The COVID-19 Health and Safety Protocols for the New Zealand Screen Sector outlines the minimum standards to be implemented to manage risk of COVID-19 transmission. These protocols, and the attachments, are to be read in conjunction with the COVID-19 – Standard for New Zealand Screen Sector Operations.

Individual projects and operations may need to adapt the protocols to specific circumstances, but the overall intent of the standard should be applied in all cases. These protocols are expected to evolve as Government requirements change, and as industry experience informs best practice, and should be treated as working documents.

PLEASE NOTE: Productions wanting to operate independently of the ScreenSafe Standards and Protocols need to produce their own production specific COVID-19 Safety Plan and submit to WorkSafe NZ for auditing and approval.

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The coronavirus COVID-19 outbreak was declared a pandemic by the World Health Organisation (WHO) on 11th March 2020. The New Zealand Government implemented the four level NZ COVID-19 Alert Levels system shortly after that.

In October 2021 the government announced The COVID-19 Protection Framework (aka the Traffic Light System) to replace the four level alert system once all the District Health Boards (DHBs) in a region reached a minimum 90% double vaccination rate for its eligible population.

On 29th November 2021, Cabinet decided to move the whole country into the new system at 11.59pm on Thursday 2nd December 2021 (effectively Friday 3rd December 2021). Although we are now faced with living with COVID-19 in the community, high vaccination levels should give us a good level of protection, and the Traffic Light System will offer businesses more flexibility and more certainty in regards to business continuity.

Note: This update of the Protocols was written after New Zealand had already reached Phase 3 of the Omicron outbreak.

The Traffic Light System
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).

Risk Management
Infectious diseases are risks for any workplace and all ‘persons conducting business or undertaking’ (PCBUs) have a primary duty to ensure, so far as reasonably practicable, the safety of workers and others in the workplace under New Zealand’s health and safety legislation.

This guide is a living document and has been developed to support and assist you in eliminating or minimising the exposure for all personnel to Coronavirus / COVID-19 while working on your production or project, and in meeting your obligations under the Health and Safety in the Workplace Act 2015. This revision includes changes that reflect the added risk of the predominant Delta variant, as well as seeking to start future-proofing for other possible COVID-19 variants.

Before you proceed with any project you must have policies and procedures in place to manage the risk of transmission of infection within the workplace. Every production must also designate and name a COVID Officer who is competent and has in-depth knowledge of the ScreenSafe COVID-19 Protocols.

This guide does not remove or replace obligations under the Health and Safety in the Workplace Act 2015.
What is COVID-19?
SARS-CoV-2, a type of coronavirus, is the virus that causes COVID-19. It is a new illness that can affect your lungs, airways, and other organs ranging from mild to severe and, in some cases, can be fatal.

The “incubation period”, the time between catching the virus and the onset of symptoms, ranges from 1-14 days, but most commonly shows around five days. The virus can be passed onto others before someone knows they have it – from up to two days before symptoms develop.

The SARS-CoV-2 virus that causes COVID-19 has undergone genetic mutations over time as it adapts to humans. The Omicron variant has spread worldwide rapidly and is now the major variant in many countries, including New Zealand. Omicron is much more transmissible than previous variants of the COVID-19 virus, including Delta.

There are simple steps you can take to protect you and your family/whānau.

Symptoms
The symptoms of COVID-19 are:
• a new or worsening cough.
• a high temperature (at least 38°C).
• shortness of breath.
• sore throat.
• sneezing and a runny nose.
• temporary loss of smell or altered sense of taste

Less common symptoms may include malaise, diarrhoea, headache, muscle and joint aches, nausea, vomiting, or confusion/irritability.

These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as the common cold and flu. Shortness of breath is a sign of possible pneumonia and requires immediate medical attention.

Symptoms are usually mild and begin gradually. Most people (about 80%) recover from the disease without needing special treatment. Around one out of every six people who get COVID-19 become seriously ill and develop difficulty breathing.

Some people, referred to as asymptomatic cases, experience no symptoms at all even though they are infected.

If you have these symptoms, please telephone Healthline (for free) on 0800 358 5453 or contact your doctor immediately to organise testing and health advice.
The Omicron Variant

The Omicron variant has spread worldwide rapidly and is now the major variant in many countries, including New Zealand. Omicron is much more transmissible than previous variants of the COVID-19 virus, including Delta.

Omicron probably causes similar symptoms to other variants, such as Delta. However, in a country that has most people vaccinated, many people may not have any symptoms at all, but will still be able to pass on the virus to other people.

Omicron does not appear to result in as many people being hospitalised. However, because Omicron can cause so many infections over a short period of time, the number of people going to hospital each week has risen steadily in many countries.

Omicron can still cause severe illness and even death, especially in people who are at risk of severe outcomes, but a smaller proportion of people who are infected with Omicron need to go to hospital compared to people infected with Delta.

People who are fully vaccinated have less protection against transmission of Omicron than for Delta. Protection against infection with either Delta or Omicron decreases over time. A booster dose at three months after the end of the first course will improve protection against Omicron, particularly for protection against severe disease and hospitalisation.

The government has announced that an attempt will be made to stamp out Omicron when it starts to infect people in the community.

The same measures which kept us safe against Delta are effective against Omicron:

- Vaccination and boosters help to reduce transmission of the virus. Remember, that if you don’t get the virus, you can’t give it to someone else. Taking other precautions also remains important to continue to protect our communities against Omicron. As well as vaccination, early detection of cases and swift contact tracing and isolation of cases and contacts, is critical.
- Keep indoor rooms well ventilated (eg, by opening windows and doors) where possible.
- Wearing face coverings is one way of keeping yourself safe and protecting others from COVID-19, especially when physical distancing is not possible. Use of a face covering in confined or crowded environments is essential.
- Physical distancing of 2m where possible.
- If you feel unwell or show any symptoms, stay home. Call Healthline and get a COVID-19 test.

The Delta Variant

The Delta variant of the SARS-CoV-2 is highly contagious and more than twice as transmissible as previous variants. It is spreading rapidly around the world, and is the dominant variant (at the time of publishing). There are serious concerns and many challenges in containing a Delta outbreak, for example:

- Delta can cause people to develop more serious COVID-19 illness than other variants of the virus.
- People with a Delta infection are at higher risk of needing hospitalisation.
- The chance of infecting others such as within your household bubble or other contacts is very high because Delta is so transmissible. It is estimated that on average, one person infected with Delta may infect 5 or 6 other people. This is why Delta outbreaks in places overseas have grown so rapidly.
- People with Delta infections seem to carry much more virus (have a higher viral load) and for a longer period of time, than those infected with the original virus or other variants.
- The time from exposure to the virus until first symptoms is shorter for the Delta variant. Some people may have no symptoms (asymptomatic) when infectious.

The Pfizer vaccine has been proven to be highly effective against the Delta variant. Being fully vaccinated gives you a high degree of protection against Delta infection, and an even higher degree of protection against severe illness, hospitalisation and death. Evidence currently shows the effectiveness of two doses of the Pfizer vaccine against illness due to Delta infection is about 88%, and the protection against hospitalisation due to Delta infection is about 96%.

People who have been fully vaccinated, but become infected with the Delta variant (a breakthrough infection), typically are infectious for a shorter period and experience less severe illness compared to unvaccinated people.

The effectiveness of the vaccine does wane over time. The vaccine still gives you good protection against serious illness, but over time your defence against contracting and spreading the virus wanes. From 26th November 2021, eligible New Zealanders can receive a third booster shot, a minimum three months after their companies are vaccination. However, this does highlight the need for all possible risk-minimisation tools to be used in conjunction with each other - and not to rely only on vaccination.
How COVID-19 is Spread

COVID-19, like the flu, can be spread from person to person, in particles that escape from an infected person’s mouth or nose when they breathe, speak, cough, sneeze or sing.

These particles range in size. Larger and heavier particles (droplets) quickly fall to the ground or other surfaces within seconds or minutes. Smaller particles (aerosols) can remain airborne for minutes to hours.

The virus that causes COVID-19 (SARS-CoV-2) is a new virus, and our understanding of how it spreads has changed over time. Spread by aerosols appears to be more important than previously thought.

Infection occurs in three main ways:
- Breathing in air that contains infectious particles.
- Infectious particles landing on your mouth, nose or eyes, for example through being coughed or sneezed on.
- Touching your mouth, nose or eyes when your hands have been contaminated by the virus. (This is either through direct contamination, or indirectly by touching surfaces contaminated with the virus).

COVID-19 on Surfaces

Current evidence suggests that catching COVID-19 from surfaces is the least common, but it is still important to clean surfaces to reduce the risk.

How long any respiratory virus survives on a surface will depend on a number of factors:
- What surface the virus is on.
- Whether it is exposed to sunlight.
- Differing temperatures and humidity.
- Exposure to cleaning products.

Conditions That Affect COVID-19 Spread

A person is most infectious and more likely to spread the virus in the few days around the time that symptoms start to develop. This means that some individuals can be contagious before they develop symptoms.

The risk of becoming infected increases the closer you are to a person and the longer you are close to that person, especially if this contact occurs in poorly ventilated indoor spaces.

Most large droplets will fall to the ground within 2 metres. However, in some situations the virus has been transmitted to people more than 2 metres away, or to people who passed through a space soon after the infectious person left. This is why face coverings (masks) should be utilised as a key tool against COVID-19.

Things that increase the risk of this ‘long-range’ infection include:
- Being in enclosed spaces with poor ventilation within which fine particles containing virus can build-up.
- Being near an infected person breathing heavily (for example, due to exercise, singing or shouting).
- Being exposed to these conditions for a longer period of time.

The ‘Three C’s’ are situations where spread of the virus is most likely are:
1. Closed spaces with poor ventilation.
2. Crowded places with many people nearby.
3. Close-contact settings, especially where people have close-range conversations, singing or shouting.

The risk is highest when these factors overlap: for example, in small, poorly ventilated spaces with lots of people talking loudly or shouting. The risk is lower outside, with fewer people, if they are widely spread.

COVID-19 and Ventilation

There is an increasing emphasis on ventilation and the avoidance of crowded indoor spaces as aerosol spread is a primary method of transmission. Poorly ventilated and crowded indoor work settings increase the likelihood of transmission of COVID-19. Ventilation systems should be taken into consideration when planning workspace design and layout.

Bringing in outside fresh air into a building is a key aspect in ventilation. This could be achieved through opening windows regularly or using ventilation systems that are switched to bringing in 100% fresh air from outside. If the ventilation is recirculated, hospital grade filters such as the MERV 13 can be installed into the ventilation units.

When possible, leave on or turn on ventilation at least 2 hours before occupying a building and use a nominal setting.

Even when ventilation like this is available, continue to regularly open windows to bring in fresh air.

Guidance around COVID-19 ventilation can be found here: [https://www.rehva.eu/activities/covid-19-guidance](https://www.rehva.eu/activities/covid-19-guidance)
Prevention – how to protect yourself and others

• STAY HOME IF YOU ARE UNWELL. DO NOT COME TO WORK
Get tested if you are symptomatic. This will protect you and help prevent the spread of viruses and other communicable diseases including COVID-19.
Call Healthline on 0800 358 5453 if you have any symptoms or have been in close contact with someone confirmed with COVID-19.
Calling in advance will allow you to be quickly directed to the right health facility.

• Get vaccinated as soon as you can.
The COVID-19 vaccine is free, voluntary and is currently available to everyone in New Zealand aged 12 and over: https://bookmyvaccine.covid19.health.nz/

• Adhere to physical distancing recommendations.
Workplace requirements are 1 metre, though where practicable, maintain 2 metres (6 feet) distancing from others.

• Use recommended PPE.
Face coverings are highly recommended by MoH.
In many situations, like on public transport, face coverings are mandatory.

• Practice good hygiene:
Cough or sneeze into your elbow or by covering your mouth and nose with tissues.
Put used tissues in a bin or a bag immediately, then wash or sanitise your hands.
Thoroughly wash your hands with soap and water often (for at least 20 seconds).
Regularly use hand sanitiser to clean your hands.
Don’t touch your eyes, nose or mouth if your hands are not clean.
Clean and disinfect frequently touched surfaces and objects, such as doorknobs.

Personal Protective Equipment (PPE)
On the 3rd of February at midnight, the following new face covering rules will come into effect:
A face covering will need to be an actual mask and attached to the head by loops around the ears or head. This means scarves, bandannas, or t-shirts should not be used.
Workers who are mandated to be vaccinated will need to wear a medical grade mask when working in public facing roles. For example a Type IIR/Level 2 mask or above.
You will need to wear a mask at food and drink businesses, close-proximity businesses, and events and gatherings. You can take your mask off to eat, drink or exercise.
If using a reusable face covering it is recommended it has at least three layers.
Note that the effectiveness of fabric/cloth face coverings is highly variable and depends on the style and materials used.
For more in-depth information about recommended types of face coverings you can explore this MoH link.

Face Coverings Within the Traffic Light system
Face coverings (masks) will be most useful when people are in close contact with each other, like at work or in social situations.

Note: Do not be offended if you are asked to wear a face covering. People can have different comfort levels and or underlying conditions that put them more at risk of developing significant illness if they catch COVID-19.

GREEN
At GREEN, workers do not need to wear face coverings reflecting the limited community transmission of COVID-19. However, using a face covering proactively can help reduce the spread of an undetected outbreak.
Face coverings are mandatory on flights.
Be prepared in the event of regions escalating up to ORANGE or RED with localised outbreaks. Supplies may be hard to source, so it is worth having stock on hand at home and in the workplace.

ORANGE
At ORANGE, the risk of COVID-19 being present in the community is higher. Wearing a face covering becomes more important, particularly within uncontrolled environments, where minimum physical distancing requirements are unable to be maintained or in Close Proximity environments.
Face coverings are mandatory for anyone aged 12+ on flights, public transport, taxis, retail, public venues, and encouraged elsewhere.
ScreenSafe strongly recommends the use of face coverings for all screen work in ORANGE. It is expected that most productions will require them as part of their H&S plan.

RED
At RED there is very high community transmission and the health system is facing an unsustainable number of hospitalisations.
Face coverings are mandatory on flights, public transport, taxis, retail, public venues and recommended whenever leaving the house.

ScreenSafe strongly recommends the use of face coverings for all screen work in RED, and it would be expected that most productions will require them as part of their H&S plan.

PPE is especially important when working in a Close Proximity environment. Face masks are essential, but you may consider other PPE based on the level of risk, the working proximity, the physical work area, and the length of time people are together.

Work should be designed around reducing Close Proximity environments and any work undertaken within one metre should be limited. The time spent in Close Proximity needs to be kept to a minimum. At all other times, a one metre distance should be maintained.

