



SMALL CREW 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 – SMALL CREW

All 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.

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).

Before You Shoot:

- You MUST register your production: <https://screensafe.co.nz/covid19/registration/>
- Make a decision about using vaccination passports or not.
- All crew to work from home as much as practicable
- PPE and hand sanitiser should be readily available at the office and on set/in the field.
- Regular aeration of office, opening windows when possible. Avoid recycling air.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Offices should have a sign in/out register for contact tracing. A Government Tracer App QR-code poster (or similar digital tracing system) must be displayed at all work sites.
- Maintain high hygiene practices at any shared spaces, including regular cleaning of desks, communal equipment and kitchens, light switches and door knobs.
- No open snacks, fruit, shared food.
- Physical production meetings to be carried out with physical distancing of at least 1 meter. If possible, particularly if in a confined space, a 10 person limit is recommended. Use of a face covering is strongly recommended.
- Consider if you will require additional filming time to adhere to hygiene and physical distancing guidelines.
- Name and designate a COVID-19 officer for the production. This person must have in-depth knowledge of the COVID-19 Protocols, but they do not necessarily need to be the same person as the one who holds a First Aid Certificate on the production.

Personal Hygiene:

- 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.
- Face coverings are strongly recommended. 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.
- 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.

Physical Distancing:

- Keep crew sizes as small as possible.
- In a **Controlled Environment** (*with available hand sanitiser/PPE, and cleaning and crew health screening and contact tracing procedures in place*) the minimum separation is 1 metre between people so far as reasonably practicable.
- In an **Uncontrolled Environment** (*public spaces and shops, etc.*) the minimum separation is 2 metre between people not in your work bubble so far as reasonably practicable.
- **A Close Proximity Environment** involves close personal contact that results in workers not being able to maintain 1 metre physical distancing, i.e. Make-up Artist and Cast. Close Proximity Bubbles must follow specific ScreenSafe guidelines. Please make sure you engage into a discussion with production and other relevant departments about this and that all recommendations are adhered to.

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.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work unless thoroughly sanitised.

Location Filming:

- For public spaces, you will most likely require a council permit, even for 1-person crew. **Please consult with your local council well in advance, especially if not using vaccination passports.**
- Councils require a comprehensive COVID-19 Plan and ScreenSafe registration in order to issue filming permits.
- If interacting with the public (pop vox interviews, etc.) make sure you get all necessary contact details for contact tracing purposes (you will probably need to supply hand sanitiser, etc.).
- Make sure you follow all H&S and COVID-19 guidelines provided by location owner or contact, including hygiene, PPE requirements (face mask, gloves, hard hats, etc.), contact tracing and physical distancing protocols.
- Bring your own hand and equipment sanitiser and appropriate PPE (face mask, gloves, hard hats, etc.)
- Use of a face covering is strongly recommended, particularly in public spaces or situations where physical distancing may be hard.
- All locations should have a sign in/out register for contact tracing. A Government Tracer App QR-code poster must be displayed at all work sites.

Set Protocol

- A H&S and COVID-19 briefing should be held at each location/studio.
- Locations/sets should be treated as closed sets, with essential crew on set only.
- Create a zone around the camera with only one person within the zone at a time.
- A 1 meter distance to cast and other crew (DOP, grips, lighting crew) must be adhered to.
- Any approach to the camera should be controlled by 1st AC or Operator/DOP.
- DOP/Operator should step away from camera when adjustments needed by 1st AC/Grip/Sounds (though preferably just the 1st AC to make adjustments)
- To avoid on-set congestions, liaise with other crew for appropriate times for making adjustments or bringing on additional gear.
- Allow other departments time and space to complete their work.
- Remote Focus, Cine Tape and wireless video should be considered to achieve required physical distancing.
- Slating must only be done where physical distancing is achievable.
- Digital camera notes/sheets are preferred to hand-written ones.

- Additional monitors may be required to achieve physical distancing for key crew needing to watch a block-through or shoot.
- 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.
- Air conditioning should be run on fresh air setting, not on recirculate.

Camera Cards & Rushes Drives

- Camera cards should be handed over in transit cases that are sanitised before handover and Cards should be sanitised before return.
- Appropriate Rushes Drives handling procedure to be developed by each production to ensure safety of anyone handling cards and of the rushes themselves.
- Rushes Drives should be sanitised before being handed over to another person.
- A secure transfer case is recommended with appropriate sanitation performed between hand-offs.
- Consider sending a single drive with all data rather than sending multiple camera cards and a sound card to post.
- Contactless drop off to post houses is recommended.

Equipment & Kit

- Make sure your equipment suppliers and other vendors have appropriate Covid-19 guidelines in place.
 - All equipment should be sanitised prior to pickup.
 - Contactless pickup (designated pickup area or night box, etc.) is recommended.
 - Gear should be sanitised per supplier instructions prior to return (and they should also sanitise before putting back on the shelf).
 - If in doubt, find another supplier.
- Personal kits should be cleaned at the end of each day.
- Magliners, trolleys and other shared kit must be regularly cleaned/sanitised
- Hands to be washed/sanitised regularly
- Consider a tag system for identifying cleaned equipment/cards/drives to save time
- Everything should live cleaned in a case. Assume cases/handles are always exposed and require hand washing after handling.

Managing Physical Distancing:

- Unless essential, any interaction with other crew or cast (including vox pop subjects) should follow a minimum of 1m physical distancing
- If make up or the attaching of a lapel, etc. is required, this can only be done in consultation with cast/agent and other appropriate departments to establish a Close Proximity Environment.
- Here are some examples of situations that may arise on set:
 - Example 1: A content shoot goes over multiple days and the cast member has extensive make up and costume requirements each day.
 - Solution: A permanent Close Proximity Bubble is established for the lead cast and the stylist. Neither have vulnerable people at home and neither are working on other productions that should be consulted. Face coverings are used. **PLEASE READ SCREENSAFE STANDARDS SECTION FOR CLOSE PROXIMTY BUBBLES.**
 - Example 2: The boom mic won't do the job, so you need to attach a radio mic to the talent.
 - Solution: The sound mixer to consult with cast and other crew on site. As it will only take 1 or 2 minutes, it is agreed that the Sound Mixer physically attaches the radio mic to the cast member. Face coverings are used.
 - Example 3: The crew need to lift the dolly out of the van. It will take 2 of them working in close proximity
 - Solution: As it will only take 1-2 minutes they mutually agree this is fine. Face coverings are used.

Personal Protective Equipment (PPE):

- Production company to provide PPE (masks, gloves, etc.), hand sanitiser and sanitary spray/wipes.
- Face coverings are strongly recommended. 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.
- 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.*

Catering and Snacks

- Crew should self-cater or be provided with individually supplied food boxes from a trusted supplier.
- Consider single use bottles, plates and cutlery, but only if personal water bottles, keep cups and/or compostable products are not available.
- No sharing of food. No double-handling of food.