



# **SUPPLIERS & VENDORS**

## **LEVEL 2 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

### **PPE Requirements:**

- At Delta Alert Level 2, face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.
- **Face covering 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 less than 1m permitted unless essential AND you have been approved to be part of a Close Proximity Bubble.
- Creation of Close Proximity Bubbles must be done in consultation with Production, Cast, Health & Safety and other affected departments.
- 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

**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 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 2, 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 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.
- 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 of 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.
- Contactless exchange of kit changes or returns of faulty gear is recommended.
- 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**

- Ride-sharing is not recommended unless you are already in a small and regular work bubble and if physical distancing is maintained. Use of a face covering is strongly recommended.
- No recycling air, clean air fan inlet only, open windows where possible.
- Staff who travel together should always be part of the same work bubble.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work

#### **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 1<sup>st</sup> 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.