



# CATERING 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 – CATERING DEPARTMENT

Catering 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:

- Food preparation – remote
- Food preparation – on location
- Food delivery to location
- On Set food service
- Food service clean up
- Crew and cast interaction

### Department Bubbles

- Off set catering bubble (remote preparation)
- Delivery/collection bubble (remote)
- On location catering bubble
- On location service 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.

#### **Catering Base protocols**

- Hand sanitising stations should be readily available, including, but not limited to entry/exit points, toilets, kitchen and other shared spaces.
- Consider workspace layout, avoid face to face desks, and space desks 1 meter apart where possible. Engineered barriers are necessary where this separation is not practicable.
- Common work surfaces 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.
- Use of a face covering is strongly recommended and is mandatory during food service.
- 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.
- No unauthorised visitors to site.
- Designate a specific delivery spot.
- 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 a catering base is set up at a studio or remote site, strict separation must be adhered to between catering and other departments.

#### **Work Space Hygiene**

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

- Regular cleaning and sanitising of high use work areas. A cleaning record should be kept.
- All cutlery, crockery & cooking equipment must be sterilised in dishwasher.
- Sanitise surfaces, mop floors & laundry washed at the end of each day.
- Consider additional bench space for food preparations and packaging individual meals.
- Physical distancing of two metres wherever possible between workstations
- All fruit & vegetables are to be washed before use.
- All hotboxes and poly boxes to be cleaned and sanitised before use. If possible, keep the same hotbox/poly boxes throughout a production period.
- Common work surfaces 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.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- 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. 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**

- Catering crew to keep within their own bubble as far as reasonably practicable.
- Interactions with other crew, cast and public must be as per physical distancing protocols.
- As far as practicable, a paperless production should be the goal. I.e. no handing out of physical paperwork unless essential.
- Where practicable, catering to have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- Catering crew to keep a daily log of their interactions with external vendors/suppliers.

#### **Remote Food Preparation, Delivery, Service and Clean Up**

- Vehicle for food transportation to be cleaned & sanitised each day.
- No multi-site deliveries without strict contact tracing and cleaning.
- Face coverings are strongly recommended and is mandatory during food service. 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.
- Crew, cast and public must be kept separate from the catering team, as per physical distancing protocols. A physical barrier (table, etc.) is recommended.
- Food should be delivered to a designated catering area, away from crew.
- If food is picked up by production rather than delivered by caterers, the unit department will be in charge, following all above procedures.
- Lunchbox style food should be unloaded to a separate table and unit crew member advised of delivery.
- Rolling breakfast and lunches are advised. Catering staff to ensure all food is kept warm within MOH guidelines.
- Menu cards with ingredient list for each dish should be available (for dietary requirements/allergies)
- Food placed with menu cards on tables for individual crew members to collect, observing physical distancing.
- Reusable plates and cutlery can be used, but only with strict procedures in place for handling, separation and off-site sterilisation. Otherwise compostable/recyclable alternatives should be used.
- Packaging to be compostable where possible. Waste placed in bins for removal by unit team.
- Hotbox collection: the hotbox to be placed in a designated area for collection by catering provider. Hotbox handles to be sanitised prior to collection by catering team.
- One person should be the point of contact for liaison with the Unit team.