



# ART DEPARTMENT

## TRAFFIC LIGHT SYSTEM COVID-19 GUIDELINES

December 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.

## The Traffic Light System and You

Each production **MUST** choose if they want to operate with or without vaccination passports. Below you will find a quick guide to working within each system. And further down you will find more department specific guidance.

**Please make sure the production clearly communicates which system they want to operate under and what the COVID-19 safety guidelines are for cast and crew and other contractors.**

### Vaccination Passport Jobs

For productions using vaccination passports there are no restrictions on numbers on a worksite. Close Proximity work (make up, stunts, actor interaction, etc.) can happen at all Traffic Light settings, although with increasing risk minimisation tools (PPE, hygiene measures, testing, etc.) in place when moving to the higher traffic light settings.

### Non-Vaccination Passport Jobs

Productions choosing **NOT** to enforce a vaccination passport system may have limits on numbers on site, and some locations may not be available to those productions. Close Proximity work is only allowed in the green setting.

### Your Vaccination Passport

Your vaccination passport, or [My Vaccine Pass](#) as it is officially called, is an official record of your COVID-19 vaccination status for use in Aotearoa New Zealand.

The vaccination passport is stored on your phone, or you may choose to print it out and carry a paper copy with you. You will need this to enter any worksite or business (like a cafe, restaurant, hairdressers, etc.) that has chosen to use vaccination passports.

*Please note: The pass will expire after 6 months, around the time you are due for a booster shot. It is each worker's responsibility to keep their vaccination passport current, and it might be a requirement of your contract.*

### The NZ Pass Verifier App

[NZ Pass Verifier](#) is the official Ministry of Health phone app that production will use to verify if someone is fully vaccinated (or has a medical exemption).

*Note: It is not the intention that every person must be scanned in every day at every work site, but all workers must be verified at least once before starting work on a production, whether it's at the production office, on a tech recce, at a costume fitting or on their first day on set.*

## QUICK GUIDE – VACCINATION PASSPORT JOBS

The below guidelines apply to productions that use the vaccination passport system. All persons entering a worksite must have a current and valid vaccination passport.

	RED	ORANGE	GREEN
<b>Expected productions</b>	All scale productions, provided they can work with minimum 1m physical distancing requirements and strict guidelines in regards to Close Proximity work.	All scale productions, provided they can work with a recommended 1m physical distancing requirement and appropriate guidelines in regards to Close Proximity work.	No restrictions on production.
<b>Crew</b>	Crew to work from home where possible.  Day players, casuals and extras need stringent screening.	Production should facilitate crew working from home if appropriate.	No restrictions.
<b>Physical Distancing</b>	Minimum 1m	Recommended 1m	No restrictions.
<b>Personal Protective Equipment</b>	Face coverings are strongly recommended.  Face coverings mandatory on flights, public transport, taxis, retail, public venues, recommended whenever leaving the house.	Face coverings are strongly recommended.  Face coverings are mandatory on flights, public transport, taxis, retail and public venues.	PPE must be available for those who wish to (or who are requested to) use it.  Face coverings are mandatory on flights.
<b>Close Proximity Work</b>  - <b>Make Up</b> - <b>Costume</b> - <b>Stunts</b> - <b>Close Actor Interaction</b>	Close Proximity work can be undertaken with strict PPE & hygiene measures in place.  Please refer to the Close Proximity guidelines.	Close Proximity work can be undertaken with appropriate and agreed PPE & hygiene measures in place.  Please refer to the Close Proximity guidelines.	No restrictions.  Vigorous hygiene standards to be maintained.  Crew may be asked to wear PPE.
<b>Surveillance Testing</b>	Surveillance testing is highly recommended.	Surveillance testing should be considered.	Some productions may wish to utilise regular surveillance testing.
<b>Food / Catering</b>	Contactless service only.  Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.	Contactless service is recommended.  Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.	General food hygiene standards are adhered to.  Hand washing, sanitiser stations available in all eating areas.

## QUICK GUIDE – NON-VACCINATION PASSPORT JOBS

The below guidelines apply to productions that choose not to use a vaccination passport system. Because it is unknown if cast and crew are vaccinated, much stricter restrictions are required to achieve the necessary risk minimisation.

