



# SUPPLIERS AND VENDORS

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

**Suppliers & Vendors 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
- Management and coordination of team, equipment and supplies
- Remote liaison with film crew in regard to creative and logistical requirements
- On-site liaison with film crew for pickup and return of equipment and supplies

### **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 workers or approved site visitors must sign a COVID-19 Declaration before starting work or visiting a work site
- If using vaccination passports, please ensure anyone entering the business 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-worksite 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 office/warehouse/yard and outside of communal facilities (ie. Portaloo).
- Equipment cleaning products should be readily available at production office/ warehouse/yard.

- Consider workspace layout, avoid face to face desks, and space desks 2 meters apart where possible. Engineered barriers are 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.
- A cleaning record should be kept.
- Sanitise surfaces & mop floors at the end of each day where required.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Air conditioning should be run on fresh air setting, not on recirculate.
- Stairs should be used in preference to lifts.
- Designate a specific contactless delivery spot for each site. Unless impracticable, all deliveries should be to the gate/door of the site only.

#### **Equipment**

- Consider a tag system for identifying cleaned equipment to save time.
- Everything should live cleaned in a case. Assume cases/handles are always exposed and require hand washing after handling.
- Consider investing in or hiring a sanitising fogging machine to sanitise warehouse or equipment storage areas to avoid additional time/staff resourcing to individually clean/spray equipment.
- Staffing and physical distancing considerations should be given to lifting and moving of heavy equipment.
- If sub-renting equipment from other suppliers, ensure the items are sanitised prior to handover to customer.

#### **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. portaloos).
- If numbers require then add additional toilet facilities, i.e. portaloos
- Hygiene posters and signage should be clearly visible in shared spaces like kitchens, toilets, entrances and exits, etc.

#### **Interaction with Other Departments, External Vendors, Suppliers**

##### **Meetings**

- Staff members to keep within their own bubble as far as reasonably practicable.
- All interactions with customers and the public must be as per physical distancing protocols.
- As far as practicable, a paperless office should be the goal. I.e. no handing out of physical paperwork unless essential.
- Staff should keep a daily log of their interactions with external vendors/suppliers/customers.
- Staff or company meetings to be remote or on digital platforms as far as practicable. Or hold meetings in open areas wherever possible.
- Physical distancing to be maintained in meetings. Use of a face covering is strongly recommended.
- PPE should be available for essential meetings.

##### **Equipment Prep On Site**

- Initial discussions with customers be done remotely via digital platforms like Zoom, etc. whenever practicable.

- Physical distancing and congestion in testing bays, etc. may be a concern. Staggering of and scheduling of allocated testing bay times or pickups, and reduced daily numbers should be considered.
- All customers entering the office/warehouse/yard must adhere to company guidelines in regards to hygiene, physical distancing and contact tracing (sign in/out).
- Equipment or supplies for pickup or testing should be sanitised and put in a designated bay or pickup place prior to customer arriving.
- Testing bays, etc. must be regularly sanitised, including between customers and always at the end of each day.
- Contactless exchange of kit changes or returns of faulty gear is recommended.
- Personal hand sanitiser and recommended/appropriate cleaning/sanitising products for equipment should be made available to customers.
- Customers must sanitise all personal equipment or kit they bring on site.
- Customers should not bring food on site.
- Customers should not bring any friends or non-essential visitors to the office/warehouse/yard.
- All customers should sign in and out of office/warehouse/yard.
- Any customers who are feeling unwell should be asked to leave.

#### **Returns**

- A designated contactless returns area should be established. All equipment and supplies must be cleaned/sanitised before being returned to its home or before being given to another customer.

#### **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.
- Staff 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**

- If Suppliers are asked to attend a film work-site or location for equipment delivery or maintenance/repair, all Production Company H&S and COVID-19 protocols must be adhered to including, but not limited to hygiene, PPE, physical distancing and contact tracing guidelines.
- Sets should be treated as closed sets, with essential crew on set only. It is recommended that whenever practicable Suppliers only visit unit/tech base.
- Please follow all 1<sup>st</sup> AD and H&S Officer guidelines. If not required on set, please wait at unit/tech base until required.
- Apart from the specific department/bubble you have been requested to meet, limit interaction with other bubbles/departments.
- Ideally bring your own kit/tools to avoid sharing or using crew member's kit/tools.