What to do if You May Have Been Exposed?

If you think you have been exposed to the virus call Healthline on 0800 358 5453 and follow their advice in regards to isolation and testing procedures.

Information about contact tracing can also be found here: https://covid19.govt.nz/testing-and-tracing/contact-tracing/

You are a Household Contact if you on a regular basis live with someone who has tested positive for COVID-19. Household contacts must:

• Self-isolate from the day the person with COVID-19 tests positive, or is notified as a probable case, until they complete 7 days of isolation
• Get a test for COVID-19 on Day 3, and on Day 7 of the isolation period, or sooner if you develop symptoms. If you test positive, you need to follow the guidance for people who have COVID-19.

You are a Close Contact if you have had contact with a person with COVID-19 when they were infectious. Close Contacts do not need to self-isolate or get a test. Monitor yourself for symptoms, and if any develop, get a test.

Who is at Most Risk of Severe Illness From COVID-19?

The key determinant of COVID-19 becoming a severe illness is the existence of underlying medical conditions, especially if these conditions are not well controlled. However, even healthy individuals can have severe reactions from COVID-19.

Relevant conditions include:

• Serious respiratory disease such as chronic lung disease or moderate to severe asthma.
• Serious heart conditions.
• Immunocompromised people.
• Severe obesity (body mass index [BMI] of 40 or higher).
• Diabetes that isn’t well controlled.
• Chronic kidney disease and people undergoing dialysis.
• Liver disease.

People are also more vulnerable if they are:

Over 70: Older people, in particular those who have underlying health issues, including respiratory issues, that make them more vulnerable to COVID-19.

Residents of aged care facilities: Aged care facilities are susceptible to the rapid transmission of viruses like this. Residents are more susceptible to illnesses due to their age and they are also more likely to have underlying health conditions.

Pregnant women: New evidence shows that pregnant women and newborn babies may be at greater risk of poor outcomes if infected with COVID-19. Pregnant and recently pregnant women (defined as within 6 weeks of birth, miscarriage, or termination) may consider taking extra precautions.

Other risk factors include:

Ethnicity: Overseas experience has shown a disproportionate impact from COVID-19 on ethnic minorities. Māori, Pacific and some other ethnic minorities in New Zealand are at increased risk of adverse outcomes from COVID-19.

Smoking: People with a history of smoking are more likely to have severe symptoms of COVID-19 and be admitted to ICU.

Immunocompromised: This includes cancer treatment, smoking related illness, bone marrow or organ transplantation, hematologic neoplasms, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications (such as disease-modifying anti-rheumatic drugs)
**Dedicated Healthline 0800 Number for COVID-19 Health Advice & Information**

The Healthline number is 0800 358 5453 (or for international SIMs +64 9 358 5453).

It is free and available 24 hours a day, 7 days a week.

People calling that line will be able to talk with a member of the National Telehealth Service. They have access to interpreters if required.

You should call that dedicated number:
- To register if you have self-isolated.
- For any coronavirus health advice and information and any questions you have about coronavirus, self-isolation etc.

Healthline’s main number for non-coronavirus health concerns is still 0800 611 116.

Whichever number you call, you will get professional health advice and information.

**Treatment**

Currently, medical care can treat most of the symptoms, but there is still no specific treatment for COVID-19. Nationwide vaccination strategies, contact tracing, testing, and self-isolating when sick or waiting for a COVID-19 test result, continue to be the most effective COVID-19 pandemic management.

The national approach to COVID-19 is for early recognition and diagnosis of cases, quarantine of confirmed/suspected cases and tracing and testing of contacts. The most important action that individuals can take to prevent transmission is to not go to work if they develop any symptoms of COVID-19, and to contact Healthline or their doctor for early assessment and test.

**Long COVID**

Long COVID describes the symptoms that continue or develop after the initial COVID-19 symptoms. This is usually longer than 12 weeks after a person is first infected.

Most people who get COVID-19 recover completely after 2 to 6 weeks, and make a full recovery within 12 weeks. However, some people report a range of symptoms beyond the standard time of recovery.

Symptoms of long COVID can persist for weeks or sometimes months. They can include:
- fatigue
- breathlessness
- cough
- low mood
- headaches
- difficulty concentrating, cognitive impairment or ‘brain fog’
- chest tightness
- chest pain
- joint pain
- muscle aches and pains
- muscle weakness
- ongoing changes to smell or taste
- fast-beating or a ‘pounding’ heart
- sleep disturbances

For support with management and treatment of long COVID, seek help from your doctor or healthcare team. COVID-19 healthcare is fully funded for up to 6 weeks from the first day of your symptoms or the day you test positive, whichever is earlier.

You can find more information about long COVID:
- [Long COVID](https://health.govt.nz)
- [Post COVID-19 Condition](https://who.int)
- [Long COVID](https://healthnavigator.org.nz)

**Further Information**

For further up to date information about COVID-19 please visit:

Managing an Omicron Outbreak

**Omicron Phase 3**
New Zealand is currently in phase 3 of the Omicron outbreak. There are thousands of cases per day in the community. Most people will be able to self-manage and health and social services will focus on families and communities that have the highest needs.

**Things You Can Do To Protect Yourself At All Phases**
- Get your COVID Booster shot
- 5–11 year olds are encouraged to get vaccinated
- Continue to wear a mask
- Good hygiene, physical distancing and stay home if unwell

**Managing a COVID-19 Case at Your Workplace**
During the Omicron outbreak, it is very likely that either you, someone in your family or someone you work with will be infected.

If a worker is identified as having COVID-19 or is considered a Household Contact, they are required, under section 70 of the Health Act (1956), to self isolate. Productions will need to:

- Provide workers and their teams the necessary well-being and logistical support. A friendly phone call or organising someone to do their shopping may be all that’s needed, unless they become severely ill. Also consider the financial implications it may take on them and their family.
- Quickly identify close work contacts and assess the risk of exposure and potential transmission within the workplace. Close contacts do not need to self-isolate or get tested, but they must monitor themselves for symptoms for 10 days.
Managing a Positive COVID-19 Case on a Production

Crew Member tests positive for COVID-19
- surveillance testing
- symptomatic testing
- testing as a household contact
- routine testing as per MoH requirements

Notify the MoH if the test was not undertaken at a GP or a testing centre
- Call 0800 222 478 or use the COVID tracer app

Go directly home or to accommodation, stay at home and isolate.
- Only leave home for medical attention.
- If having difficulties breathing or feel faint, call 111 immediately

The Household Contacts of the positive case are required to isolate and test on day 3 and 7.
Crew members may share a household bubble and be required to also isolate.

Production to undertake contact tracing of positive case and identify crew who have been exposed and classed as a Close Contact.
Crew members to monitor for symptoms.
- Consider increasing surveillance testing if implemented

Production to keep in regular contact will the positive case and other crew isolating to offer support, as well as to discuss;
- Isolation duration requirements
- Schedule in regular ‘catch up’ calls
- Work that could be undertaken at home.
- Any tests (PCR or RAT) that need to be sent to isolating crew

The Close Contacts are not required to isolate.
If they develop symptoms - stay home and undertake a COVID test.
If a Positive test result, follow guidance for the positive case.
Test again 48 hours later if symptoms persist, even if the first one was negative.

Production to Undertake cleaning of areas where the positive case has been working (i.e. MU/Hair, tech trucks, offices).

On Day 8, the positive case can stop isolation as long as they have no symptoms.
Productions may have processes in place that request a Doctors Certificate after they have completed isolation.
STAY HOME UNTIL YOU ARE SYMPTOM FREE

On Day 8, the Household Contact can stop isolation as long as they have no symptoms.
Productions may have processes in place that request a Doctors Certificate after they have completed isolation.
Testing

- At the peak of the omicron outbreaks, PCR testing is focused on priority populations.
- Symptomatic people may use a RAT for diagnosis. Remember to record positive or negative test results on My COVID Record or through 0800 222 478.
- RATs are available at a variety of locations, including Community Testing Centres / Pick up points, GPs, pharmacies, supermarkets, community providers or workplaces.
- A production who has chosen to implement workplace COVID-19 surveillance testing (PCR and RAT) may detect positive cases and these positive results need to be reported to the MoH. The same MoH isolation requirements apply. Testing options can be sourced from commercial suppliers.

Case Investigation and Contact Tracing
If you or a worker tests positive for COVID-19, they will need to notify people they have been in close contact with that they have tested positive. This includes your workplace.

The Ministry of Health also uses this information to notify people in vulnerable communities who may have had exposure to the virus. This process is called contact tracing.

Cases:
- Identified via positive PCR or RATs or symptoms
- Notified by text and directed to complete COVID-19 Contact Tracing form online
- Self-investigation tool targets very high-risk exposures, narrowing the numbers of contacts identified

Contacts:
- Household Contacts to be identified via online self-investigation tool and notified by Case
- Non-household contacts are not required to isolate, but should stay home and test if unwell

Isolation and quarantine:
Cases:
- Isolate for 7 days (self-release after 7 days)
Household contacts of a Case:
- Isolate until Case completes 7 days. Test Day 3 and Day 7 of the case’s isolation, or if symptomatic.
Close Contacts:
- No requirement to isolate. Self-monitor for 10 days and test if symptomatic

Returning to Work After Having COVID-19
You cannot return to work until at least 7 days after either your symptoms started, or the date you tested positive if you had no symptoms.

You do not need to be tested again as a test cannot determine if they are still infectious; this is determined by the isolation period and the resolution of most, or all, of their symptoms. If the employee remains significantly unwell, they should not come back to work until they are well.

In some circumstances you may have some mild, longer-term symptoms such as a cough, tiredness, loss of smell etc. As long as you are confident that these symptoms are not new, or getting any worse, then you can return to work as you are unlikely to still be infectious.

Taking a COVID-19 Test After Having Recovered
If you take a test after recently recovering from COVID-19, it will likely show as positive — but this does not mean you are infectious. Because of this, you should avoid taking further tests for 28 days. Count your 28 days from when your symptoms started or when you tested positive, whichever came first.

After 28 days, if you get new symptoms, take a RAT. If it is positive, you will be considered a new case and will need to isolate again.

If you take a PCR test in the 3 months following recovery, you are likely to get a positive result even if you do not have a new infection. PCR tests are very sensitive and you will still have the virus in your system. If you need a PCR test for any reason in this period, talk to your doctor about getting a medical exemption. Note: Some productions may require a letter from a registered doctor, in lieu of a negative test.

Long Covid
Some workers may experience Long COVID, impacting on their ability to return to the workplace or difficulties undertaking their existing role. Long term productions may have the ability to assist workers back into the workplace.

Long COVID may also affect the availability of crew and the ability to crew jobs.
Personal Health Flowchart

Feeling unwell?

- Are you a vulnerable person? Do you live with a vulnerable person?
  - NO
  - YES
    - Notify your HOD and/or Production and follow MoH guidelines for vulnerable people.

- Do you have history of travel to areas with travel restrictions?
  - NO
  - YES
    - Do you have any of these symptoms?
      - A high temperature. (At least 38°C)
      - Coughing
      - Breathing problems
      - YES
      - NO

- Have you had close contact with a person with symptoms (suspected or confirmed)?
  - NO
  - YES
    - Have you had indirect contact with a person with symptoms (suspected or confirmed)?
      - ie. Being in the same area for a prolonged period (open office, classroom, hospital waiting room etc)
      - NO
      - YES
        - Call Healthline 0800 358 5453 and notify your HOD and/or Production

- Self isolation not required?
  - NO
  - YES
    - Advised to self isolate?
      - Yes
      - Not COVID-19?
        - Keep on the side of caution and stay home.
        - Notify your employer and do not return to work until you are completely well and advised to do so by your manager.
        - Advised to self isolate?
          - ISOLATION FOR 7 DAYS
          - RETURN TO WORK

- Call Healthline 0800 358 5453 and notify your HOD and/or Production

- Advised to self isolate?
  - ISOLATION FOR 7 DAYS
COVID-19 Health & Safety Objective

We can create a healthy and safe work environment for all our screen sector during the COVID-19 pandemic by eliminating or minimising the possibility of exposure to coronavirus, while still maintaining a practicable workspace that meets requirements of WorkSafe NZ, Ministry of Health and other regulatory authorities.

We can achieve this by:

- Being committed to working alongside the Government to prevent the spread of COVID-19.
- Keeping workers and the wider community healthy and safe by preventing the spread of COVID-19.
- Being united against COVID-19 and doing our utmost to protect our workers, the wider community and New Zealand.
- Recognising that we must work together to ensure the health, safety and wellbeing of everyone within and connected to our industry.
- Applying relevant guidance from the Ministry of Health and other Government agencies to the screen sector.
- Encouraging a safe and respectful work environment with good communication between all stakeholders.
- Implementing the screen sector specific protocols provided here, to sit alongside your usual health and safety controls to ensure workers are safe at work.
- Recognising the mental health, financial & other stresses incurred by this pandemic and making sure everyone in our industry is aware of the support mechanisms in place for those who need them.
Vaccinations & Vaccination Passports

**Vaccinations**
The NZ Government COVID-19 Protection Framework pushes for a high level of national double vaccinated rate of 90% alongside a high level of public infection prevention controls, such as mask wearing, physical distancing and gathering restrictions at RED. The framework aims to protect vulnerable communities and create economic stability by getting NZ back to business as usual through a highly vaccinated population.

The COVID-19 vaccine and booster shots are free, voluntary and is currently available to everyone in New Zealand aged 5 and over: [https://bookmyvaccine.covid19.health.nz/](https://bookmyvaccine.covid19.health.nz/)


The AstraZeneca COVID-19 vaccine may alternatively be available for people aged 18 and older who are unable to receive the Pfizer vaccine, and for people who wish to have a different COVID-19 vaccine.

**Vaccinations in the Workplace**
From 11.59pm on Monday 4th April, vaccine mandates will be removed from the education sector, police and defence force. For the time being, it will still be in place for health & disability workers, aged care workers, corrections and border/MIQ workers.

**Health and Safety Risk Assessments for Businesses Not Covered by Mandatory Vaccination**
After a robust health and safety risk assessment and worker consultation, businesses and screen productions may be able to voluntarily introduce workforce vaccination requirements, but it must be appropriate to the workforce.

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.

Managing Unvaccinated Workers
A PCBU/employer will need to consult with any workers, who are carrying out work that is required to be performed by a vaccinated worker, but who decline to be vaccinated (or refuse to disclose their vaccination status). Consultation needs to occur prior to taking any action which would impact the worker’s ongoing employment or engagement.