	RED	ORANGE	GREEN
<b>Expected productions</b>	Productions adhering to the firm 1m physical distancing requirements and no Close Proximity work.	Productions with 1m physical distancing requirements and no Close Proximity work.	All scale productions, provided they can work with a minimum 1m physical distancing requirements and strict guidelines in regards to Close Proximity work.
<b>Crew</b>	Only crew who are critical to production to be involved with the physical shoot.  Crew to work from home where possible.	Production should facilitate crew working from home if appropriate.	Production should facilitate crew working from home if appropriate.
<b>Physical Distancing</b>	Minimum 1m	Minimum 1m	Minimum 1m
<b>Personal Protective Equipment</b>	Face coverings must be used.  Face coverings mandatory on flights, public transport, taxis, retail, public venues, recommended whenever leaving the house.	Face coverings must be used.  Face coverings are mandatory on flights, public transport, taxis, retail and public venues.	Face coverings must be used.  Face coverings are mandatory on flights.
<b>Close Proximity Work</b>  - Make Up - Costume - Stunts - Close Actor Interaction	No allowance for Close Proximity Work	No allowance for Close Proximity Work	Close Proximity work can be undertaken with strict PPE & hygiene measures in place.  Please refer to the Close Proximity guidelines.
<b>Surveillance Testing</b>	Surveillance testing is highly recommended.	Surveillance testing is highly recommended.	Surveillance testing should be considered.
<b>Food / Catering</b>	Contactless service only.  Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.	Contactless service only.  Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.	Contactless service is recommended.  Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.

## DEPARTMENT SPECIFIC GUIDANCE – ART DEPARTMENT

### **Please Note:**

*The Art Department represents a wide range of on and off-set skills. Specific notes for sub-departments can be found at the end of this document.*

**Art Department crew must be aware of and trained to work under the specific Traffic Light settings prior to commencing work, including the correct use of PPE and physical distancing requirements.**

**The below is a guide only and should be applied appropriate to the relevant regional Traffic Light Setting. The higher the Traffic Light level, the stricter adherence. Please consult with your H&S officer if you have any questions or concerns.**

### **Introduction to Department undertakings:**

- Pre-Production tasks – remote
- Pre-Production tasks – on site / in office
- Construction/Paint and Greens work
- Specialised props creation
- Props sourcing, including pick-ups & drop-off
- Management and coordination of project
- Management and coordination of crew, work sites and equipment
- Liaison with Director and other departments in regards to creative and logistical requirements
- On-Set operation and troubleshooting as required

### **Department Bubbles**

*\* for smaller productions, many of the below bubbles are combined (i.e. props and set dressing being the same, etc.)*

- On Set Department HODs/Department Liaison bubble

### **Art Department**

- Off Set Art Department bubble (remote preparation)
- Off Set Art Department bubble (office)
- On Set Art Department bubble (Unit/Tech base only)
- On Set Art Department bubble (Unit/Tech base AND On Set)

### **Props**

- Off Set Props Department bubble (remote preparation)
- Off Set Props Department bubble (office/workshop)
- On Set Props Department bubble (Unit/Tech base only)
- On Set Props Department bubble (Unit/Tech base AND On Set)

### **Set Dressing**

- Off Set Set Dressing Department bubble (remote preparation).
- Off Set Set Dressing Department bubble (office/workshop)
- On Set Set Dressing Department bubble (Unit/Tech base only)
- On Set Set Dressing Department bubble (Unit/Tech base AND On Set)

### **Construction**

- Off Set Construction Department bubble (remote preparation).
- Off Set Construction Department bubble (office/workshop)
- On Set Construction Department bubble (Unit/Tech base only)
- On Set Construction Department bubble (Unit/Tech base AND On Set)

### **Paint**

- Off Set Paint Department bubble (remote preparation).
- Off Set Paint Department bubble (office/workshop)
- On Set Paint Department bubble (Unit/Tech base only)
- On Set Paint Department bubble (Unit/Tech base AND On Set)

### **Greens**

- Off Set Greens Department bubble (remote preparation).
- Off Set Greens Department bubble (office/workshop)
- On Set Greens Department bubble (Unit/Tech base only)
- On Set Greens Department bubble (Unit/Tech base AND On Set)

### **Animals**

- Off Set Animal Department bubble (remote preparation).
- Off Set Animal Department bubble (office/workshop)
- On Set Animal Department bubble (Unit/Tech base only)
- On Set Animal Department bubble (Unit/Tech base AND On Set)

### **Contact Tracing:**

- A Government Tracer App QR-code poster must be displayed at the entrance to all work sites. All crew or approved site visitors must sign-in when arriving at a work site.
- All crew or approved site visitors must sign a COVID-19 Declaration before starting work or visiting a work site
- If using vaccination passports, production to ensure anyone entering a controlled worksite has a valid and current vaccination passport.
- 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).

