



# UNIT & CRAFT SERVICES

## 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.<br><br>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.<br><br>Face coverings mandatory on flights, public transport, taxis, retail, public venues, recommended whenever leaving the house. | Face coverings are strongly recommended.<br><br>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.<br><br>Face coverings are mandatory on flights. |
| <b>Close Proximity Work</b><br><br>- <b>Make Up</b><br>- <b>Costume</b><br>- <b>Stunts</b><br>- <b>Close Actor Interaction</b> | Close Proximity work can be undertaken with strict PPE & hygiene measures in place.<br><br>Please refer to the Close Proximity guidelines.                                   | Close Proximity work can be undertaken with appropriate and agreed PPE & hygiene measures in place.<br><br>Please refer to the Close Proximity guidelines.         | No restrictions.<br><br>Vigorous hygiene standards to be maintained.<br><br>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.<br><br>Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.                                    | Contactless service is recommended.<br><br>Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.                | General food hygiene standards are adhered to.<br><br>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.<br><br>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.<br><br>Face coverings mandatory on flights, public transport, taxis, retail, public venues, recommended whenever leaving the house. | Face coverings must be used.<br><br>Face coverings are mandatory on flights, public transport, taxis, retail and public venues.           | Face coverings must be used.<br><br>Face coverings are mandatory on flights.   |
| <b>Close Proximity Work</b><br><br>- Make Up<br>- Costume<br>- Stunts<br>- 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.<br><br>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.<br><br>Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.                        | Contactless service only.<br><br>Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out. | Contactless service is recommended.<br><br>Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.        |

## DEPARTMENT SPECIFIC GUIDANCE – UNIT & CRAFT SERVICES

**Unit & Craft Services 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.**

***Please Note:***

*For larger productions Unit (unit base setup, tables, chairs, etc.) & Craft Services (food prep and service) may be separate departments. Strict separation of these departments is advisable if appropriate to the size of the production.*

**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:**

- Equipment and food preparation – remote
- Equipment and food preparation – on location
- Setup of on-set and off-set filming bases
- On Set food service
- Food service clean up – on location
- Equipment clean up – remote
- Crew and cast interaction

**Department Bubbles**

- Off set Unit Department bubble (remote preparation)
- Off set Unit Department bubble (sourcing supplies)
- On Set Unit Department bubble (Unit/Tech base only)
- On Set Unit Department bubble (Unit/Tech base AND on Set)

**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.

#### **Unit Lock-up Protocols**

- Hand sanitising stations should be readily available, including, but not limited to entry/exit points, toilets, kitchen and other shared spaces.
- Common work surfaces 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.
- PPE (gloves, masks) to be available.
- 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.
- No unauthorised visitors to site.
- Designate a specific delivery spot.
- Delivery drivers should remain in their vehicles if the load will allow it or must wear gloves or wash/sanitise their hands before unloading goods and materials.

#### **Studios and Larger Work Sites**

- If a unit lock-up is set up at a studio or remote site, strict separation must be adhered to between catering and other departments.

#### **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**

- Unit/Craft or inter-departmental meetings to be remote or on digital platforms as far as practicable. Or hold meetings in open areas wherever possible.
- Unit crew to keep within their own bubble as far as reasonably practicable.
- Interactions with other crew, cast and public must be as per physical distancing protocols.
- As far as practicable, a paperless production should be the goal. I.e. no handing out of physical paperwork unless essential.
- Where practicable, the Unit Department should have a nominated inter-departmental liaison worker to limit contact between departmental bubbles.
- Unit crew to keep a daily log of their interactions with external vendors/suppliers.

## **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.
- No recycling air, clean air fan inlet only, open windows where possible.
- Crew who travel together should always be part of the same work bubble.
- A passenger log must be kept for shared vehicles.
- Shared vehicles should not be used outside work
- Swing drivers may be required. Please consult with Transport or Production department to ensure the swing drivers follow all required or requested Covid-19 guidelines, including but not limited to: sanitation, physical distancing, contact tracing and Crew Declaration Forms.

## **Food Prep & Work Space Hygiene**

- Regular cleaning and sanitising of high use work areas. A cleaning record should be kept.
- All cutlery, crockery & cooking equipment must be sterilised in dishwasher.
- Sanitise surfaces, mop floors & laundry washed at the end of each day.
- Consider additional bench space for food preparations
- Physical distancing of two metres wherever possible between workstations
- All fruit & vegetables are to be washed before use.
- All hotboxes, poly boxes and other food containers to be cleaned and sanitised before use.