The consultation must consider alternatives to vaccination, such as additional health and safety measures, temporary or permanent changes to the role, and/or redeployment of the worker to another role that does not require vaccination, before deciding whether to terminate employment/engagement.

If, after good faith consultation with the worker/employee, the PCBU/employer is certain that there are no alternatives to vaccination available and the worker still does not wish to be vaccinated, the PCBU/employer must provide the employee with the longer of 4 weeks’ paid notice or the worker’s contractual notice period (even though the worker cannot perform work during that notice period).

Vaccination Exemptions
A small percentage of the eligible population are unable to get vaccinated due to pre-existing medical conditions. They can apply for an official COVID-19 vaccine exemption issued by the Ministry of Health Temporary Exemptions Panel. Anyone with an official COVID-19 exemption will be able to get a Vaccine Pass.

If a worker is in a role that is required to be performed by a vaccinated person and they have an official COVID-19 exemption, the PCBU/employer must consider the worker’s specific circumstances and consult with the worker regarding reasonably practicable alternatives to vaccination before taking any action which would impact the worker’s ongoing employment or engagement on the basis of their vaccination status.

We recommend that anyone with a vaccination exemption discloses this to the production’s H&S team in case their underlying condition puts them or others at risk for certain work on that production.

If you have any reservations about getting vaccinated, please seek advice from a registered Health Professional (Registered Nurse or Doctor) or call the COVID Vaccination Healthline on 0800 28 29 26.

Evidence of Vaccination
Vaccinations & Privacy
A PCBU/employer is able to ask workers/employees whether they have been vaccinated against COVID-19, but cannot require them to disclose their vaccination status.

Note that, if a worker refuses to declare their vaccination status, a PCBU/employer may then assume that the worker is not vaccinated, provided that the PCBU/employer has advised the worker that they will make that assumption.

A worker’s vaccination status is their personal information. This means that a PCBU/employer has a legal obligation to ensure that this information is only used for the purpose for which it is collected, and is protected, held, used, disclosed and stored in accordance with the PCBU/employer’s obligations under the Privacy Act 2020.

For more information about vaccinations and the workplace you can check out these links:


My Vaccine Pass
Note:

- As of 11.59pm on Monday 4th April, the Government no longer requires My Vaccine Pass to be used to access businesses, events and services. Businesses can still choose to require My Vaccine Pass as a condition of entry if there are health and safety reasons for doing so.
- As of early June 2022 My Vaccine Pass will be phased out and a new vaccination verification system will be rolled out early June.

A My Vaccine Pass is an official record of an individual’s COVID-19 vaccination status for use in Aotearoa New Zealand. Once an individual has received two doses of the COVID-19 vaccine, they can request a vaccine pass through this website: [https://mycovidrecord.health.nz/](https://mycovidrecord.health.nz/)
The vaccine pass is stored on your phone, or you may choose to print it out and carry a paper copy with you. Individuals may need this to enter any worksite or business that requires proof of vaccination.

The pass will expire after 6 months, or on 1 June 2022, whichever comes sooner. Boosters are not currently required to get a My Vaccine Pass.

If workers are travelling overseas and they need to provide proof of their vaccination status, they will need an International Travel Vaccination Certificate. Anyone 5 years and over who has had any dose of a COVID-19 vaccine administered in New Zealand can request one.

International Travel Vaccination Certificates are valid for 12 months and can be applied for through [https://mycovidrecord.health.nz/](https://mycovidrecord.health.nz/)

After a PCBU/employer has conducted a health and safety risk assessment and determined that there are certain roles which are required to be undertaken by a vaccinated person, the PCBU/employer can accept the following as official evidence of vaccine status:

- My Vaccine Pass — which you can use as proof of your COVID-19 vaccination status for use within Aotearoa New Zealand. My Vaccine Pass is a QR code which you can add to a digital wallet, like your phone.
- My Vaccine Record — which has more detailed information about your COVID-19 vaccinations including batch numbers, dose number, vaccine type and any overseas vaccinations that have been added to your health record.

**Vaccination Passport Signage**

If using vaccination passports, signage must be displayed in a prominent place near the entrances of the work site indicating whether workers and site visitors are required to have a valid and current My Vaccine Pass.

**Vaccination Pass Verification**

If using vaccination passports, the PCBU/employer must establish a system that ensures that every person on the work site (including workers and visitors but excluding people reasonably believed to be under the age of 12 and 3 months) has a valid and current vaccine pass.

In particular, the PCBU/employer is required to sight all workers’ vaccine pass, and it is strongly recommended that they do so with the NZ Pass Verifier App

NZ Pass Verifier is the official Ministry of Health phone app to verify if someone is fully vaccinated (or has a medical exemption). It is available to download on any Apple or Android phone.

Note: It is not the intention that every person must be scanned in every day at every work site, but all workers must be scanned 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. Please establish a system appropriate to the size and complexity of your production.

As vaccine passes are only valid for 6 months, or on 1 June 2022, whichever comes sooner, longer productions may choose to re-check all workers’ vaccine passes every few months.

**Note:** If you choose to email your vaccination passport to a production, consider the privacy risks and legal obligations. This confidential information must be handled appropriately by Productions and workers/employees must give them permission to store it for future use.

Productions will have a legal obligation to ensure that this information is only used for the purpose for which it is collected, and that it is protected, held and stored securely in accordance with the Privacy Act 2020.
Testing

This section is specifically about non-symptomatic ‘surveillance testing’ as a tool to assist a PCBU to maintain a COVID-19 free workplace. International experience has shown that where there is community transmission occurring within the country, workplace surveillance testing is a critical tool in maintaining production continuity.

For information on testing if you are symptomatic, please call Healthline on 0800 358 5453 or visit the MoH website: https://www.health.govt.nz

If you have COVID-19 symptoms you must self-isolate and NOT come to work. Contact Healthline on 0800 358 5453 or your GP, and DO NOT participate in any surveillance testing at your workplace or other sites.

As per the COVID Protection Framework and the Aotearoa COVID-19 Surveillance Strategy, the NZ Government recognises that symptomatic and surveillance testing is an pivotal tool for early detection and will reduce the spread of COVID-19 within the communities and our workplaces.

Within the COVID-19 Protection Framework (RED setting), public testing will focus on Rapid Antigen Testing for symptomatic or household contacts, reserving Nasopharyngeal PCR testing for at-risk populations and healthcare settings.

PCR testing will become available to the public at the GREEN and ORANGE settings. These tests are available from authorised public testing stations and authorised medical providers (due to safety concerns and clinical competency).

MoH tests are not available for workplace surveillance testing and productions doing surveillance testing should not ask any workers to present to these testing stations unless they are symptomatic.

Early detection enables rapid contact tracing, and if required, isolation or quarantine of persons who may have been infected.

When developing and implementing any model of surveillance testing, worker engagement and involvement is important and Productions must allocate time for training and administration for a safe and effective programme.

Types of Tests Available

Molecular COVID tests - PCR (NAAT)

The molecular test for COVID-19 is called a PCR (polymerase chain reaction) is the gold standard in testing as they have a higher sensitivity (ability to detect the virus) for COVID-19.

This higher sensitivity leads to a low level of false negatives and confidence in testing. Limiting false negatives becomes important when dealing with the more transmissible strains like the Delta and Omicron variants.

Molecular PCR tests are processed at laboratories and the results can take from approx 8 to 36 hours, depending on capacity at the laboratories.

As the Laboratories process the tests, there is a digital record of the testing and results.

If you take a PCR test in the 3 months after having COVID-19, you are likely to get a positive result even if you do not have a new infection. PCR tests are very sensitive and you will still have the virus in your system.

If you need a PCR test for any reason in this period, talk to your doctor about getting a medical exemption.

After 28 days, if you get new symptoms, take a RAT instead. If it is positive, you will be considered a new case and will need to isolate again.

PCR tests can be collected through:

Nasopharyngeal (NPS) PCR Swabs: a ‘long cotton bud’ swab inserted to the back of the nostril by a healthcare professional, i.e. drive through testing station, hospital, GP, authorised providers and are typically used for symptomatic persons or people who are contacts.

The PCR test can also be undertaken through a mid-turbinate or anterior nasal swab and is at the discretion of the healthcare professional undertaking the swab.

An NPS is an invasive procedure and can be uncomfortable and as such is not used as a workplace surveillance tool.

Saliva PCR testing: Saliva sampling is done by drooling into a sterile tube and can be done independently or supervised by crew members. It is non-invasive and easy to perform so is recommended in workplace testing regimes.

Saliva testing is used by at-risk industries: border workers (port and airport workers) and permitted workers (truck drivers crossing regional boundaries for supply chains).

It is available for workplaces through commercial providers at a cost. Results are recorded digitally.
Rapid Antigen Testing (RAT)
The Rapid Antigen Test is a simple process that is performed by either the individual or a supervising healthcare professional and results can be available as soon as 10 - 15 minutes after a sample has been taken.

A sample is created by using a swab inserted into the front and rotated around the nostril. The sample is then self-applied onto a test strip, similar to a pregnancy test. RAT sampling is less invasive and more comfortable than a nasopharyngeal swab.

RAT require a higher viral load to be present and therefore are most effective on a person who is presenting acute and active COVID-19 symptoms. So compared to a PCR test it can result in false negatives from people who are infected, but are yet to display symptoms.

The NZ government made Rapid Antigen Tests available for businesses to purchase from the beginning of December 2021 as a surveillance screening tool. Companies are now able to import MoH Approved RAT into NZ under the Notice of Authorisation for Expanding Import, Supply and Distribution Under the COVID-19 Public Health Response (Point-of-care Tests) Order 2021./id/2022-go201.

A PCBU should establish Safe Operating Procedures (SOP) when using RATs in the workplace. SOPs will assist in a high level of worker engagement and ensure support if a worker presents with a positive or false positive RAT result.

A PCBU needs to be established SafeStandard Operating Procedures (SOP) when using RATs in the workplace. SOPs will to assist in a high level of worker engagement and support and ensuring following a worker who presents withting a positive or false positive RAT result.

Though some RAT distributors provide some electronic recording logs, the RAT testing process does not usually involve record keeping or data entry.


Frequency of Testing
Workplace surveillance testing can be one-off, regular testing (1-5 times a week) or surveillance sampling (i.e. testing only one person from each department each week, etc.).

Productions wanting to do surveillance testing must choose an appropriate testing programme specific to their requirements, focusing the frequency of testing on a COVID-19 Exposure Risk Assessment: the higher the risk, the more frequent the testing. Daily testing is good practice for high-risk environments.

Factors to consider could be:

- Confined locations with limited airflow (interior of buildings, vehicles, and sets)
- The location of the shoot (public locations may increase risk compared to a controlled environment)
- Cast or crew who are essential to the production
- Unvaccinated teams or individuals
- Are there vulnerable persons within the Production
- Large amounts of crew accessing critical sites
- Mobile crew moving between multiple sites
- Close proximity work
- Cast inability to wear PPE on screen
- Travel between regions, particularly if regions are in different traffic light colours
- Time critical scheduling for Productions
- Increase in community transmission
- Workers who are involved in multiple productions at the same time, or back-to-back
- Extras - large casual workforce

Workplace Surveillance Testing
An individual is able to access free government funded COVID tests through a Community Testing Centre (CTC), GP, or a Urgent Care Clinic, but they must:

- Have symptoms
- Be a Household Contact
- Do a job where mandatory testing applies
- Have been told to get one by a health professional

Government funded tests are not available for the purposes of workplace testing or for when returning to a workplace


Productions should not send workers to CTCs, urgent care clinics or GP’s asking for Government funded COVID tests for workplace surveillance purposes unless they meet the criteria above.

Productions should discuss their testing requirements, options and cost with their testing provider.

While the Ministry of Health can mandate certain classes of workers to undergo COVID-19 testing (as with border and health workers), and a PCBU/employer may facilitate such an order, a PCBU can only impose mandatory testing itself where a health and safety risk assessment has determined that such testing is necessary.

If compulsory testing is necessary for health and safety reasons, such testing should only go as far as is necessary to meet health and safety obligations – for example, PCBUs/employers should not be requiring tests more frequently than is reasonably necessary.

Please discuss with production if you have an issue with testing (most likely this will be PCR saliva testing or RAT), keeping in mind that health and safety considerations of your colleagues, and the overall risk to a production, should be at the forefront of these discussions.

PCBU/employers can only test for diseases and/or substances that workers know they are being tested for.

While testing is important, it should be used in addition to other critical infection prevention controls like vaccinations, physical distancing and use of face coverings, along with hand washing and sanitising.

Symptomatic Testing
If you have cold, flu or COVID-19 symptoms you should get a government funded RAT from a CTC, urgent care clinic or GP. If you are unsure, talk to your local healthcare provider or call Healthline on 0800 358 5453.

Your Personal Information
Testing administrators will collect only as much information as they need to, so that they can let you know about your test result and to help them report on COVID-19 testing. They will only share your test result with your doctor if you ask them to.

Depending if the test is a PCR or RAT and who the provider is, the information that is usually collected is full name, date of birth, date/time of test, result, type of test, your National Health Index (NHI) number (see information on how to find your NHI number) and possibly other details like your address, phone number and email address.

When a COVID-19 test is undertaken, it cannot be used for any other purpose other than testing for COVID-19. Samples are usually destroyed after 7 days as per standard procedures. It will not be used for drug and alcohol screening.

During your assessment the person(s) assisting you may wear personal protective equipment (like a mask, gown, face shield and gloves) and will ask you questions about your:

- symptoms
- general health
- direct contacts

Positive Result
If undertaking workplace surveillance PCR testing and your PCR result is positive, the Public Health Unit or the testing supplier will call or text (from 2328) you directly to confirm your test result and inform you that you are required to isolate as per Section 70 of the Health Act 1956.

If your RAT result is positive, you will be required to self isolate at home for 7 days. Household contacts must also get tested.


Isolation Requirements and Returning to Work
Under the Omicron response, there are different requirements for isolation, quarantine for both cases and contacts.

At Phase One
- anyone with symptoms must isolate and get a test
- cases must isolate for 14 days (release by health officials)
- contacts need to isolate for 10 days (with tests at days five and eight, although if symptomatic then must test immediately).

At Phase Two
- anyone with symptoms must isolate and get a test
- cases need to isolate for 10 days (self-release after day 10 if asymptomatic for 72 hours)
- contacts need to isolate for seven days (with a PCR test on day five).

At Phase Three
- anyone with symptoms must isolate and get a test
- cases need to isolate for 7 days (self-release after day 7 if asymptomatic for 24 hours)
- Household contacts will need to isolate from from the day the person with COVID-19 tests positive or their symptoms started — whichever came first.
- get a test for COVID-19 on Day 3, and on Day 7 of the isolation period, or sooner if you develop symptoms. If
you test positive, you need to follow the guidance for people who have COVID-19. If you develop symptoms but test negative, do another rapid antigen test (RAT) 48 hours later.