### **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.
- 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.
- Personal work stations to be cleaned/sanitised each day.
- In accordance with Ministry of Health guidelines, PPE (gloves and masks) should be available.
- Within all Traffic Light Settings, face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.
- If you choose to wear PPE, the type is up to you and should be based on the level of risk for your business or service, the working proximity, the physical work area, and the length of time people are together.
- Work should only be completed within one metre if it can't otherwise be achieved. The time spent in Close Proximity needs to be kept to a minimum.

### **Work Space Hygiene**

#### **On and off set**

- Hand sanitising stations and PPE (gloves, masks) should be readily available at production office/location/workshop/studio and outside of communal facilities (ie. Portaloos).
- Equipment cleaning products should be readily available at production office/location/workshop/studio.
- Make sure Art Department crew are trained in appropriate equipment cleaning/sanitising, particularly for electrical equipment.
- Consider workspace layout, avoid face to face desks, and space desks 1 metre apart where possible. Engineered barriers may be necessary where this separation is not practicable.

- Construction equipment, etc. to be sanitised at the end of each day.
- For larger productions, consider a designated cleaning coordinator who is dedicated to maintaining high hygiene practices with equipment. And for props leaving and arriving back.
- Consider investing in or hiring a sanitising fogging machine to sanitise workshops, work areas and bulk props to avoid additional time/crew resourcing to individually clean/spray equipment/props.
- Common work surfaces in production office or AD van to be cleaned regularly (i.e. computer terminals, phones, door handles, shared photocopiers, taps, light switches, etc.).
- Regular aeration of office space/workshop/studio, open windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Ensure only approved art department crew are allowed access to workshop and props storage areas.
- Sanitise surfaces & mop floors at the end of each day where required.
- 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/main door of the site only.
- Delivery drivers should remain in their vehicles if the load will allow it or must wear gloves or wash/sanitise their hands before unloading goods and materials.

### **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 (i.e. Construction having their own bubble with designated parking/toilets/kitchen, etc.) as well as the possibility of separate entry/exit points for departments.
- Make sure each allocated work-zone has enough room to adhere to physical distancing guidelines.
- Ensure adequate airflow/ventilation for studio/indoor spaces.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Atmos & ventilation systems to be checked & verified/certified 'safe' before shoots. Also only used when necessary.
- Sound stages should be ventilated regularly by opening large stage doors. HVAC systems can be used, be mindful of the where the HVAC system is blowing air as this can facilitate the spread droplets.
- Studio doors to be kept open as much as possible to prevent close proximity traffic through small doors.
- 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.
- Studio facilities be assessed for health and safety concerns before it is re-occupied; any hazards will be addressed.
- Landlords/Owners/Councils are required to ensure any potential risks are communicated to the PCBU leasing the location and controls identified to mitigate the risk.
- Councils may audit the health and safety protocols of a production when they have undertakings on council owned or operated locations.

### **Kitchen & Catering**

- Stagger lunch where possible and apply physical distancing measures.
- Depending on the current level, consider no open snacks, fruit or shared food.
- Consider lunch box style lunches to be prepared, or where appropriate, subsidy for workers who are required to bring own lunch.
- All communal cutlery & crockery must be sterilised in dishwasher. Compostable cutlery & crockery to be used if sterilisation is not possible.
- Communal kitchen items to be sanitised before & after use.

### **Toilets, Showers & Drying Rooms**

- Physical distancing rules also 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, Suppliers, Cast & Extras**

### **Suppliers**

- Props houses and specialist suppliers, etc. should have their own policy and plan for dealing with the COVID-19 pandemic including contact tracing and the cleaning/sanitising of all props.
- Props houses should have the props in a prep bay cleaned and ready for pickup or testing, as well as adequate procedures for handling equipment handovers.
- Private suppliers or “everyday” shops/hardware stores, etc. may not have suitable COVID-19 measures in place. Make sure you maintain physical distancing and necessary hygiene/sanitation.
- Cleaning/sanitation of purchases or hires may be required.
- Contactless pickup from suppliers is preferred.

