



MAKE UP 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 – MAKE UP DEPARTMENT

Make Up 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
- Character Make Up research and design
- Creative discussions with cast, director and other key HOD's
- Management/coordination of Make Up team
- Liaison with production, AD's and locations in regards to testing and on-set requirements

Department Bubbles

- Off Set Make Up Department bubble (remote preparation).
- Off Set Make Up Department bubble (production office preparation)
- On Set Make Up Department bubble (Unit/Tech base only)
- On Set Make Up Department bubble (Unit/Tech base AND on Set)
- On Set Department HODs/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/Make Up truck and outside of communal facilities (ie. Portaloo's).
- Equipment cleaning products should be readily available at production office/location/Make Up stations.
- 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.
- Personal Make Up kit/equipment/laptops to be used only by one person.
- Make Up equipment and Make Up stations must be sanitised/sterilised in between cast.
- Consider setting up individual Make Up stations for each cast.
- In order to reduce the size of Close Proximity Bubbles, each cast should have the same Make Up artist for off-set Make Up and on-set standby whenever practicable.
- Make sure appropriate crew resourcing is in place to accommodate Close Proximity restrictions as well as regular cleaning/sanitising of gear and Make Up stations.
- Take production requirements into consideration in regards to size of Make Up trucks and rooms. I.e. is it feasible to share with costume, etc.?
- Common work surfaces in production office or Make Up truck to be cleaned regularly (i.e. door handles, shared photocopiers, taps, light switches, etc.).
- Regular cleaning of computer terminals and phones.
- Regular aeration of office space/workshop/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.
- No food around fitting or dressing areas
- Liaise with AD's and Unit in regards to snack/drinks requirements for cast. Double handling of food/drinks should be avoided.
- 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

- Make Up 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.
- 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 AD's for appropriate times to do final checks, etc. Allow other departments time and space to complete their work.
- Reduce the time spent on final checks to a minimum.
- 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 & Kit

- Personal kits should be cleaned between cast and at the end of each day.
- Any shared kit must be cleaned/sanitised.
- Hands to be washed/sanitised prior to and after handling radios, batteries, earpieces, etc.

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 Make Up crew should be assigned to key cast and another assigned to extras/stunts/additional cast.
- Whenever possible, cast should undertake any task they can perform themselves, under the supervision of the Make Up artist.
- 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.

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, and is mandatory in the RED level.
- 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, Make Up team from the main shooting bubble.
- It is recommended that the Extras Bubble has its own areas for Make Up, 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

- Please consult with AD's to ensure that the shoot schedule reflects the appropriate time required to facilitate required physical distancing and sanitising 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.