Continuing with Other Public Health Measures

COVID-19 testing can play a critical role in reducing risks of COVID-19 in the workplace, and therefore supporting a healthy and safe work environment. It is another tool that PCBUs can consider as part of their health and safety activities and assessments. When considering workplace testing issues, businesses should consult up-to-date public health and privacy guidance.

Current advice from the Ministry of Health is that testing supports and can be used alongside other infection prevention control measures. As recommended under public health guidance, all PCBUs must take steps to eliminate or otherwise minimise COVID-19 risks, including the use of personal protective equipment and vigorous cleaning protocols.

PCBUs and other organisations must follow the applicable Traffic Light level rules, and should continue to encourage use of the NZ COVID Tracer app by clearly displaying QR codes at all work sites.

Workplace Surveillance COVID-19 Testing Providers

- Rako Science: https://www.rakoscience.com/about / leon.grice@rakoscience.com
- Central Safety Ltd (NZ Wide): https://www.rapidtest.nz / salivatesting@centralsafety.co.nz
- Gila Factory (Auckland): covid-testing@gilafactory.com
- All Clear NZ: www.allclear.nz / brendan@allclear.nz

Please note: Productions are responsible for the cost of surveillance testing and must not ask workers to use Public Health COVID-19 community testing facilities for surveillance testing. These testing centres are for symptomatic people only.

Pre-departure Testing for International Travel

Some countries require travellers to confirm a negative COVID-19 test before they leave New Zealand. You can check the requirements of the country you are travelling to by contacting their local High Commission, Embassy or Consulate in New Zealand.

If you need a COVID-19 test prior to departure please see Advice for travellers.

Note: If you need a test to travel you must arrange and pay for it yourself and you should not use community testing centres.

Pre-departure test providers:

- Your GP
- Labtests: https://www.labtests.co.nz
- North Shore Travel Clinic (Auckland): https://travelclinic.co.nz/
- Southern Community Laboratories pre-departure testing clinics (Major city centres nationwide): https://www.wellingtonscl.co.nz/commercial-testing/pre-departure-covid-19-test/
- Worldwide Health: https://worldwise.co.nz/
- Central Safety Ltd (NZ Wide): https://www.rapidtest.nz / salivatesting@centralsafety.co.nz
- Rako Science (PCR Saliva testing only): https://www.rakoscience.com/
Employers Duties [includes PCBUs and Officers]

All Employers [PCBUs] have a general duty to take all practicable steps to ensure the safety of all workers while at work, including contagions and viruses such as COVID-19.

PCBUs owe a duty to, so far as reasonably practicable, provide:

- A safe work environment and structures that do not pose risk to the health and safety of its workers, any visitors or other people in the vicinity of its workplaces. Cleaning and sanitising regularly and more often for shared spaces such as kitchens, toilets etc.
- Adequate facilities for the health and welfare of its workers. Adequate and appropriate hand washing and sanitising facilities and supplies.
- Information, training or supervision necessary to protect workers and others in the workplace, for example visitors, from risks to their health and safety. Adequate posters and signs promoting good hygiene practices and social distancing.
- Means for workers to engage in health and safety issues. Process for reporting any concerns or breaches of the COVID-19 policy or best practices.
- A report of all serious incidents to WorkSafe NZ as soon as possible. If you have a worker who is diagnosed with COVID-19, you do not need to notify WorkSafe NZ. This is because a medical officer of health will make the notification to us if needed.
- Clear procedures for dealing with all work-related emergencies. Plan in place to contain personnel who develop COVID-19 symptoms at work and to protect those around them.

Employers [includes PCBUs and Officers] are required to take all practicable steps to:

- Provide and maintain a healthy and safe workplace and facilities.
- Ensure that machinery and equipment in the workplace is designed, built, set up, operated and maintained to be safe for all personnel.
- Designate and name a COVID Officer who is competent and has in-depth knowledge of the ScreenSafe COVID-19 Protocols.
- Ensure that personnel are not exposed to hazards in the course of their work.
- Ensure all personnel are capable and/or qualified to undertake their work.
- Ensure anyone entering a work site is healthy and has not been exposed to the virus (use of the Covid-19 Health Declaration form is highly recommended).
- Ensure supply of PPE and adequate training in correct use.
- Have appropriate contact tracing systems in place.

**Contact Tracing**

It is NO LONGER mandatory for any business or service to display the Government Tracer App QR code at all entry points.

The Government recommends that you keep the Tracer App on your phone in case it is required for any future outbreaks or new COVID-19 variants.
General COVID-19 Guidelines

- Follow all instructions, comply with all rules and do not take any chances of exposing yourself or others.

- If you, someone you live with or have close contact with, becomes unwell or is presenting COVID-19 symptoms, you must notify production immediately and DO NOT COME TO WORK where others may be exposed. Discuss the next steps with your HOD and production.

- If you, someone you live with is confirmed to have COVID-19, you must immediately put yourself into self-isolation for a minimum of 7 days. Notify your HOD and production. Do not return to work until you are symptom free.

- Undertake any reasonably practicable test and or assessments to ensure you are COVID-19 free. Use of the Covid-19 Health Declaration form is highly recommended for anyone entering a work site.

- Maintain high hygiene practices both at work and away from work. Wash hands, use sanitiser, sneeze / cough into your elbow or a disposable tissue.

- Wherever / whenever practicable or requested, maintain social distancing. Under some Traffic Light levels and / or work environments this may be mandatory.

- Follow Government recommendations and mandates in regards to the use of face coverings in public places and businesses at the current Traffic Light level.

- At ORANGE and RED use of face coverings is highly recommended for screen industry work. Some locations may mandate use of face coverings as part of their filming permission. It is expected that most productions will require face coverings as part of their H&S plan.

- While use of the Government Tracer App is no longer required, we recommend that all productions have appropriate contact tracing systems in place.

- If the production is operating with a vaccination passport system, please make sure you have a printed or digital version of your vaccination passport easily available.

- All breaches and concerns regarding failure to meet COVID-19 plans and policies must be immediately reported.

- COVID-19 health declarations must be completed prior to commencing work, and as and when reasonably requested, throughout each project.

- Use all appropriate COVID-19 PPE as and when requested / required.

- For your role, or at any point during your work, if you are able to work remotely / from home, please discuss with your HOD and/or production.

- If any COVID-19 measures are impeding your ability to undertake your role safely you must immediately notify your HOD and/or Production.

- All productions should be registered on the ScreenSafe website: https://screensafe.co.nz/covid19/registration/
COVID-19 Traffic Light System - Alert Levels Guides

To operate safely at all Traffic Light levels during the COVID-19 pandemic, all PCBU, including contractors and sole traders, must comply with:

- settings for the current Traffic Light level (including public health measures), and
- public health requirements for their workplace (e.g. physical distancing), and
- all other health and safety obligations, and
- the Screen Sector Health and Safety Standard and Protocols, and must
- create and implement a COVID-19 safety plan identifying how a PCBU will ‘operate safely’ within the WorkSafe COVID-19 framework.

At all Traffic Light levels, PCBUs will need to follow all public health guidelines. These include the following, although guidelines and requirements may change over time:

- Making sure the production is implementing screen industry best practice protocols and has appropriate COVID-19 safety protocols and a designated COVID Officer in place.
- Regular disinfecting of surfaces.
- Encouraging good hand hygiene by allowing frequent hand washing and sanitising.
- Not having sick people in the workplace (use of the COVID-19 Health Declaration form is highly recommended).
- Meeting physical distancing requirements.
- Government recommendations and mandates in regards to use of face coverings.
- Keeping an eye on the mental health of cast, crew and suppliers (please make yourself familiar with support mechanisms available for anyone that might be struggling financially or mentally).

The aim of the screen industry specific guidance is to assist PCBUs to meet their workplace health and safety obligations while operating under the COVID-19 Traffic Light System. This information will be updated from time to time.
<table>
<thead>
<tr>
<th>NZ COVID-19 Level</th>
<th>RED</th>
<th>ORANGE</th>
<th>GREEN</th>
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<tr>
<td><strong>Outcome</strong></td>
<td>At Red, action will be needed to be taken to protect both at-risk people and protect our health system from an unsustainable number of hospitalisations.</td>
<td>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.</td>
<td>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.</td>
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<td><strong>Screen Industry Summary</strong></td>
<td>Filming in highly controlled workplaces with a minimum 1m physical distancing. Consider limiting cast and crew on set.</td>
<td>Work can be done on film and television sets. 1m physical distancing is recommended whenever possible, unless performing an approved Close Proximity task.</td>
<td>No restrictions on film or television productions.</td>
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<tr>
<td><strong>Business and Economic Activity</strong></td>
<td>Work can be done on film and television sets, but with a minimum 1m physical distancing, and strict protocols in place for any Close Proximity work. Contactless interactions with the general public. Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&amp;S plan. Use of the COVID-19 Health Declaration form is highly recommended for anyone entering a work site. Travel between regions is allowed. Ability for all cast and crew to raise concerns of action, physical distancing or risks.</td>
<td>Business continuity plans activated. Implementation of physical distancing measures within the workplace. Contact tracing measures in place. Travel between regions is allowed. Contactless interactions with the general public. Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&amp;S plan. Use of the COVID-19 Health Declaration form is highly recommended for anyone entering a work site.</td>
<td>Cleaning protocols actioned. Contact tracing measures in place. Travel between regions is allowed. Production and site specific COVID-19 Safety Plan approved and implemented. Use of the COVID-19 Health Declaration form is highly recommended for anyone entering a work site. Ability for all cast and crew to raise concerns of action, physical distancing or risks.</td>
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<td>Closed or controlled workplaces where there is no contact with the</td>
<td>Pre-production where crew have the ability to work in small workgroups</td>
<td></td>
</tr>
<tr>
<td></td>
<td>public.</td>
<td>and are able to maintain the recommended 1m physical distancing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Close Proximity work can be done with strict Close Proximity</td>
<td>Pre-production where crew have the ability to work in small workgroups</td>
<td></td>
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<tr>
<td></td>
<td>Guidelines in place.</td>
<td>and are able to maintain the required physical distancing.</td>
<td></td>
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<tr>
<td></td>
<td>Low risk activities only. No high risk stunts, SPFXs or locations</td>
<td>Low risk activities only.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>that could put additional pressure on hospitals.</td>
<td>Avoid high risk activities that can put additional pressure on the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pre-production where crew have the ability to work in small</td>
<td>health system.</td>
<td></td>
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<tr>
<td></td>
<td>workgroups and are able to maintain the required physical</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>distancing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Crew members must work from home if they are able.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content</td>
<td>Close Proximity work is permitted, but steps must be taken to</td>
<td>Close Proximity work is permitted, but steps must be taken to ensure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ensure a safe workplace. Cast and crew comfort levels must be</td>
<td>a safe workplace. Cast and crew comfort levels must be taken into</td>
<td></td>
</tr>
<tr>
<td></td>
<td>taken into consideration and strict controls (PPE, etc.) implemented.</td>
<td>consideration and suggested controls (PPE, etc.) implemented. Please</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please refer to the Close Proximity Bubble section of the Protocols.</td>
<td>refer to the Close Proximity Bubble section of the Protocols.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Avoid high risk activities that can put additional pressure on the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>health system.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crew</td>
<td>RED</td>
<td>ORANGE</td>
<td>GREEN</td>
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<tr>
<td>------</td>
<td>-----</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>Strict adherence to on-set production bubbles. Only crew who are critical to production to be involved with the physical shoot. Crew to work from home where possible. Engaging crew may be difficult due to their personal situation. I.e. caring for someone at home, at risk population in their bubble at home or childcare. Day players, casuals and extras need stringent screening. They could have potentially been to multiple other worksites and can lead to a large amount of contacts, increasing the risk of transmission within the production. Additional risk minimisation protocols must be put in place. Crew to complete health declaration forms before coming to the worksite.</td>
<td>1m physical distancing is recommended, unless performing a necessary and approved Close Proximity task. Production should facilitate crew working from home if appropriate. Undertake health screening for crew prior to them starting work. Identify at risk crew. Engaging crew may be difficult due to their personal situation. I.e. caring for someone at home or at risk population in their bubble at home or childcare. Crew to complete health declaration forms before coming to the worksite.</td>
<td>No restrictions provided all workers have a valid and current vaccination passport. Structures in place for cast and crew to be able to raise concerns regarding COVID-19 in the workplace. Consideration must be given to crew members' personal situation. i.e. caring for someone at home, at risk population in their bubble at home. Crew to complete health declaration forms before coming to the worksite.</td>
</tr>
</tbody>
</table>
### Close Proximity Environments

- **Make-up & Hair**
- **Costume**
- **Sound**

Close Proximity work can be undertaken with strict PPE & hygiene measures in place. Please refer to the Close Proximity guidelines.

Surveillance testing should be strongly considered.

Procedures in place identifying how equipment must be cleaned and sanitised before and after use.

Strict work bubbles with structures in place to ensure the contact tracing of all crew.

Make sure adequate ventilation is in place and that time spent in Close Proximity is kept to a minimum.

Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.

### Equipment

Limit equipment on set if it creates unnecessary restrictions to physical distancing requirements.

Single use products can reduce infection, but must be discarded correctly or it may increase the risk of infection.

All equipment to be cleaned in accordance with the Ministry of Health guidance after each use. This is particularly important with shared equipment.

<table>
<thead>
<tr>
<th>RED</th>
<th>ORANGE</th>
<th>GREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close Proximity work can be undertaken with strict PPE &amp; hygiene measures in place. Please refer to the Close Proximity guidelines.</td>
<td>Close Proximity work can be undertaken with appropriate and agreed PPE &amp; hygiene measures in place.</td>
<td>No restrictions.</td>
</tr>
<tr>
<td>Surveillance testing should be strongly considered.</td>
<td>Crew to maintain the recommended 1m physical distancing between each workstation. Consider movement of crew around workstations and maintaining a recommended 1 metre from each other.</td>
<td>Vigorous hygiene standards to be maintained.</td>
</tr>
<tr>
<td>Procedures in place identifying how equipment must be cleaned and sanitised before and after use.</td>
<td>Design and assemble work bubbles to provide continuity within a team in case a crew member becomes unwell. Make sure adequate ventilation is in place and that time spent in Close Proximity is kept to a minimum.</td>
<td>Crew may be asked to wear PPE. Contact tracing is a government requirement.</td>
</tr>
<tr>
<td>Strict work bubbles with structures in place to ensure the contact tracing of all crew.</td>
<td>Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&amp;S plan.</td>
<td>Health screening questionnaire to take place prior to starting work.</td>
</tr>
</tbody>
</table>

Limit equipment on set if it creates unnecessary restrictions to physical distancing requirements.

