



# ASSISTANT DIRECTORS 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 – ASSISTANT DIRECTORS

Assistant Directors 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 AD office / van
- Production and distribution of callsheets and shooting schedules
- Crew and cast interactions / communications
- Management/coordination of shooting day
- Management/coordination of cast/extras/stunt performers
- Distribution of scripts, schedules, daily production paperwork
- Liaison with other departments prior to and during production

### Department Bubbles

- Off Set AD bubble (remote preparation).
- Off Set AD bubble (production office preparation)
- On Set AD Department bubble (Unit/Tech base only)
- On Set AD Department bubble (Unit/Tech base AND on Set)
- On Set Department HODs/Department Liaison bubble

### 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 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-worksites 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/AD van and outside of communal facilities (ie. Portaloo's).
- Laptop/screen/equipment cleaning products should be readily available at production office/location/AD van.
- 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.
- AD equipment to be used only by one person as much as possible (i.e. laptops, printers, scanners, stationery, etc.).
- 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/truck, open windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- 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.

### **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. portaloo's).
- If numbers require then add additional toilet facilities, i.e. portaloo's
- 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**

### **Meetings**

- Physical production 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.
- Main Unit, 2<sup>nd</sup> 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**

- 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.
- AD's, Location and H&S Departments to monitor numbers on set as well as entry/exit points.
- In the more restrictive Traffic Light levels you may need to create a zone around the camera with only one person within the zone at a time. I.e. DOP/Operator should step away from camera when adjustments needed by 1st/2nd AC or Grip/Sound (though preferably just a 1st AC would be making adjustments)
- 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**

- Radios and earpieces should be hired with sufficient time for AD 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 AD van and sanitised prior to reuse.
- AD onset box. Only designated AD(s) to handle this box and its contents.

#### **Call Sheets and Sides**

- In the more restrictive Traffic Light levels, 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 if 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.

#### **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.
- 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 extras/stunts/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 3rd AD 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.
- ADs 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**

*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.*

#### **Extras**

- Extras are often day-players who cannot be expected to have as much filming experience as most crew. Neither will they always be aware of the strict hygiene and safety measures put in place to keep our industry working during this pandemic.
- Due to the extended social bubble an extra has outside a production, minimise or avoid using extras and day-players as much as possible.
- For longer productions, it is recommended that you establish a pool of regular, trusted extras.
- Prior to filming, we recommend you liaise directly with extras agents to make sure they are aware of the strict hygiene and contact tracing measurements required, and that this information is passed on to extras prior to them turning up on the day.
- COVID-19 information to be distributed to extras prior to their arrival on set.
- Take extra care to make certain all extras have filled in a COVID-19 Health Declaration before starting work.
- A COVID-19 induction and health check on arrival by a competent person, i.e., registered nurse, paramedic or the safety officer.
- Make sure extras or day players do NOT turn up to work if they are feeling unwell or are symptomatic.
- It is strongly recommended that extras use a face covering whenever practicable. Some productions may require this as part of their H&S plan.
- All extras to wash/sanitise hands on arrival at location/studio
- It is recommended that you establish a separate Extras Bubble for extras and the crew working with them. Whenever possible we recommend a separate AD, Unit, Costume team from the main shooting bubble.

- It is recommended that the Extras Bubble has its own areas for costume, unit and catering, separate to the main crew.
- A designated extras area set up with appropriate physical distancing observed. Individuals to remain in the same seat for the duration of the day when not on set, i.e. no seat swapping and mingling.
- All personal belongings to be left in designated area. No personal items to be taken to set.
- No communal catering/refreshment area for extras. All food/refreshments via unit team (see Unit Department guidelines).
- When practicable or required, divide ADs to look after an assigned number of extras throughout the day (through wardrobe, makeup, direction on set, etc.)
- Crowd scenes can only be filmed if the required physical distancing is achievable.
- ADs to sign in/out extras at the start and end of the working day. Contactless is preferred so you should consider using electronic systems if practicable.

#### **Scheduling**

- Ensure that the shoot schedule reflects the current Traffic Light setting and the additional time required to facilitate the current physical distancing guidelines. Particularly in regards to Close Proximity Bubble requirements.
- 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.