



LOCATIONS 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

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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
Expected productions	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.
Crew	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.
Physical Distancing	Minimum 1m	Recommended 1m	No restrictions.
Personal Protective Equipment	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.
Close Proximity Work - Make Up - Costume - Stunts - Close Actor Interaction	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.
Surveillance Testing	Surveillance testing is highly recommended.	Surveillance testing should be considered.	Some productions may wish to utilise regular surveillance testing.
Food / Catering	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 – LOCATIONS DEPARTMENT

Lighting 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 production office
- Scouting and file pulls – remote
- Management and coordination of access to a location or studio
- Negotiating and contracting with location owner
- Liaison with location owner and other departments in regard to prep/wrap requirements for a location
- Consultation and permitting with local councils, DOC, traffic management companies, etc.
- Booking and management of location equipment and crew

Department Bubbles:

- Off Set Location bubble (remote preparation)
- Off Set Location bubble (in production office preparation)
- Off Set Scouting bubble (remote preparation / contact with location owners)
- On Set Location Department bubble (Unit/Tech base only)
- On Set Location Department bubble (Unit/Tech base AND on Set)
- On Set Department HOD/Department Liaison 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.

Work Space Hygiene

On and off set

- Hand sanitising stations and PPE (gloves, masks) should be readily available at production office/location and outside of communal facilities (ie. Portaloo's).
- Equipment cleaning products should be readily available at production office/location.
- 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.
- Laptop/screen/equipment cleaning products should be readily available in the office.
- Equipment to be used only by one person as much as possible (i.e. laptops, printers, scanners, stationery, etc.).
- Regular aeration of office/location, 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.
- No visitors to site. Only workers involved in the project to enter any locations or work sites.

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, and the possibility of separate entry/exit points for departments. Please discuss with studio owner, facilities manager and/or H&S Officer.
- Make sure each allocated work-zone has enough room to adhere to physical distancing guidelines.
- 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.
- Designate a specific delivery spot for each site. Unless impracticable, all deliveries should be to the gate/main door of the site only.

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

- Location / inter-departmental meetings to be remote or on digital platforms as far as practicable. Or hold meetings in open areas wherever possible.
- 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, the Location Department to have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- All Locations Crew to keep a daily log of their interactions with external vendors/suppliers/location contacts.
- All departmental signatures for Health and Safety or Site Registers to be collected digitally. Or if not possible, to be noted down by a designated worker.
- PPE should be available for essential inter-departmental meetings.
- 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.
- Shared vehicles should not be used outside work.

Set Protocol

- Sets should be treated as closed sets, with essential crew on set only.
- To avoid on-set congestions, liaise with 1st AD for appropriate times to make adjustments.
- Lighting setups that require less interaction with the On-Set Shooting Bubble should be considered.
- Allow other departments time and space to complete their work.
- 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)
- 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

- 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 to be in a separate designated area isolated from clean radios. This equipment must be cleaned before reuse and distribution.
- Location equipment (cones, mats, etc.) to be cleaned/sanitised after each use (or return vendor for replacement). Ensure that only a limited and approved number of location crew handle location equipment.

Helicopters

- Please ensure that the helicopter operator has strict COVID-19 guidelines in place, including hygiene/PPE, physical distancing and contact tracing procedures.
- Helicopter crew should also fill in a Crew Self Declaration prior to starting work.
- A 1m physical distancing requirement should be enforced unless crew are already in an established Close Proximity Bubble.
- Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.

Scouting

Under COVID-19 you may be the first point of contact for a location owner and it will be important to present a high level of COVID-19 considerations for both people's homes and their workplace. Your presentation will allow them to have confidence that the company coming into their premises is taking more than adequate steps to protect them and the community during this time.

- Make sure you have completed a COVID-19 declaration and have it available via email (or a photocopy if email is not possible) for when it is requested or required. Most businesses will ask for this.
- Avoiding physical contact with location owners - no handshaking, etc.
- Have all appropriate PPE with you, i.e. gloves, masks, plus your own requested/required PPE for specific locations, i.e. high vis & hard hat for construction sites. Check with your location contact as to what may be required.

- Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.
- Properly dispose of any single use PPE on leaving each location, have a waste bag in your vehicle. All re-usable PPE should be sanitised before returning it to your vehicle with disposable wipes or a spray and disposable cloth.
- Carry adequate supplies of hand sanitiser to be used before entering a location and on exiting a location.
- Be prepared to meet any requirements of a properties COVID-19 Safety Plan, ask your contact what these are for visitors
- At all locations you should maintain 1 meter physical distancing wherever possible.
- Try to refrain from coming into hand contact with any surfaces wherever possible – wearing gloves may assist with this. Remember, don't touch your face whilst wearing gloves.
- Minimise the number of persons you meet at any location, i.e. only meet with one person at any household or office.
- Do not come into any contact with the public of less than the recommended 1m physical distancing.
- Remember to sanitise properly before returning to your office or your home. This may need to include washing the clothes you wore.
- Keep a log of all meetings with suppliers, location owners, etc. you have during working hours.
- Be understanding and supportive of those that have reservations, you should not be seen to be convincing them on their decision, but you can be informative. Fully understand the precautions being undertaken by the production company you are scouting for.
- For those require more information on the COVID-19 requirements for our industry can be directed to <https://screensafe.co.nz/covid-19-coronavirus/> and/or you could supply a copy of the productions COVID-19 Safety Plan if available.

Director Scouting & Technical Recces

- Consider virtual/streamed scouting whenever possible
- All crew must have completed a COVID-19 declaration and have it available via email (or a photocopy if email is not possible) for when it is requested or required. Most businesses will ask for this.
- 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.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work
- Make sure you have enough PPE and hand sanitiser for all crew you are bringing onto a site.
- Properly dispose of any single use PPE on leaving each location, have a waste bag in your vehicle. All re-usable PPE should be sanitised before returning it to your vehicle with disposable wipes or a spray and disposable cloth.
- At all locations you should maintain 1 meter physical distancing wherever possible.
- Keep a detailed log of where you go, who you meet, crew attending and dates/times.
- Adhere to any other H&S/COVID-19 guidelines as requested by location owner/contact.
- Recces in uncontrolled public spaces will need to adhere to the applicable limit on numbers on site.

Location Filming

Please liaise with production and H&S departments to facilitate and properly resource the below requirements.

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.
- If using vaccination passports, an appropriate system must be in place for verifying all people at the worksite.
- All crew must sign-in when arriving and out when departing the worksite. Ideally this process needs to be contactless so you should consider using electronic systems if practicable.
- Contactless points of entry into site is preferred.
- All entry and exit points should be controlled and monitored by a location or production crew member. Consider designated entry and exit points.

- All crew or approved site visitors must sign a COVID-19 Health Declaration before starting work or visiting a work site.
- NO visitors are allowed on site.
- It is recommended that the location owner(s) or occupier(s) are not present during filming and only return after a final clean has been done.

Physical Distancing

- Consider the location in light of physical distancing requirements for on-set and off-set crew.
- Consider staggered calls to manage the flow of crew arriving on set and to avoid congestion.
- Consider council requirements and location impact (i.e. additional parking to avoid communal travel or a crew attempting to physically distance along a berm outside location).
- Consider shuttle vehicles if parking is far away, but bear in mind physical distancing issues around communal travel.
- Allow plenty of space (one metre) between people waiting to enter site.
- Liaise with 1st AD and H&S Officer to manager crew numbers on set and maintaining clear entry/exit points. ONLY essential crew on set.
- Sets should be treated as closed sets, with essential crew on set only.
- 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.
- Please consider manpower and physical distancing requirements for work involving heavy lifting and/or possible close contact situations.
- Location workers may need to be in the same “bubble” to allow for temporary close proximity working.

Cleaning & Hygiene

- Appropriate safety measures are to be taken during Pre-Production to ensure both the crew and the Property Owners have confidence that the correct safety measures are being applied.
- Location department to have access to cleaning/sanitising products for site cleaning as may become necessary during prep/filming/wrap.
- A designated Sterilisation Role may need to be engaged to expedite and manage the cleaning, distribution of PPE, and disposal of contaminated items. This can be an external contractor or another Safety Person, Location Assistant, Unit Assistant, or Production Assistant, provided they are resourced effectively and have appropriate training and an understanding of the acute requirements.
- Hand sanitiser stations must be available around set, including but not limited to: main entry/exit points, unit truck, near/on set and outside toilets/portaloos.
- PPE must be available on site for those who require or wish to use it
- A professional clean will most likely be required prior to prep/filming and upon completion of filming/wrap. If a multiple day location, cleaning is recommended at the end of each day (after the crew has left). Special care should be taken with frequent touch points like door handles, etc.
- Refer to the ScreenSafe COVID-19 page for a list of recommended and specialised cleaners (some location owners may request specific cleaning protocols).
- Multiple portaloos may be required. Additional cleans during the day will also be required.

