



# CATERING DEPARTMENT

## TRAFFIC LIGHT SYSTEM COVID-19 GUIDELINES

May 2022

### 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

### The Traffic Light System

#### The system is based on the following levels:

- GREEN is when there are some COVID-19 cases in the community, and sporadic imported cases. Community transmission will be limited and COVID-19 hospitalisations will be at a manageable level. The health system will be ready to respond, including primary care, public health, and hospitals.
- At ORANGE, there will be increasing community transmission that is putting pressure on our health system. The whole of the health system will focus its resources, but can continue to manage primary care, public health, and hospitals. There may also be an increasing risk for at-risk people.
- At RED, action will need to be taken to protect both at-risk people and protect our health system from an unsustainable number of hospitalisations.

Factors for considering a shift between levels: local vaccination coverage; capacity of the health and disability system; testing, contact tracing and case management capacity; and the transmission of COVID-19 within the community, including its impact on key populations.

Localised lockdowns will be used as part of the public health response in the new framework across all levels, and there may still be a need to use wider lockdowns (similar to the measures in the previous Alert Levels 3 or 4).

### Vaccination Passports

There is no longer a requirement to use My Vaccine Pass for any businesses. The Non-Vaccination Passport sections of the Protocols have now been removed and all productions will work under the same regulations.

If a production chooses to use vaccination passports, they must undertake a health and safety risk assessment, along with any other relevant legal assessment, to ensure they are not unlawfully discriminating against workers within the workplace. A production must undertake a COVID-19 health and safety risk assessment to ascertain if there are any roles within production that require vaccination. A risk assessment might identify that some work can only be undertaken by a vaccinated employee for work health and safety purposes – for example, where the risk of contracting and transmitting COVID-19 at work is higher than it is in the community. Productions should follow [WorkSafe's advice and guidance](#) in respect of how to conduct a health and safety risk assessment, and may also wish to seek independent legal advice.

**Productions choosing to use vaccination passports must clearly communicate this in advance of your booking.**

## QUICK GUIDE TO THE TRAFFIC LIGHT LEVELS

	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.

## 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:

- Productions are encouraged to have contact tracing of some sort in place to prevent a wider production outbreak, but it is no longer a Government requirement.
- 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.