Keep gear stashes to a minimum. Crew should keep the majority of their equipment inside workstations/vehicles.

Single use products can reduce infection, but must be discarded correctly or it may increase the risk of infection.

All equipment to be cleaned in accordance with the Ministry of Health guidance after each use. This is particularly important with shared equipment.

Basic cleaning protocols in place.
<table>
<thead>
<tr>
<th><strong>Food / Catering</strong></th>
<th>RED</th>
<th>ORANGE</th>
<th>GREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contactless service only. Pre-packaged food only. Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out. All meals should be prepared in accordance with NZ food safety standards. No self-service catering set ups. Engineering controls in place, i.e. barriers and screens between crew and servers. Foot pump operated water coolers OR prepacked water in bottles - no button operated unit cooler. Stagger lunches and facilitate physical distancing. 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. Crew to maintain a minimum physical distancing of 1 metres during meal breaks. No shared cutlery, dishes or cups. Hand washing, sanitiser stations available in all eating areas.</td>
<td>Contactless service is recommended. Pre-packaged food or a contactless buffet (catering staff serving up). Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out. No self-service catering set ups. Engineering controls in place, i.e. barriers and screens between crew and servers. Foot pump operated water coolers OR prepacked water in bottles - no button operated unit cooler. All meals should be prepared in accordance with NZ food safety standards. Stagger lunches and facilitate physical distancing. 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. Crew to maintain a recommended physical distancing of 1 metres during meal breaks. No shared cutlery, dishes or cups. Hand washing, sanitiser stations available in all eating areas.</td>
<td>General food hygiene standards are adhered to. Hand washing, sanitiser stations available in all eating areas.</td>
</tr>
<tr>
<td>Healthcare measures</td>
<td>RED</td>
<td>ORANGE</td>
<td>GREEN</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>Strict production bubbles will limit any spread and assist with contact tracing.</td>
<td>No crew to come to work if feeling unwell.</td>
<td>No crew to come to work if feeling unwell.</td>
<td></td>
</tr>
<tr>
<td>No crew to come to work if feeling unwell.</td>
<td>At risk crew members identified. They may have to work remotely.</td>
<td>At risk crew members identified. They may have to work remotely.</td>
<td></td>
</tr>
<tr>
<td>At risk crew members identified; they may have to work remotely.</td>
<td>Procedures in place for any crew member who becomes unwell at work, on the way to work or at home.</td>
<td>Procedures in place for any crew member who becomes unwell at work, on the way to work or at home.</td>
<td></td>
</tr>
<tr>
<td>Procedures in place for any crew member who becomes unwell at work, on the way to work or at home.</td>
<td>Procedures in place for any crew member who has a close contact i.e. a household member who becomes unwell.</td>
<td>Procedures in place for any crew member who has a close contact i.e. a household member who becomes unwell.</td>
<td></td>
</tr>
<tr>
<td>Procedures in place for any crew member who has a close contact, i.e. a household member who becomes unwell.</td>
<td>Procedures in place for any crew member who has a close contact i.e. a household member who becomes unwell.</td>
<td>Procedures in place for any crew member who has a close contact i.e. a household member who becomes unwell.</td>
<td></td>
</tr>
<tr>
<td>Productions must have the ability to contact trace all people who enter their worksite.</td>
<td>Productions must have the ability to contact trace all people who enter their worksite.</td>
<td>Productions must have the ability to contact trace all people who enter their worksite.</td>
<td></td>
</tr>
<tr>
<td>Identify at risk crew.</td>
<td>Identify at risk crew.</td>
<td>Identify at risk crew.</td>
<td></td>
</tr>
<tr>
<td>Use of the COVID-19 Health Declaration form is highly recommended for anyone entering a work site.</td>
<td>Use of the COVID-19 Health Declaration form is highly recommended for anyone entering a work site.</td>
<td>Use of the COVID-19 Health Declaration form is highly recommended for anyone entering a work site.</td>
<td></td>
</tr>
<tr>
<td>Surveillance testing is highly recommended.</td>
<td>Surveillance testing should be considered.</td>
<td>Surveillance testing should be considered.</td>
<td></td>
</tr>
<tr>
<td>Facilitate the ability for all workers to become vaccinated.</td>
<td>Facilitate the ability for all workers to become vaccinated.</td>
<td>Facilitate the ability for all workers to become vaccinated.</td>
<td></td>
</tr>
</tbody>
</table>
## Locations

<table>
<thead>
<tr>
<th>RED</th>
<th>ORANGE</th>
<th>GREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed and highly controlled workplaces only.</td>
<td>There are no restrictions on the amount of people on a work site. Physical space and ventilation vs. number of people on site must be considered, particularly for interior locations.</td>
<td>No restriction on locations, but Councils permitting filming activities will require a COVID-19 Safety Plan. All productions MUST register with ScreenSafe.</td>
</tr>
<tr>
<td>Public venues are open, but with capacity limits based on 1m physical distancing.</td>
<td>Public venues are open, but with capacity limits based on 1m physical distancing.</td>
<td></td>
</tr>
<tr>
<td>Low risk environments where there is no risk of breaking the recommended physical distancing with people from outside the shooting bubble.</td>
<td>Production must have the ability to contact trace all persons entering a worksite.</td>
<td></td>
</tr>
<tr>
<td>Studios: ideally a single production on site. If there are other productions or existing tenants sharing the complex, then protocols must be established to facilitate the recommended physical distancing.</td>
<td>Studios are open.</td>
<td></td>
</tr>
<tr>
<td>Worksite and team Bubbles must be kept separate.</td>
<td>Councils permitting filming activities will require a COVID-19 Safety Plan.</td>
<td></td>
</tr>
<tr>
<td>No challenging or distant locations with complex or difficult access, i.e. marine or alpine locations.</td>
<td>All productions MUST register with ScreenSafe.</td>
<td></td>
</tr>
<tr>
<td>Councils permitting filming activities will require a COVID-19 Safety Plan.</td>
<td>Consideration regarding the concerns location owners may have about the risk of COVID-19. Restrictions on numbers, etc. may apply.</td>
<td></td>
</tr>
<tr>
<td>All productions MUST register with ScreenSafe.</td>
<td>Pre and post-filming deep clean or sanitation of locations will most likely be required.</td>
<td></td>
</tr>
<tr>
<td>Productions must be able to control access into and out of the worksite.</td>
<td>Regional travel is allowed.</td>
<td></td>
</tr>
<tr>
<td>Only crew who are in the shooting bubble to be allowed on to set.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consideration must be given regarding the concerns location owners may have about the risk of COVID-19. Restrictions on numbers, etc. may apply.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre and post-filming deep clean or sanitation of locations will most likely be required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Personal Protective Equipment

- **Face coverings are strongly recommended.** And it would be expected that most productions will require them as part of their H&S plan.
- **Face coverings are mandatory for Close Proximity Work.**
- **Face coverings mandatory on flights, public transport, taxis, retail, public venues, recommended whenever leaving the house.**
- **PPE and training is made available to all crew. Incorrectly used PPE can create more risk.**
- **Signage to be displayed informing crew about handwashing, cough and sneeze etiquette and hygiene.**
- **Hand-washing stations and hand sanitiser available to all crew.**

### Post Production

- **Crew working remotely from home whenever possible.**
- **If required to go to the office or work site, physical distancing in the workplace of a minimum 1 metre is required.**
- **Face coverings are strongly recommended.** And it would be expected that most productions will require them as part of their H&S plan.
- **Strict sanitation and ventilation controls must be in place for any ADR or other booth work, especially in between bookings.**

### RED

- Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.
- Face coverings are mandatory on flights, public transport, taxis, retail and public venues.
- Uncontrolled public spaces and some locations may mandate face coverings or other PPE specific to their MoH requirements.
- **PPE must be available for those who wish to (or who are requested to) use it.**
- **Face coverings are mandatory on flights.**
- **Uncontrolled public spaces and some locations may mandate face coverings or other PPE specific to their MoH requirements.**
- **Continued hygiene measures in place.**
- **Hand washing or sanitizing facilities must be available.**
- **Appropriate sanitation and ventilation controls must be in place for any ADR or other booth work, especially in between bookings.**

### ORANGE

- Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.
- **Engineering controls implemented such as physical barriers or redesigning the office layout.**
- **Physical distancing in the workplace of 1 metre is recommended.**
- **Client and agency attendance numbers may be limited due to physical distancing recommendations. Others should join remotely.**
- **Face coverings are strongly recommended.** And it would be expected that most productions will require them as part of their H&S plan.
- **Strict sanitation and ventilation controls must be in place for any ADR or other booth work, especially in between bookings.**

### GREEN

- **No restrictions.**
- **Provisions should be made to escalate levels.**
- **PPE must be available for those who wish to (or who are requested to) use it.**
- **Continued hygiene measures in place.**
- **Hand washing or sanitizing facilities must be available.**
- **Appropriate sanitation and ventilation controls must be in place for any ADR or other booth work, especially in between bookings.**
<table>
<thead>
<tr>
<th><strong>Production</strong></th>
<th><strong>RED</strong></th>
<th><strong>ORANGE</strong></th>
<th><strong>GREEN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each worksite must have a COVID-19 Safety Plan in place.</td>
<td>Each worksite must have a COVID-19 Safety Plan in place.</td>
<td>Each worksite must have a COVID-19 Safety Plan in place.</td>
<td></td>
</tr>
<tr>
<td>Productions wanting to operate independently of these Standards need to produce their own production specific COVID-19 Safety Plan and submit to WorkSafe NZ for auditing.</td>
<td>Productions wanting to operate independently of these Standards need to produce their own production specific COVID-19 Safety Plan and submit to WorkSafe NZ for auditing.</td>
<td>Inductions for crew to understand the risk of COVID-19 in the workplace.</td>
<td></td>
</tr>
<tr>
<td>Engineering controls implemented such as physical barriers and redesigning the office layout.</td>
<td>Engineering controls implemented such as physical barriers and redesigning the office layout.</td>
<td>The health and safety of workers and other people must not be put at risk from the changes that are made to work arrangements because of the COVID-19 pandemic.</td>
<td></td>
</tr>
<tr>
<td>Interior and pedestrian areas may require to go in a single direction so crew have limited exposure to each other.</td>
<td>Interior and pedestrian areas may require to go in a single direction so crew have limited exposure to each other.</td>
<td>Appropriate systems in place if using vaccination passports.</td>
<td></td>
</tr>
<tr>
<td>Consideration should be given to the time it will take to implement safety controls required to return to work.</td>
<td>Consideration should be given to the time it will take to implement safety controls required to return to work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inductions and communication of protocols and critical risks needs to be communicated to crew prior to their arrival on-site.</td>
<td>Inductions and communication of protocols and critical risks needs to be communicated to crew prior to their arrival on-site.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stagger crew start call times to limit interactions with work groups.</td>
<td>Stagger crew start call times to limit interactions with work groups.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate systems in place if using vaccination passports.</td>
<td>Appropriate systems in place if using vaccination passports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Distancing</td>
<td>RED</td>
<td>ORANGE</td>
<td>GREEN</td>
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<tr>
<td>---------------------</td>
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<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>People should keep a minimum of 1 metre apart within a controlled workplace.</td>
<td>Distancing should reflect the environment where the work is undertaken.</td>
<td>No physical distancing requirements.</td>
<td></td>
</tr>
<tr>
<td>For uncontrolled work environments we recommend 2 metres of separation. Additional control measures, i.e. barriers / screens may be needed to avoid contact with the public.</td>
<td>For controlled work environments 1m physical distancing is recommended so far as reasonably practicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish small work bubbles of critical crew and physically separate workspaces, i.e. different stages, locations.</td>
<td>For uncontrolled work environments we recommend 2 metres of separation. Additional control measures, i.e. barriers / screens may be needed to avoid contact with the public.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filming in confined spaces (i.e. interior of houses or restricted spaces in buildings and studios) may not be possible unless you can ensure physical distancing and adequate ventilation.</td>
<td>Close proximity environments (work within 0-1m) is possible if PPE and other agreed hygiene measures are implemented. Please discuss Close Proximity requirements with your H&amp;S officer well in advance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close proximity environments (work within 0-1m) is possible if strict PPE and other hygiene measures are implemented.</td>
<td>Establish specific work bubbles and physically separate workspaces whenever possible, i.e. different stages, locations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply Lines</td>
<td>RED</td>
<td>ORANGE</td>
<td>GREEN</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>• Couriers</td>
<td>No restrictions on freight movements.</td>
<td>No restrictions on freight movements.</td>
<td>No restrictions.</td>
</tr>
<tr>
<td>• Suppliers</td>
<td>Equipment rental houses and suppliers should have appropriate COVID-19 protocols in place in regards to physical distancing, hygiene/sanitation and contact tracing. Couriers and parcel services not to enter facilities. Deliveries and should be processed in a contactless method. Runners are to be treated as a separate bubble to production bubble and will undertake steps to maintain and protect the bubbles including physical distancing. Couriers are required to wear a face covering when delivering goods.</td>
<td>Equipment rental houses and suppliers should have appropriate COVID-19 protocols in place in regards to physical distancing, hygiene/sanitation and contact tracing. Couriers are required to wear a face covering when delivering goods.</td>
<td>Equipment rental houses and suppliers should have appropriate COVID-19 protocols in place in regards to hygiene/sanitation and contact tracing.</td>
</tr>
</tbody>
</table>

**No restrictions.**

Equipment rental houses and suppliers should have appropriate COVID-19 protocols in place in regards to hygiene/sanitation and contact tracing.

Couriers are required to wear a face covering when delivering goods.
### Transport & Domestic travel

**RED**
- Domestic travel permitted, but try to minimise all non-essential travel.
- If deemed an essential service, travel between regions should be limited.
- Review travel arrangements to avoid close contact (i.e. ideally 1 person per vehicle).
- Ride-sharing is not recommended.
- Shared vehicles must have a cleaning protocol in place.
- Travel to/from areas in lockdown is limited to essential workers or anyone returning to their permanent residence.
- Some International travel restrictions are still in place.
- If permitted to enter New Zealand you will need to RAT test on arrival and again on day 6. You do not have to self-isolate unless you test positive.

**ORANGE**
- No restrictions on domestic travel.
- Ride-sharing is not recommended unless you are already in a small and regular work bubble and if physical distancing is maintained. Physical distancing and use of face coverings is strongly recommended.
- Some International travel restrictions are still in place.
- If permitted to enter New Zealand you will need to RAT test on arrival and again on day 6. You do not have to self-isolate unless you test positive.