### **Meetings**

- Art Department or inter-departmental meetings to be carried out with physical distancing appropriate to the current Traffic Light level. If possible, particularly if in a confined space, a 10 person limit is recommended. Use of a face covering is strongly recommended.
- PPE should be available for essential inter-departmental 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.
- 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**

- 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.
- Crew who travel together should always be part of the same work bubble.
- No recycling air, clean air fan inlet only, open windows where possible.
- QR codes on vehicles can assist in contact tracing passengers.
- Shared vehicles should not be used outside work.

### **Set Protocol**

- Sets should be treated as closed sets, with essential crew on set only.
- A 1 meter distance to cast and other crew (DOP, 1<sup>st</sup> AD, lighting crew, etc.) must be adhered to.
- To avoid on-set congestions, liaise with 1<sup>st</sup> AD for appropriate times to make adjustments.
- Set Dressing should ideally be done prior to the shoot day or prior to other crew entering set. Necessary adjustments to be done after blocking and per 1<sup>st</sup> AD’s instructions.
- Allow other departments time and space to complete their work.
- Slating must only be done where physical distancing is achievable.
- 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.

### **Equipment**

- Personal kits should be cleaned at the end of each day.
- All shared kit must be cleaned/sanitised between locations and at the end of each day.
- Hands to be washed/sanitised prior to and after handling radios, batteries, earpieces.
- Consider a tag system for identifying cleaned equipment to save time.
- Everything should live cleaned in boxes or cases. Assume cases/handles are always exposed and require hand washing after handling.
- Crewing and physical distancing considerations should be given to lifting and moving of items like furniture, fake walls, etc.

### **Cast & Extras**

- Interaction with Cast and Extras should be kept to a minimum.
- Handing of physical props, etc. to Cast or Extras should be contactless whenever practicable. Strict hygiene protocols should be followed with cleaning prior to being handed over and upon return from Cast or Extra.

### **Close Proximity Bubbles**

*Close proximity tasks (0-1metre) introduces a higher risk and PCBU's must eliminate or minimize this increased risk by applying the appropriate control measures.*

- Close contact scenes with less than a metre physical distance (a Close Proximity Environment) must only be done after thorough discussion and mutual agreements with producer, Cast/Agent and other affected departments (H&S, Make Up, etc.).
- *For specific guidance around intimacy scenes (kissing, etc.) please discuss well in advance with your Health & Safety Officer.*
- For some productions longer-term Close Proximity Bubbles might be created to avoid contact with other bubbles (i.e. key Cast, their Make Up Artist, Costume Standby and/or PA/Driver).
- Communication must be clear about who is in the Close Proximity Bubble.
- The Close Proximity Bubble size must be kept to minimum, ideally less than 3. No more than 10 people.
- Time spent in Close Proximity should be limited to the absolute minimum necessary time.
- While in a Close Proximity Bubble, contact with other bubbles should be kept to an absolute minimum. The crew member should also consider the extent and impact this may have on their family and social life.
- Cast's individual comfort levels must be taken into account and there must be no coercion. Consent must be gained for each and every scene of an intimate/close nature. Cast must never be required to perform intimate or close action they are not comfortable with.
- The emphasis is on transparency and communication. Performers will get scripts and information regarding the intimate/close scenes well in advance of rehearsals and shooting. They need to know the level of intimacy/physical action required in detail and the length of time expected to be in close/intimate proximity.
- Cast will be given adequate time to consult privately with their agent prior to agreeing to the scene. Nothing should be last minute.
- Close Environment scene details shall be re-confirmed prior to blocking/filming and Cast and crew comfort levels re-assessed.
- Crew working in a Close Proximity Bubble should wear appropriate PPE if requested or recommended.
- Use of a face covering is strongly recommended.
- If you choose to wear PPE, the type is up to you and should be based on the level of risk for your business or service, the working proximity, the physical work area, and the length of time people are together.
- Work should only be completed within one metre if it can't otherwise be achieved. The time spent in Close Proximity needs to be kept to a minimum. At all other times, a one-meter distance should be maintained.
- *Please familiarise yourself with the Close Proximity and Scene Specific Guidance sections of the ScreenSafe Covid-19 Protocols.*

