



POST PRODUCTION 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 |
|--|--|--|---|
| 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. |

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 |
|--|--|---|--|
| Expected productions | 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. |
| Crew | 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. |
| Physical Distancing | Minimum 1m | Minimum 1m | Minimum 1m |
| Personal Protective Equipment | 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. |
| Close Proximity Work - 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. |
| Surveillance Testing | Surveillance testing is highly recommended. | Surveillance testing is highly recommended. | Surveillance testing should be considered. |
| Food / Catering | 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 – POST PRODUCTION

Post Production 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 – in office
- Pre-Production tasks – site/location recce
- Management and coordination of project, team and equipment
- Liaison with Director and other departments in regard to creative and logistical requirements
- Liaising with production in regard to rushes procedures, etc.
- On-site VFX supervision
- Interaction with cast for audio sessions, 3D scanning, etc.

Department Bubbles:

- Off Set Post-Production bubble (remote preparation)
- Off Set Post-Production bubble (post-production facility preparation)
- On Set Post-Production Department bubble (Unit/Tech base only)
- On Set Post-Production Department bubble (Unit/Tech base AND on Set)
- On Set Post-Production HOD/Department Liaison bubble
- Off Set Post-Production 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/post production facility and outside of communal facilities (ie. Portaloo's).
- Laptop/screen/equipment cleaning products should be readily available at production office/post production facility.
- 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.
- Office equipment to be used only by one person as much as possible (i.e. laptops, printers, scanners, stationery, etc.).
- Common work surfaces in production offices 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/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

- Post production 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.
- Where practicable, Post-Production to have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- Post-Production Crew to keep a daily log of their interactions with external vendors/suppliers.
- 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.

Approval Sessions

- Post-Production approval sessions can sometimes be attended by multiple people. It is vital that numbers are kept low and that anyone who can reasonably attend remotely do so. Take into consideration the size of the space and time required to be spent in the room. Regular breaks and open doors/windows should be considered.
- Face coverings may be required or requested.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Explore the ability of the digital artist to operate remotely.

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)
- 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.

Site Installations

- For site installations, i.e. public exhibitions, etc. please keep crew numbers to a limit and follow all PPE and hygiene guidelines provided by the location owner.
- For public spaces, please make sure appropriate council approvals have been given.

Equipment

- Personal kits should be cleaned at the end of each day.
- Tools and other shared equipment must be regularly cleaned/sanitised
- 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.
- Special attention should be paid to cleaning/sanitising of microphones (in audio both) and other equipment that will be in close contact with cast.

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.
- Consider number of cast and their health (elderly, etc.) and the ability for physical distancing both on and off-set before commencing production.
- 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 or post-production facility.
- 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.