**GREEN**
- No restrictions on domestic travel.
- Some International travel restrictions are still in place.
- If permitted to enter New Zealand you will need to RAT test on arrival and again on day 6. You do not have to self-isolate unless you test positive.
Physical Distancing and Hygiene Protocol at a Production Site

The below guidance applies at ORANGE and RED levels. Some productions may choose to utilise some of the risk minimisation tools below also at the GREEN level.

Safe work practices to limit exposure to COVID-19, while operating under the Traffic Light system, means first assessing the risks, and then implementing the appropriate controls, so far as is reasonably practicable.

Work must be undertaken in such a way as to reduce possible contact between workers and to promote physical distancing wherever possible.

What is Physical Distancing?
Physical distancing, sometimes known as "social distancing", is about keeping a safe distance from others. Physical distancing means remaining two metres away from other people wherever possible (minimum 1m within a controlled environment). This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing.

Staying two metres away from others is an effective measure.

Physical distancing requirements vary and reflect the environment in which a person may be in, these are broken down in controlled, uncontrolled and close proximity environments.

A controlled environment is a situation where a PCBU can reasonably provide:
- Hand sanitising / cleaning
- Cleaning between groups when they occupy an area.
- Maintain the required physical distancing
- Health screening
- Contact tracing (recording name, phone and address)
- Strict implementation of the vaccination passport system (only IF using vaccination passports)
- Adequate ventilation and air flow

In a controlled environment the required separation is 1 metre between people, so far as reasonably practicable.

An uncontrolled environment is a situation where a PCBU cannot reasonably provide the above measures. There is an expectation of 2 metres separation, so far as reasonably practicable, between workers and other persons.

To maintain this separation, other controls may need to be implemented, i.e. perspex screens, one-way systems, physical barriers, etc.

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 and Hair, stunts or close actor interaction.

Face coverings are strongly recommended at GREEN and ORANGE and mandatory for Close Proximity work at RED. And it would be expected that most productions will require them as part of their H&S plan.

PPE is especially important when working in a Close Proximity Environment. Face coverings are essential, but you may consider other PPE based on the level of risk, the working proximity, the physical work area, and the length of time people are together.

Productions may choose to also undertake surveillance testing for COVID-19, either for the whole production or just for the Close Proximity Bubble. At RED use of surveillance testing is strongly recommended prior to Close Proximity work.

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, one metre distance should be maintained.

Each Close Proximity Bubble must have its own appropriate and agreed upon protocols. Please discuss and agree on suitable parameters with your H&S Officer, production and all cast and crew involved in the Close Proximity Bubble.

Considerations Before Starting
- For all projects, keeping the minimum number of persons needed for the project on any site at any time.
- All projects need to have adequate practicable measures in place to ensure the health and well-being of all involved while also maintaining all other H&S requirements.
- All physical distancing and hygiene measures must be achievable. i.e. space at site, sanitising and hand washing facilities available.
• All work sites should have a system in place for contact tracing.
• Ensure adequate supplies of PPE and appropriate training.

**General Working Arrangements**

• Keep team sizes as small as possible.
• Keep a record of who is in each team every day, as you may be required to track back for contact tracing.
• Display appropriate posters / signage in the appropriate areas around the site.
• Wherever possible consider split/alternating shifts, to avoid extensive intermingling thereby reducing potential of exposure.
• Work sites may need to be segregated into zones (or by other methods) as much as possible to keep different teams/departments physically separated.
• Where possible, apply a one-way system in high-traffic areas, such as lifts and stairwells.
• Where practical, all office workers or personnel supporting a project are to work remotely. Only attend a work site if it is essential to your role.

**External Interfaces (with couriers, suppliers, etc.)**

• One member of the crew or one point person nominated to receive supplies etc.
• Contactless drop-off/pickup points to be established if possible.
• Keep the engagement with the other person as brief as possible.
• Ask for paperwork to be emailed rather than handed over as much as possible.
• Where possible sanitise items on receipt, and prior to their departure.
• If unavoidable, then either wear gloves when handling the item or wash/sanitise hands before and after handling items.

**Site Entry**

• All work sites should have a system in place for contact tracing.
• Productions using the vaccination passport system must have procedures in place to ensure every person on site has a current and valid vaccination passport.
• Where entry systems that require skin contact are used, e.g. fingerprint scanners or keypads, hand sanitation must be available.
• It is recommended that anyone entering a work site must fill in a COVID-19 Health Declaration form.
• Limit visitors to the site wherever possible. Only absolutely essential visitors should enter the site.
• Introduce staggered start and finish times where possible to reduce congestion and contact.

**Site Meetings**

• Only necessary meeting participants should attend.
• Where possible, attendees should be two metres apart from each other.
• Rooms should be well ventilated / windows opened to allow fresh air circulation.
• Air Conditioning units should be set to refresh, not recirculate.
• Hold meetings in open areas wherever possible.
• Where possible hold meetings through tele or video-conferencing.

**Avoiding Close Working**

• At ORANGE and RED face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.
• Persons working within the same bubble should stay in these combinations as much as practicable. To minimise risk of exposure, do not introduce or change members.
• Work carried out within one metre, ‘Close Proximity’, should be carried out using the appropriate and agreed upon PPE and / or adequate safe work measures.
• Plan all work to minimise contact between workers.
• Reusable PPE should be thoroughly cleaned after use and not shared between workers.
• Single use PPE should be disposed of so that it cannot be reused.
• Stairs should be used in preference to lifts.
• Where lifts must be used:
  • Always lower their capacity to reduce congestion and contact.
  • Regularly clean touchpoints, doors, buttons etc.
  • Increase ventilation in enclosed spaces.

Toilet Facilities
• Physical distancing rules apply to the use of shared facilities, including toilets.
• If numbers require then add additional facilities, i.e. multiple portalooos.
• Wash / sanitise hands before and after using the facilities. Hang posters as an extra reminder.
• Enhance the cleaning regimes for toilet facilities particularly door handles, locks, toilet flush and sanitary bins.
• Provide enough suitable rubbish bins for hand towels with regular removal and disposal.

Eating Arrangements
• Dedicated eating areas should be identified on site to reduce food waste and contamination.
• Break times should be staggered to reduce congestion and contact.
• 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.
• The workforce may be asked to bring pre-prepared meals where possible, and refillable drinking bottles from home.
• Water filling stations should be contactless and cleaned regularly as per the cleaning guide.
• If possible, replace the use of water coolers with water bottles.
• Workers should sit a minimum of 1 metre apart from each other whilst eating and avoid all contact.
• All on site bubbles should be maintained during meal breaks.
• No self serve catering or unit at ORANGE or RED. Where catering is provided on site, it should pre-packaged and wrapped food only.
• A contactless buffet (catering staff serving up) may be used at ORANGE. At RED, individually prepared lunch boxes is strongly recommended.
• Unit should be "cafe-style". Or individual snack packages can be prepared and handed out.
• Any payments should be taken by contactless card wherever possible.

• Shared crockery, eating utensils, cups etc. should not be used unless a dishwasher is available to clean them.
• Tables should be thoroughly cleaned between each use.
• All rubbish should be put straight in the bin and not left for someone else to clear up.
• All areas used for eating must be thoroughly cleaned at the end of each break including chairs, door handles, vending machines.
• Limit access and use of coffee machines, they should only be operated by one person who is using adequate hygiene measures.
• Consider numbers on site as physical distancing may require additional space / facilities.

Changing Facilities, Showers and Drying Rooms
• In order to reduce congestion and contact, always introduce staggered start and finish times
• Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
• Consider increasing the number or size of facilities available on site if possible.
• Based on the size of each facility, determine how many people can use it at any one time to maintain appropriate physical distancing.
• Provide suitable and enough rubbish bins in these areas with regular removal and disposal.

General Hygiene
• Each worker must sanitise their hands with hand sanitiser or soap and running water before entry onto site, use warm water if available.
• Set up a specific place near the entry of the site for handwashing and / or sanitising. This could be a movable wash station or on the back of a ute. Sanitiser is best if hands are not soiled.
• Alcohol based sanitisers are flammable, ensure your hands are completely dry of all sanitiser before coming into contact with any heat or ignition source.
• Any personal items brought to site by workers must be segregated (kept separate from other workers’ items).
• Individual PPE for workers must be kept separate from other workers’ PPE and cleaned correctly as per the Cleaning Guide.
• All eating and drinking utensils to be cleaned by the user or handled by a person adequately trained and wearing gloves. Have paper towels accessible to dry hands, and ensure towels are put directly into a suitable rubbish bin which is regularly emptied.
Smoking
- Smokers / vapers must use a designated area or do so off-site, and butts are to be placed in the designated receptacle. Hands must be washed / sanitised before and after smoking.
- Ensure the designated area is such that smoke or vapor produced is not going into another person’s breathing zone.

Hand Washing
- Provide additional hand washing / sanitising facilities, in addition to the usual welfare facilities, especially on large spread out sites, or sites with significant numbers of personnel.
- Ensure soap, fresh water and sanitiser are always readily available and kept topped up.
- Provide adequate hand sanitiser stations where hand washing facilities are unavailable.
- Regularly clean the hand washing / sanitising facilities and check soap and sanitiser levels.
- Sites will need extra supplies of soap, hand sanitiser and paper towels, and these should be securely stored.

Travelling in Vehicles
- If traveling on public transport you must follow the distancing guidelines as displayed on the public transport or requested by the operator / driver. Face coverings are mandatory on public transport and in taxis/Ubers at ORANGE and RED.
- Travelling for work should ideally be limited to one person per vehicle to maintain physical distancing requirements. This includes travel to and from work sites, traveling between work sites, and travelling as part of your work activities.
- Ride-sharing is not recommended.
- Considerations before choosing to enter a vehicle:
  - Are you in the same work bubble?
  - How many other productions are you working on?
  - How many sites or work bubbles are you part of?
- Where it is necessary to have more than one person in a vehicle, physical distance is important and every occupant should sit as far apart as possible. Face coverings are strongly recommended.
  - Crew should only travel together if they are already in a small and regular work bubble, and if physical distancing is maintained.
  - In cars and smaller vehicles the maximum number of people (not from the same household bubble) is two and the passenger should sit in the rear left seat, as far from the driver as possible.
  - In larger vehicles, vans or SUVs, space must be maximised with one passenger per row and sitting on alternating sides of the row with the vehicle filling from the back row.
  - Use of physical barriers (perspex screens, etc.) should be considered in vehicles used for carrying more than 1 person.
- Limit the number of people using or sharing a vehicle as much as possible and keep a log of who has been in the vehicle and when.
- People traveling in the same vehicle repeatedly should always use the same seat each time and travel with the same group of people in the vehicle.
- Do not use the vehicle for other purposes, such as transporting family when you are not at work.
- The vehicle must be thoroughly sanitised after each trip and if the vehicle does need to be used for different groups, it must be thoroughly sanitised between these groups.
- Everyone must wash or sanitise their hands before entering the vehicle and on exiting the vehicle.
- Air conditioning should be run on fresh air settings, not to recirculate. Whenever possible, keep windows open for better airflow.
- All travel time in shared vehicles should be minimised with individual vehicles used where possible.

Swing Drivers
Swing drivers can be used, but it is important to recognise that this close and confined environment often involves casual crew. This can increase potential transmission, therefore it is important to adhere to the hygiene and safety protocols in place.

For the person(s) needing a ride back from set, please note:
- Travel only with workers who are in your direct workplace bubble. I.e. travel grips with other grips, etc.
- In cars and smaller vehicles the maximum number of people (not from the same household bubble) is two and the passenger should sit in the rear left seat, as far from the driver as possible.
  - In shuttle vehicles, vans or SUVs, space must be maximised with one passenger per row and sitting on alternating sides of the row with the vehicle filling from the back row. Use of face coverings is strongly recommended.
- Facilitate and maintain physical distancing of 1 metre between workers.
- Increase ventilation, ie windows opened.
COVID-19 - Mental Health and Wellbeing

The effects of COVID-19 are significantly impacting our lives and will do so for some time.

Our daily routines have changed and it’s normal to feel like we have no control over the outcome of the pandemic. This can create a large amount of financial uncertainty and emotional stress, both for our workers and their families, in an already challenging industry. Although the Traffic Light System offers more business certainty, it can create additional stress and anxiety for those who can’t or who choose not to be vaccinated.

Under the HSWA 2015, PCBUs hold the primary duty of care to provide a work environment that is without risk to health and safety. This includes mental health as well as physical health.

There is an expectation that a PCBU has procedures in place to protect and support people in their work environment. The method of how a PCBU will do this should be documented in the COVID-19 Safety Plan.

Crew members have significant risk of experiencing distress during a pandemic due to;
- Uncertainty surrounding production security and financial status.
- Uncertainty regarding the pandemic situation across all facets of life.
- Having at-risk or vulnerable persons at home.
- Having a pre-existing health condition that makes you more at risk of harm from COVID-19.
- Exacerbation of existing mental health conditions.
- Having your family at home without child support and normal schooling.
- Unvaccinated people are potentially not able to enjoy the same freedoms and financial security as vaccinated people.

Considerations and Techniques to support your own and other’s mental health and wellbeing within a production:
- If crew are working from home, they may feel additional pressures from the added distraction of household members.
- Crew can overwork, especially if there is a tight deadline or a large amount of work to do. Ensure you take breaks from work, so you don’t become over-tired, as this is harmful to mental health.
- Keeping active will help.
- Reach out. It is important to stay connected with your family, friends and our colleagues from the industry.
- Individuals at all levels of a production are at risk of experiencing distress.
- PCBUs should keep in touch with their workers who may be required to work from home or self-isolate at home.
- Providing crew with the correct information about COVID-19 to remove any assumptions, stigma or discrimination associated with becoming unwell.
- PCBUs should only gather information and posters from trusted sources such as: Unite Against COVID-19 website, ScreenSafe, WorkSafe NZ, Ministry of Health or the World Health Organisation.
- Health and Safety and on set medical services available to support crew on set, or to refer onto appropriate services if required or requested.
- Being flexible around work schedules wherever possible. Crew might be affected by other household member’s work schedules or they may be caring for an at-risk person.
- People should continue to access mental health services throughout the COVID-19 pandemic. It is important you keep in touch with your pre-existing healthcare team and support networks.
- Remember that international crew will be distanced from the support of friends and family through time zones. Their home base may have seen or be experiencing more severe effects from the pandemic.
- Concerns about your own mental health and wellbeing? It is important to talk to a health professional if you or someone you know is not coping. Anyone can call or text the national mental health and addictions hotline on 1737 or jump online at https://1737.org.nz/
- Concerns about a colleague’s safety? If you’re seriously concerned about someone’s immediate safety, or if someone is putting others in immediate danger, call 111 for assistance or contact a mental health crisis assessment team. Try to help them to stay safe until support arrives.