Unit Base Footprint

- To maintain social distancing, many departments may require additional vehicles, workspace or gear stash on location (i.e. additional make up truck or a larger space for setting up a manned unit table). Please consider these requirements during scouting, recces and permitting.
- Designated cast and extras area will probably be required, with physical distancing observed.
- A separate base for extras may be required to avoid contact with other shooting bubbles.

Unit & Catering

- Crew should not eat on set or in communal areas, only in designated areas where appropriate physical distancing is achievable.
- Water should be available for consumption on set if appropriate to the location and if managed in accordance to physical distancing and hygiene measures.
- To avoid congestion on set, unit crew should not enter set. Crew should go to the unit truck or manned unit table to order and pick up snacks and drinks.
- To ensure social distancing, lunch setups will take up a lot more space. Make sure the location can accommodate this or find an alternative lunch spot nearby.

- Staggered lunches are recommended to avoid congestion.

Public Spaces

- Most councils will require a comprehensive COVID-19 plan as well as ScreenSafe registration before issuing filming permits.
- Please consult with your local council or film office early on. Permit restrictions may apply. And some locations may not be available at all.
- To accommodate physical distancing, the production footprint may be larger than usual. Please consider this when applying for council permits, etc.
- To avoid communal travel, consider additional parking for non-essential vehicles.
- Physical barriers (cones, fencing, etc.) may be required to keep a strict separation between the public and the working crew (both on and off set).
- All entry and exit points should be controlled and monitored by a location or production crew member. Consider designated entry and exit points.
- Make sure you have appropriate COVID-19 signage for the crew and the public (please refer to ScreenSafe's COVID-19 website).
- Make sure all equipment stashes are kept separated from the public.
- Report any close-contact with the public.
- Councils may audit the health and safety and COVID protocols of a production when they have undertakings on council owned or operated locations.
- Note: ALL productions, even those with 9 or less people, will require a permit when filming on public land.

Studio Filming

- All crew must sign-in when arriving and out when departing the worksite. Ideally this process needs to be contactless so you should consider using electronic systems if practicable.
- Contactless points of entry into site is preferred.
- Where entry systems that require skin contact, e.g. fingerprint scanners or keypads, hand sanitiser must be available.
- All entry and exit points should be controlled and monitored by a security/location/production person.
- Contact tracing systems must be in place, capturing all persons entering the site.
- Require all workers to wash or clean their hands before entering and leaving the site.
- All crew must sign a COVID-19 Health Declaration before starting work.
- No casual visitors to site. Only workers involved in the project to enter any locations or work sites. Appropriate security measures to be put into place.
- Approved visitors must sign a COVID-19 Health Declaration before entering the site
- Approved visitors/vendors must be inducted into the production's COVID-19 Safety Plan.
- If in a studio or other large working facility, discuss the need for bubble/work-zone separation within the worksite (ie. Construction having their own bubble with designated parking/toilets/kitchen, etc.)
- Make sure each allocated work-zone has enough room to adhere to physical distancing guidelines.
- Close proximity tasks gatherings are limited to 10 people.
- Discuss the possibility of separate entry/exit points with studio owner, facilities manager and/or H&S Officer.
- Consider staggered calls to manage the flow of crew arriving on set and to avoid congestion.
- Ensure adequate airflow/ventilation for studio/indoor spaces.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Studio doors to be kept open as much as possible to prevent close proximity traffic through small doors.
- Atmos & ventilation systems to be checked & verified/certified 'safe' before shoots. Also only used when necessary.
- 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.
- 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.
- Studio facilities be assessed for health and safety concerns before it is re-occupied; any hazards will be addressed.
- Sound stages should be ventilated regularly by opening large stage doors. HVAC systems can be used, but be mindful of the where the HVAC system is blowing air as this can facilitate the spread of droplets.

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

- 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.