## **On Set Setup, Food Preparation and Clean Up**

- The Unit Truck to be cleaned/sanitised each day.
- Face coverings are strongly recommended and is mandatory for food service. 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.
- Crew, cast and the public must be kept separate from food prep and serving areas as per physical distancing protocols. A physical barrier (table, etc.) is recommended to avoid crew entering unit truck or other food prep areas.
- Smokers / vapers must use designated area, ideally off-site, and butts are to be placed in the designated receptacle. Hands must be washed / sanitised before and after smoking.
- Ensure designated area is such that smoke or vapor produced is not going into another person's breathing zone.

## **Catering & Food Service**

- Delivery of hotboxes by production or catering crew should be to a designated contactless spot and unit crew member advised of delivery.
- Either Catering OR Unit Crew will be in charge of food delivery. Department bubble separation should be maintained.
- Rolling or staggered breakfast and lunches are advised. Unit or Catering staff to ensure all food is kept warm within MOH guidelines.
- Menu cards with ingredient list for each dish should be available (for dietary requirements/allergies)
- Food placed with menu cards on tables for individual crew members to collect, observing physical distancing.
- Reusable plates and cutlery can be used, but only with strict procedures in place for handling, separation and sterilisation. Otherwise compostable/recyclable alternatives should be used.
- Packaging to be compostable where possible.
- Hotbox collection: the hotbox to be placed in a designated area for collection by catering provider. Hotbox handles to be sanitised prior to collection by catering team.

## **Lunch Setup**

- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Consider numbers on site for site facilities as physical distancing may require additional space / facilities.
- Workers should sit a minimum of 1 metre apart from each other whilst eating and avoid all contact. Allow for additional tables and EZ-UP's to accommodate physical distancing.
- Hand washing facilities or hand sanitiser should be available at the entrance of any area where people eat and should be used by workers when entering and leaving the area.
- All on site bubbles should be maintained during meal breaks.
- Tables should be thoroughly cleaned between each use.

- All areas used for eating must be thoroughly cleaned at the end of each break

#### **On-Set Hygiene**

- Hand sanitiser stations must be available around set, including but not limited to: main entry/exit points, unit truck, at all eating areas, near or on set and outside toilets/portaloos.
- Portaloos should be checked and sanitised every few hours. Consider hiring additional portaloos if crew numbers dictate.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Rubbish/compost/recycling bins should be emptied regularly and not be over-filled.
- Water filling stations should be cleaned regularly as per the cleaning guide. Contact less (footpump, etc.) operation is recommended.

#### **Unit Equipment**

- All equipment (tables, chairs, etc.) should be cleaned before the job and at the end of each day, taking particular care with frequent touchpoints (EZ-UP legs, tables, etc.).
- Additional cleaning is recommended throughout the day.

#### **Snacks and Drinks**

- Craft services arrangements should be contactless. No open service, buffet style service tables either on or off set.
- A café style “single server” scenario is recommend, i.e. crew walking up to a pick-up table to make their order and have contactless pickup. Otherwise consider pre-packaged snacks and ensure workers are working in accordance with food hygiene standards.
- Limit access and use of coffee machines, they should ideally be operated by one person who is using adequate hygiene measures. No other crew or departments to touch coffee machine or other food preparation equipment.
- The workforce could be asked to bring pre-prepared meals where possible, and refillable drinking bottles from home.
- Single-use water bottles could be considered if hygienic water filling stations are not possible. But do consider the environmental impact.
- Food & Drinks can be handed to an AD to bring to key cast, but generally double-handling should be avoided.

#### **On-Set Shooting Bubble**

- The on-set Shooting Bubble is for essential crew only.
- Numbers on set should be minimal, and as such, it is not recommended that Unit crew enter a shooting set unless essential (i.e. to empty rubbish bins or set up director’s chair, etc.).
- Crew should not eat on set or in communal areas, only in designated areas where appropriate physical distancing is achievable.
- Water should be available for consumption on set if appropriate to the location and if managed in accordance to physical distancing and hygiene measures.

#### **Cast & Extras**

- Whenever possible, specific cast and extras areas must be set up with physical distancing observed. A separation between cast and extras is advised.
- Whenever possible, a specific extras area must be set up with 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.
- 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.
- Cast & Extras may require their own “café-style” food & snack setup. Ideally manned by a designated unit person.