Resources available
- https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf?sfvrsn=6d3578af_10
- https://mentalhealth.org.nz/getting-through-together
Script / Storyboard Breakdown

The script and/or storyboards may present higher or lower risk under each of the Traffic Light levels.

It is recommended that the script / storyboard is broken down to look at the below requirements. Some scenes or content may not be suitable for filming at ORANGE or RED, so altering the script or storyboards may help reduce the risk and make filming possible.

Things to consider:
- Requirement for physical distancing at the current COVID-19 level.
- Extent of any Close Proximity work.
- Extent of any stunts or special effects.
- Filming in remote or inaccessible areas.
- Use of extras or large numbers of people in one place.
- Is interior location filming appropriate? Or would a studio set build or an exterior location mean less risk?
- Number of cast and crew required to fulfill the script/storyboards within the current COVID Level Protocols.
- Any travel nationally or internationally should be essential to the project.
- If appropriate, consider flexible worksite strategies in order to minimise or eliminate overlap between departments.
- Alternative methods to achieve riskier scenarios in order to eliminate or minimise risk.

The breakdown may need to be reviewed by someone independent of the project to ensure an impartial assessment of the risks.

The person completing the breakdown needs to have a solid understanding of COVID-19 associated risks and of all requirements under the HSWA 2015. They need to take into account the current Traffic Light level and have a strong understanding of the structure, processes, departmental requirements and on set protocols required to achieve the sequences described in the script or storyboard.

For some projects it may be necessary or beneficial to utilise the knowledge of more than one person in order to draw on expertise in different areas.
Close Contact / On Screen Talent - Specific Scene Guidance

The below guidance is for situations when Close Proximity work is permitted, but it requires additional risk minimisation measures to operate safely:

<table>
<thead>
<tr>
<th>Close Proximity Work Allowed?</th>
<th>RED</th>
<th>ORANGE</th>
<th>GREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, but with strict health measures in place.</td>
<td>Yes, but with health measures in place.</td>
<td>Yes.</td>
</tr>
</tbody>
</table>

We urge all productions to discuss their Close Proximity requirements with their safety officer. And if needed, discuss with ScreenSafe or WorkSafe if further clarification is needed.

It is preferred that 1 metre distancing is maintained wherever possible on a work site. However, work that has to take place within the 1 metre, like make-up and wardrobe or close contact scenes, can be undertaken if a scene calls for unavoidable intimate contact, and provided it can be done in a controlled environment.

Close Proximity (close contact / intimate) scenes can be undertaken if you utilise risk minimisation practices within a controlled work environment such as, but not limited to, wellbeing declarations and checks, contact tracing, cleaning, hygiene and distancing practices outside of the ‘Close Proximity’ activities. Cast and crew comfort levels should also be discussed and taken into consideration.

Each production should look to specifically assess close contact scenes well in advance of filming. Work should be undertaken closely with the actors to ensure comfort levels and individual circumstances are taken into consideration. Special considerations should include strict hygiene practices and in-depth consultation with all parties involved.

Below are some 3 scripted scenarios examples written to assist you with the creation of a COVID-19 Safety Plan in relation to ‘Close Proximity’ scenes.

Please read the below guidance whilst being aware that these guides are exactly that, guidance only, and it is essential that all ‘Close Proximity’ scenes are looked at and assessed individually under the whole circumstance of the who, what and where of the project.

Look at creating a Close Proximity bubble that provides an environment for workers to undertake filming activities within the 1 to 0 metre distance. This bubble should be kept as small as possible (i.e. Make Up/Hair, Costume, Sound and Talent/Cast). There can be multiple Close Proximity bubbles, but all must adhere to the agreed protocols and limitations agreed upon for each bubble.

A Close Proximity bubble can be extended up to potentially 10 people and can be made up of persons from other departments. However, the established Close Proximity bubble must ensure physical distancing, hygiene and cleaning protocols are maintained from all other bubbles.

Individual risk assessments of each Close Proximity environment will assist in implementing the appropriate control methods to reduce any potential harm.
Scenario 1:
2 actors in a car together, in the front seats, with dialogue.
Considerations:
• How close are they?
• How long are they in the car together at any one time?
• How much dialogue is there?
• Do they look towards each other?
• Are they vaccinated?
• What is the current Traffic Light level?
• Pressure on the cast regarding performance in ‘Close Proximity’ situation?
• What additional distancing, hygiene and cleaning measures should be implemented?
• Cast comfort levels and individual circumstances (i.e. being or living with an immuno-compromised person, etc.).
Guidance:
• If possible, use a larger vehicle to increase the actual physical distance between actors.
• Keep the windows open as much as practicable.
• Use camera positions and set ups that do not require any other person to be in the vehicle whilst the 2 actors are there. Unless the person is to be included in this bubble.
• Minimise the amount of time they are in the vehicle and give regular breaks between takes to enable actors to exit the vehicle and get some fresh air.
• To assist the actors ability to focus and reduce stress, utilise filming techniques and equipment that enables them not to have to actually operate the vehicle.
• Create an on-set bubble for the actors, maximise distancing with all other crew, cast and extras.
• Have one make up and costume person to look after both the actors.
• Reduce the dialogue wherever possible, and reduce the dialogue whilst looking towards each other.
• Sanitise the vehicle thoroughly directly before they enter / exit the vehicle.
• Consider surveillance testing of the affected people or work bubble(s).
• Request that the actors minimise their respective social bubbles prior to and after filming.
• Maintain all other relevant Physical Distancing, Hygiene and Cleaning practises for the production.
• Consider having fresh / clean costumes for the actors for the ‘Close Proximity’ scene to minimise any chance of contamination from the environment.
• The comfort levels of all persons involved in a ‘Close Proximity’ scene must be confirmed directly prior to the scene, so that it is reaffirmed in their mind that the proper processes have been put in place.
• The scene should be talked through directly prior to being undertaken to ensure every person involved is clear on the measures being put in place to minimise the risk and support the wellbeing of all involved.

Scenario 2:
2 actors snuggled on a couch together, watching television.
Considerations:
• How close are they?
• How long are they on the couch together at any one time?
• How much dialogue is there?
• Do they look towards each other?
• Are they vaccinated?
• What is the current Traffic Light level?
• Pressure on the cast regarding performance in a ‘Close Proximity’ situation?
• What additional distancing, hygiene and cleaning measures should be implemented?
• Use of furnishings, couch, blanket, cushions?
• Cast comfort levels and individual circumstances (i.e. being or living with an immuno-compromised person, etc.).
Guidance:
• The couch should be sanitised directly before the actors take up their positions.
• Use camera positions and setups that do not require any other person to be in Close Proximity whilst the 2 actors are there.
• Minimise the amount of time they are on the couch and give regular breaks between takes to enable actors to exit and get some fresh air.
• Reduce the crew numbers in direct view to enable the actors to feel more relaxed whilst performing.
• Create a Close Proximity bubble for the actors and maximise distancing with all other crew, cast and extras.
• Have one make up and costume person look after both the actors or keep a Close Proximity bubble to undertake Makeup/Hair and Costume tasks.
• Consider having only one person to undertake both makeup and costume for both actors.
• Reduce the dialogue wherever possible, and reduce the dialogue whilst looking towards each other.
• If other furnishings are used (blanket, cushions etc.), use items fresh from the packet or freshly cleaned.
• Request that the actors minimise their respective social bubbles prior to and after filming.
• Maintain all other relevant Physical Distancing, Hygiene and Cleaning practises for the production.
• Consider having fresh / clean costumes for the actors for the ‘Close Proximity’ scene to minimise any chance
of contamination from the environment. Launder at the end of each day if reusing, or have a new set available each day.

- The comfort levels of all persons involved in a ‘Close Proximity’ scene must be confirmed directly prior to the scene, so that it is reaffirmed in their mind that the proper processes have been put in place.
- The scene should be talked through directly prior to being undertaken to ensure every person involved is clear on the measures being put in place to minimise the risk and support the wellbeing of all involved.

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### Scenario 3:

2 actors have a conversation and kiss in bed.

#### Considerations:

- Is intimacy avoidable (is there another way to tell the story)?
- Can intimacy be implied rather than seen?

If not, please take into consideration:

- Have actors had the material well ahead of shooting/rehearsals, and had the opportunity to consult with their agent?
- Have actors been given a detailed breakdown of how the intimate action will be performed, including duration?
- Have actors given informed consent to perform the intimate action?
- How close are they?
- How long are they in close proximity?
- Are they vaccinated?
- What is the current Traffic Light level?
- How much dialogue is there?
- What additional distancing, hygiene and cleaning measures should be implemented?
- Use of bedclothes, pillows?

#### Guidance:

- Actors must have undergone health checks to the satisfaction of the H&S Officer or Covid-19 Officer on set.
- Surveillance testing is highly recommended.
- Eliminate kissing where possible, and look for other ways to tell the story.
- Reduce dialogue wherever possible and reduce dialogue whilst looking toward each other.
- Minimise time the actors are in close proximity and give regular breaks between takes to allow actors to exit and get some fresh air.
- All bedclothes must be freshly laundered and sanitised prior to actors taking up their positions.
- Use camera positions and setups that do not require any other person to be in close proximity whilst the actors are there.
- Create an on-set bubble for the actors and maximise distancing with all other crew, cast and extras.
- Consider having only one makeup and costume person look after both the actors, or establish a Close Proximity bubble to undertake Make Up, Hair and Costume tasks.
- Request everyone in the close proximity bubble to minimise their respective social bubbles prior to and after filming.
- Consider having fresh/clean costumes for the actors for the close proximity scene to minimise any chance of contamination from the environment. Launder at the end of day if reusing.
- Maintain all other relevant Physical Distancing, Hygiene and Cleansing practises for the Production.
- The comfort levels of all persons involved in a ‘Close Proximity’ scene must be confirmed directly prior to the scene, so that it is reaffirmed in their mind that the proper processes have been put in place.
- The scene should be talked through directly prior to being undertaken, to ensure every person involved is clear on the measures being put in place to
- minimise the risk and to support the wellbeing of all involved.
Project Registration

To assist WorkSafe NZ with monitoring and the Ministry of Health with contract tracing, ScreenSafe will be managing a central register of all projects intending to shoot.

This registration is part of the industry standard that WorkSafe NZ has requested and expects productions to align with.

*Please note: All councils permitting filming in public spaces require ScreenSafe Registration (along with an approved COVID-19 Safety Plan) before issuing filming permits.*

This register will be managed and held by ScreenSafe NZ at [www.screensafe.co.nz/covid19/registration](http://www.screensafe.co.nz/covid19/registration)

**Information required:**
- Production company name.
- Production company contact.
- Project name.
- Approximate shoot dates.

This information is only being collected and held for the above mentioned purposes.
COVID-19 Health Declaration

A Health Declaration should be completed by anyone attending a screen industry work site.

The information collected is personal information and must be kept confidential. The Privacy Act 1993 governs how you collect, use, disclose, store and give access to personal information. Make sure you understand HERE before collecting this information.

Who should complete the declaration?
All persons being contracted permanently or casually who are or may be entering any site or premises in relation to the project need to complete the declaration.

Any person entering or visiting any site or premises for any reason, i.e. suppliers, tradespeople and visitors, need to complete the declaration.

Why is it important?
It is important to ensure persons entering any site or premises are healthy, to assist in combating the spread of COVID-19.

It will also assist in meeting obligations for the recording of people's movements to enable contact tracing if required.

It may be necessary to use the information collected to determine the person's movements across multiple projects to minimise risk of spread if a particular project / site ends up having cases of COVID-19 infection. Especially if they are casual crew/cast/extra, a supplier or a visitor.

The declaration will also invoke thought for the person completing it and will assist them in meeting their obligations under HSWA 2015.

When should it be completed?
The declaration needs to be completed before starting work and before entering or visiting any site or premises for or on behalf of the project.

The information being collected is specifically for the purpose of assisting in the management of your project's health & safety protocols under the current COVID-19 pandemic.

Below is an example to use or alter. Make sure any changes comply with the Privacy Act 1993. You should also ensure the declaration includes a privacy statement around the secure collection and storage of this information.
COVID-19 Health Declaration - Example

The WHO has declared COVID-19 a public health emergency of international concern. In line with New Zealand’s Ministry of Health guidelines and [Production Company]’s commitment to ensure the safety of our employees and contractors and a safe filming environment, we need to ask you to truthfully answer the following questions. Depending on your responses, we reserve our right to not engage your services for current productions (“Productions”). Your responses to these questions will only be used for the purpose of [Name Of Production].

PRIVACY NOTE: We take your privacy seriously. All declarations will be stored safely by the production company and not shared with third parties, except if requested by the relevant Ministry of Health or WorkSafe NZ authority.

Everyone must complete this form or, if they are minors, have the form completed on their behalf.

Name/s: ______________________________________________________________________________________
Address: _______________________________________________________________________________________
Contact Email: ___________________________________________ Contact Phone Number: _______________________

1. Have you or anyone you immediately know had a confirmed case of COVID-19? YES / NO
   If yes please elaborate, including detailed information around names, dates and level of contact. ___________________________________________

2. Have you recently come back from overseas? YES / NO
   If yes please elaborate and list travel areas / countries. ___________________________________________

3. Do you or anyone you know currently have any of the symptoms associated with COVID-19 or similar? YES / NO
   If yes please elaborate. ___________________________________________

4. Are you currently waiting on the result of a COVID-19 test? YES / NO
   If yes please elaborate including detailed information around dates. ___________________________________________

5. Are you comfortable with disclosing your COVID-19 vaccination status? YES / NO
   And if so, are you vaccinated / partially vaccinated / unvaccinated? Please circle one.
   Please note: PCBUs/employers are able to ask about vaccination status, but cannot compel workers to answer. Note that, if a worker refuses to declare their vaccination status, a PCBU/employer may then assume that the worker is not vaccinated, although they should advise the worker if they are making that assumption.
   In some circumstances, following a health and safety risk assessment, certain work/roles can be assessed by the PCBU as needing to be performed by a vaccinated person. To determine whether a role is ‘high risk’ under a COVID-19 health and safety risk assessment, PCBUs must consider the likelihood of the worker in the role being exposed to COVID-19 while performing the role, and the potential consequence of that exposure for others.

