



SCRIPT SUPERVISORS

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 – SCRIPT SUPERVISORS

Script Supervisors 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 office / in AD van
- Production and distribution of breakdowns and timings
- Crew and cast interactions / communications
- Distribution of daily production paperwork at the end of each shooting day
- Liaison with other departments prior to and during production

Department Bubbles

No other Script Supervisors in bubble. Liaison with off-set Script Supervisor on alternate blocks or other units should be done remotely. Personal interaction not required.

- Off Set Script Supervisor bubble (remote preparation).
- Off Set Script Supervisor bubble (production office preparation)
- On Set Script Supervisor Department bubble (Unit/Tech base only)
- On Set Script Supervisor 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/ and outside of communal facilities (ie. Portaloo).
- 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.
- Equipment to be used only by one person as much as possible (i.e. laptops, printers, scanners, stationery, etc.).
- Common work surfaces in production office or AD van 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.
- Sanitising stations on location available outside of communal facilities (i.e. portaloo).
- 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).
- If numbers require then add additional toilet facilities, i.e. portaloo
- 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

- Script Supervisor or inter-departmental meetings to be remote or on digital platforms as far as practicable. Or hold meetings in open areas wherever possible.
- PPE should be available for essential inter-departmental meetings.
- Physical distancing to be maintained on essential inter-departmental meetings and work (i.e. script read-throughs, pre-production meetings, tech recces, etc.). Use of a face covering is strongly recommended.
- Main Unit, 2nd Unit and Splinter Unit to be treated as completely different units with limited physical interactions. Script Supervisors to remain consistent to their unit. In some cases on larger jobs, there may be a need for a floating assistant who assists in breakaway units, etc.
- 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.
- AD's, Location and H&S Departments to monitor numbers on set as well as entry/exit points.
- 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)
- Slating must only be done where physical distancing is achievable.
- 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

- Headsets / Comteks to be returned to sound for sanitising by Sound Dept at end of day. No shared headsets. Script Supervisor ONLY to handle their kit on set.
- Distribution of communal equipment 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.
- No reuse of headsets/mics. New crew member, new headset/mic.
- Radios used whilst shooting (used in vehicles) should be returned to the AD van and sanitised prior to reuse.

Call Sheets and Sides

- As far as practicable, a paperless production should be the goal. I.e. no handing out of physical paperwork unless essential.
- Digital call sheets and paperwork should be used whenever practicable. If not, named paper sides, call sheets, etc. to be distributed by a designated AD or Production person, i.e. no piles of sides/call sheets to search through.
- A waste/shredding bin for used sides/call sheets at the end of the day should be available.

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.
- 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 AD or Production person should be assigned to key cast and another AD or Production person assigned to extras/additional cast.
- 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 designated crew 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.
- AD/Production crew to sign in/out cast at the start and end of the working day. Contactless is preferred so you should consider using electronic systems if practicable.

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.*