### **Scheduling**

- Please consult with AD's to ensure that the shoot schedule reflects the appropriate time required to facilitate required physical distancing and sanitising guidelines.
- Discuss your pre-dress requirements with 1<sup>st</sup> AD/Locations/Production in advance to avoid congestion on the shoot day.
- Ensure the shoot schedule reflects fatigue levels and the wellness of crew.
- Consider staggered calls and rolling lunches to maintain appropriate physical distancing.

### **GREENS, CONSTRUCTION & PAINT**

- If in a studio or large work site situation, please discuss COVID-19 guidelines and requirements with the facilities manager, including, but not limited to:
  - The need for bubble/work-zone separation within the worksite (i.e. Construction having their own bubble with designated parking/toilets/kitchen, etc.)
  - The possibility of separate entry/exit points for individual departments.
  - Each work-zone must be able to adhere to physical distancing measures within their allocated area.



- Ensure adequate airflow/ventilation for studio/indoor spaces and that HVAC or ventilation systems are adequate and certified for the work.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Establishment of a specific delivery point and protocols for delivery drivers.
- For all work sites, please ensure regular aeration, open windows when possible. It is recommended that crew are allowed time during the day to get fresh air.
- Please consider manpower and physical distancing requirements for work involving heavy lifting. Close Proximity work (less than 1m) is not allowed for at Level 3.
- Consider staggered shifts and break/lunch times to avoid congestion at workshop(s).
- Alcohol based sanitisers are flammable. Please ensure your hands are completely dry of all sanitisers before coming into contact with any heat or ignition source.

#### **ANIMALS**

- Currently there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. However, some precautions should be taken:
  - Discuss the animal type in question with a veterinarian and check recent World Health Organisation and Ministry of Health guidelines in regards to animals and COVID-19.
  - A veterinary examination may be required/requested.
  - Make sure the cast is comfortable interacting with the animal
  - Take necessary hygiene precautions, including shampooing of animal and/or use of non-toxic, animal-friendly sanitising spray
- Scripted action with cast should be discussed with and approved by Cast/Agent, Production, 1<sup>st</sup> AD and other affected departments.
- If possible or if requested, please simplify action to avoid contact with animal
- Animal Wranglers may be required to become part of a Close Proximity Bubble, but only after discussion with and approval by Cast/Agent, Production, 1<sup>st</sup> AD and other affected departments.
- Animal wranglers should maintain strict hygiene measures, including hand washing/sanitising and the use of fresh clothes each day.
- Equipment should be cleaned/sanitised at the end of each day and in between use with different wranglers or animals.
- A secure and clean/sanitised holding area for animals must be organised. No other departments to enter this area or engage with animals.

#### **PROPS BUYING / SET DRESSING**

- Pickup, handling and sanitising of props and set dressing must be done with extreme care and consideration to cross-contamination.
- All props and set dressing to be sanitised after pickup and before return to vendor/lender.
- Some vendors or private lenders may be uncomfortable with lending out props or set dressing. Do not force the issue! And be prepared to present production or ScreenSafe hygiene protocols and your personal COVID-19 Health Declaration form for peace of mind.
- Sharing of vehicles is NOT recommended. If unavoidable, please follow strict cleaning protocols between use.
- Shared vehicles should not be used outside work. Vehicles should be cleaned prior to and after used.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work.
- Time pressure for last minute props sourcing may become an issue. Do not offer up a prop or piece of set dressing that you are not 100% comfortable with in regards to hygiene and the risk of cross-contamination.
- A pre-dress should be discussed with locations/1<sup>st</sup> AD to avoid congestion on set, either the day before or on the day prior to main shooting crew turning up.
- A designated props/set dressing storage area and/or cleaning area may be required for many productions. No other departments to enter such area.
- For larger productions, consider a designated cleaning coordinator who is dedicated to maintaining high hygiene practices for workspaces/props/set dressing. And for items leaving and arriving back.
- Consider investing in or hiring a sanitising fogging machine to sanitise storage areas and/or bulk props to avoid additional time/crew resourcing to individually clean/spray items.