffing and physical distancing considerations should be given to lifting and moving of heavy equipment.
- If sub-renting equipment from other suppliers, ensure the items are sanitised prior to handover to customer.

Kitchen & Catering

- Stagger lunch where possible and apply physical distancing measures.
- No open snacks, fruit or shared food.
- 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 showers.
- Sanitising stations to be 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

- Staff members to keep within their own bubble as far as reasonably practicable.
- All interactions with customers and the public must be as per physical distancing protocols.
- As far as practicable, a paperless office should be the goal. I.e. no handing out of physical paperwork unless essential.
- Staff should keep a daily log of their interactions with external vendors/suppliers/customers.

Meetings

- Staff or company meetings to be remote or on digital platforms as far as practicable. Or hold meetings in open areas wherever possible.
- Physical distancing to be maintained in meetings. Use of a face covering is strongly recommended.
- PPE should be available for essential meetings.

Equipment Prep On Site

- Initial discussions with customers be done remotely via digital platforms like Zoom, etc. whenever practicable.
- Physical distancing and congestion in testing bays, etc. may be a concern. Staggering and scheduling of allocated testing bay times or pickups, and reduced daily numbers should be considered.
- All customers entering the office/warehouse/yard must adhere to company guidelines in regards to hygiene, physical distancing and contact tracing (sign in/out).
- Equipment or supplies for pickup or testing should be sanitised and put in a designated bay or pickup place prior to customer arriving.
- Testing bays, etc. must be regularly sanitised, including between customers and always at the end of each day.
- All pickups, returns, kit changes or returns of faulty gear must be contactless.
- Personal hand sanitiser and recommended/appropriate cleaning/sanitising products for equipment should be made available to customers.
- Customers must sanitise all personal equipment or kit they bring on site.
- Customers should not bring food on site.
- Customers should not bring any friends or non-essential visitors to the office/warehouse/yard.
- All customers should sign in and out of office/warehouse/yard.

- Any customers who are feeling unwell should be asked to leave.

Returns

- A designated contactless returns area should be established. All equipment and supplies must be cleaned/sanitised before being returned to its home or before being given to another customer.

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

- If Suppliers are asked to attend a film work-site or location for equipment delivery or maintenance/repair, all Production Company H&S and COVID-19 protocols must be adhered to, including but not limited to hygiene, PPE, physical distancing and contact tracing guidelines.
- Sets should be treated as closed sets, with essential crew on set only. It is recommended that whenever practicable Suppliers only visit unit/tech base.
- Please follow all 1st AD and H&S Officer guidelines. If not required on set, please wait at unit/tech base until required.
- Apart from the specific department/bubble you have been requested to meet, limit interaction with other bubbles/departments.
- Ideally bring your own kit/tools to avoid sharing or using crew member's kit/tools.