6. Some productions may require surveillance testing for COVID-19. Do you have any objections to being tested? YES / NO
   Please note: In order to do surveillance testing, the production may require your NHI number, date of birth and home address. Any private information collected by the production must be stored securely and only passed if required for testing purposes (i.e. to the lab).

7. As per ScreenSafe recommendations, the use of a face covering may be recommended or requested by the production.
   Are there any reasons you are unable to wear a mask? YES / NO

8. By signing this document I declare all of the above to be true and correct at the time of signing, and that I do not currently have any of the symptoms associated with the COVID-19 or similar.
   I agree to comply with all reasonable and lawful requests and measures to ensure I do my part to keep the workplace COVID-19 free.
   Please note that if you develop or exhibit any symptoms after signing this document, but prior to or during the shoot, you are required to bring those to the immediate attention of the H&S officer, or your Production Supervisor.

   Please note: While being employed, contracted or involved in the [Name Of Production] production, practise good hygiene, including regularly and thoroughly washing and drying hands and practising good cough etiquette. You are required to familiarise yourself with government recommended public health guidance. Here are some useful links:

Signature: ___________________________________________ Date: ________________________________
(And for and on behalf of): ______________________________________________________________________

Being minors
Signing In & Out Under COVID-19

Contact Tracing
From 11.59pm on Friday 25th March, the requirement to scan a QR Code before entering a business ended. From this time, businesses were freed of their obligation to display a QR Code poster (although businesses may still display a QR Code if they wish to do so).

People are encouraged not to remove the COVID-19 tracer app from their phone just yet in case it’s needed in the future.

Productions are still encouraged to have contact tracing systems in place in order to prevent a wider outbreak within the production.

As part of achieving the COVID-19 Standard for Screen Sector Operations it is imperative that you have a way to record the following:

• Who is on any worksite at any time.
• Their name and contact number.
• When they arrived.
• When they left.
• How they are feeling (in terms and health and wellbeing).

Ideally this process needs to be contactless.

If using a common sign in / out, i.e. a tablet or screen, this and the surfaces associated with it should be cleaned in line with the cleaning guide. Hand sanitiser should be available. Consider having one person operate this system by signing individuals in and out whilst maintaining appropriate distancing.

This is also the opportune time to get all persons to complete the required health declaration before entering site or starting any work.

Vaccination Passports
Productions that, following a thorough H&S risk assessment, choose to use vaccination passports must establish a system that ensures that every person on a vaccination passport work site has a valid and current vaccination passport. Ideally using the NZ Pass Verifier App.

Signage must be displayed in a prominent place near the entrances of the work site indicating whether workers and site visitors are required to have a valid and current My Vaccine Pass.

Note: It is not the intention that every person must be scanned in every day at every work site, but all workers must be scanned 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. Please establish a system appropriate to the size and complexity of your production.
Preparing & Setting Up Offices Under COVID-19

Before setting up or returning to offices, consider the current Traffic Light Level and who actually needs to work from the office, and who can work from home.

Make a list of those who potentially could work from home for all or some of their duties and discuss this option with those involved. People who are immunocompromised, or who live with vulnerable people, should discuss options and their comfort levels with the production.

Personnel working from home for all or some of their duties is an effective step towards eliminating and minimising the risks.

Some things to consider when setting up your offices for operation under the different Traffic Light levels:

- How many personnel are required at various stages of your project?
- Does the office have adequate hygiene facilities? I.e. hand washing facilities, sanitising stations.
- What shared areas are there and are there adequate measures in place to deal with possible surface contamination? E.g. kitchens, photocopiers, supply cupboards.
- Consider fog sanitising areas before being put into or back into use. This may be a one-off or a regular requirement depending on other factors such as the number of persons using it and / or coming and going from the space.
- Do office spaces require daily or potentially more frequent cleaning/sanitising?
- Are there adequate signage and / or posters promoting best practices and processes?
- Are there adequate processes in place to control persons entering the office / building? I.e. for couriers and suppliers, including adequate signage to explain what they need to do? A designated contactless drop-off/pickup area should be established.
- Does the office configuration allow for the recommended physical distancing at the current Traffic Light Level? This would include distance between personnel when seated at their workstation and when accessing their workstation.
- COVID-19 can easily spread through aerosols (tiny air particles). Having good airflow and avoiding congestion of crew in small spaces is a key tool for avoiding spread. Opening doors and windows regularly is recommended. And if using air conditioning units, please set to refresh rather than recirculate.
- Consider physical barriers between workstations/desks.
- Wherever possible, establish one-way systems to avoid unnecessary crowding in places.
- Are there doors between offices or dividers between workstations?
- It may be appropriate to ‘barn door’ some office doors, especially if particular offices are visited regularly by workers.
- Please ensure a good supply of cleaning/sanitising products and a good stock of PPE (especially face coverings).
- It is imperative that there is full engagement with workers to ensure that measures being implemented are suitable and realistic for all workspaces.
- All offices and work sites should have a suitable contact tracing system in place.
- If you are working on a vaccination passport production, make sure there is a clear system in place for both permanent workers and one-off site visitors. Signage must be displayed in a prominent place near the entrances of the work site indicating whether workers and site visitors are required to have a valid and current My Vaccine Pass.
Key Cleaning Tips
Consider your work environment and what is frequently used and touched by workers, clients and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen, toilet and office areas.

Physical distancing should also be practiced when cleaning offices and sites. Refer to the Physical Distancing and Hygiene Protocol for more information.

• Schedule regular cleaning.
• Use suitable cleaning products.
• Use disposable cloths if available.
• Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin.
• Wear disposable gloves while handling soiled items.
• Wash hands immediately after removing gloves or after handling these items.
• Avoid touching your face whilst wearing gloves.

Disinfecting Cleaning Aids
Cleaning aids, such as cloths or mops, must be germ-free or they can spread germs to other surfaces. Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges:
• Use disposable cloths or paper towels when possible.
• Reusable cloths and sponges should be disinfected or washed and dried after each use.

Washing-up brushes:
• Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use.
• Make sure they are dry before using again.

Mops and buckets:
• Use two buckets for mopping – one for detergent and the other for rinsing.
• Mops and buckets should be cleaned and dried after each use.

Key Cleaning Tips
As recommended by the Ministry of Health all offices and sites should implement additional cleaning measures in common areas to help minimise the spread of COVID-19.

Regular cleaning of the workplace environment will minimise the spread of infection by reducing workers’ contact with contaminated surfaces.

In some areas this may need to be done more than once a day. This assessment needs to be done specific to your site’s individual work areas and your department’s needs.

Clean surfaces with a suitable cleaner and/or disinfectant and follow the manufacturer’s instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.

Where possible, use disposable cloths or paper towels to clean surfaces. Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

Common or frequent touch points may include:
• Coffee machines, photocopiers and water stations.
• Common pens for sign-in sheet to site.
• Doors/door handles - look at all reasonable opportunities to avoid frequent opening/closing of doors.
• High-touch surfaces such as stairwell handrails, door handles, table tops, lift buttons, microwaves and other kitchen surfaces.
• Screens and tables should be wiped after use, including iPads, photocopiers, digital check-in scanners and desktop stations.
• Clean floors with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).
• Wash items such as towels, tea towels and other fabrics, and dry thoroughly outside or with a dryer.
**Site Cleaning**
Before leaving the office or worksite at the end of the working day, or at the end of each shift, wipe down any tables/surfaces with soapy water or cleaning agents where possible. All workers must be checked out of site and a daily record should be kept.

Common touch points may include:
- All waste and disposable PPE must be securely disposed of.
- All door handles, railings and personal workstation areas are wiped down with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning their workstation area with disinfectant wipes or spray cleaner using paper towels.
- Clean all ‘high-touch’ surfaces such as desks, counters, table tops, doorknobs, bathroom fixtures, toilets, light switches, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions.

**Cleaning Bathrooms, Toilets and Showers**
Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).
Clean sinks frequently, if they’re used regularly.

If your site has a shower:
- Clean shower trays frequently, if used regularly.
- If a shower hasn’t been used for a while, let it run with hot water before using it.
- Keep tiles and grout in good condition.
- Clean shower curtains frequently.

Common toilet cleaning points may include:
- Keep the U-bend and toilet bowl clean by flushing after each use.
- Limescale should be regularly removed using a descaling product.
- Keep the toilet seat, handle and rim clean by using a disinfectant.

**Cleaning Tools and Equipment**
- Clean/sanitise tools and equipment before and after each day’s work with a disinfectant, concentrating on points of contact such as handles.
- Wash your hands after handling tools and equipment to prevent the spread of germs.
- If possible, don’t share tools on-site. If sharing cannot be prevented, take precautions and follow the hand washing guide before and after each use.

**Cleaning Vehicles**
- Have dedicated drivers for all vehicles to avoid the spread of germs.
- Don’t share vehicles if possible. If you need to use a shared vehicle, then wipe down the common touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc.) and wash/sanitise hands before and after using the vehicle.
- Wipe down the inside and commonly touched areas of the vehicle after each day.
- Have only one person in each vehicle where possible. If you are required to have more than one person in a vehicle then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs. Use of face coverings is strongly recommended.
- Note that ride-sharing at ORANGE and RED is not recommended.
- If you need to have multiple people in a vehicle, then where possible, split teams into groups and stay in those groups when you travel together.

**Cleaning PPE & Clothing**
Work clothes to be placed in washing machines.
Reusable PPE should be disinfected separately in accordance with manufacturing guidelines.
Read and follow directions on the labels of laundry, clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label.

When handling soiled laundry, wash your hands afterwards. All clothes and towels should be washed with a laundry product to prevent germs from spreading. Don’t leave laundry in the washing machine – any remaining germs can multiply rapidly.

**Specialist Clean**
If a worker is unwell and removed from site, a specialist clean will be completed in the area / areas identified where the worker was working and has accessed. These areas are to be isolated until a specialist clean has taken place.

Some location owners may require or request a deep clean prior to and after filming.

**Emergency Cleaning Protocols**
If a suspected or confirmed case of COVID-19 is at work:
1. Call Healthline (0800 358 5453) and follow the advice of health officials.
2. Evacuate the site, ensuring physical distancing is adhered to and that face coverings are used.
3. Clean the area where the person was working and all places they have been. Consider hiring a professional specialist cleaner and the use of fogging. PPE must be used when cleaning.
COVID-19 CONTACTS

It is important to have at least one dedicated person for each department who is responsible for actioning and monitoring the COVID-19 plans relevant to their department.

This should be a senior person within the department and will assist with worker engagement and report back to production that the appropriate precautions and measures are being implemented as required by the production.

Depending on the size of a project there may be a dedicated production appointed person to manage COVID-19 plans and handle reporting from each department.

A COVID-19 lead or team could be appointed to monitor and support the processes and workers under your COVID-19 Safety Plan.

Health & Safety COVID-19 Workforce Roles and Considerations

Engaging a health and safety professional will enable you to give the most specific advice surrounding production requirements. The number of safety personnel to engage depends on factors that are specific to a production:

- Number of crew. Also consider if there are any at risk persons, like children, disabled people, etc.
- Location: Ability to extricate crew in case of an emergency and proximity to a tertiary hospital.
- Nature of activities: Construction, SPFX, stunts, location site prep, art prep, heavy vehicles, etc. Also consider the length of days, the duration of shoot, and night vs day shoots.
COVID-19 Supervisor/Manager
Engaged on larger productions
• Responsible for the development and implementation of the COVID-19 Safety Plan in accordance with the relevant legislation, regulation industry guidance and best practice
• Undertake production specific covid exposure risk assessment
• Liaises with the production company and studio
• Holds competency (experience and training) to implement the COVID-19 Safety plan
• Secures supply of PPE and related infrastructure

Health and Safety Supervisor/Manager
Engaged on larger productions
• This role may cover H&S Supervisor and COVID-19 Supervisor, but only if competent
• Oversees the development, engagement and implementation of the production’s H&S programme
• Responsible for the productions relevant risk assessments
• Emergency Management Planning
• Hazardous substance requirements
• Usually oversees the medical requirements for a production

COVID Officer
• Manages the onset aspect of the COVID-19 Safety Plan on-set protocols
• Ensures the supply of PPE for cast and crew on set
• Enforces bubbles on-set
• Enforces physical distancing on-set
• Does not have to be a medical professional, i.e. it could be an AD or a production person, provided they have adequate knowledge of industry COVID-19 guidelines

Safety Officer (On-set)
• Provides medical coverage on set during filming
• Provides health and safety coverage on set
• Assists with COVID-19 safety plan implementation
• Provides feedback to COVID-19 Supervisor from onset crew regarding covid management

Safety Officer (Off-set)
• Provides medical coverage off-set: construction, stunt & cast rehearsals, etc.
• Provides health and safety coverage for off-set activities
• Encourages crew engagement and toolbox talks
• Provides feedback to COVID-19 Supervisor from the off-set departments regarding COVID-19 management

Health Screening (Nurse or advanced healthcare professional)
• Screening of workers, cast, and any other persons who are entering a production’s controlled worksite
• Recommended to be a registered nurse or an advanced health professional with relevant competency to enable effective health screening
• Provides mental health and wellbeing support to all cast & crew
• May be able to facilitate surveillance testing depending on production size

Testing Officer / Admin Support for testing
• Crew engaged to roll out the surveillance testing of crew
• Competency required depends on testing method
• Testing officer may require additional admin support for surveillance testing
# COVID-19 Safety Plan Key Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Role</th>
<th>Phone</th>
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<td>Production</td>
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<td>Line Producer</td>
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<td>Production Manager</td>
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<td>Production Coordinator</td>
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<td>Production</td>
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<td>Health &amp; Safety</td>
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<td>H&amp;S / Production</td>
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<td>COVID Officer</td>
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The production bubble breakdown proposes how even a relatively large crew can work safely within the restrictions of COVID-19 Guidelines. The layout breaks a production down into workgroups (or bubbles) that operate within physical distancing protocols.

Establishing a bubble system is highly recommended whenever there are COVID-19 restrictions in place, especially at ORANGE and RED.

The workgroup bubbles describe the close contacts who you work directly next to. Your bubble will be part of a larger bubble, such as other members of your department, on or off set, and then a larger bubble of other persons in your work site or location.

It is recommended to keep your bubble as small as practical to undertake the required task safely, minimise COVID-19 spread and speed up contact tracing.

Engaging crew in reviewing the tasks within the workplace bubbles will assist in identifying potential COVID-19 related risks and applying the appropriate control measures required to provide a safe and healthy workplace.

Establishing multiple small workplace bubbles with effective contact tracing abilities is a critical step to stopping the spread of COVID-19.

There are varying levels of physical distancing that reflect the current Traffic Light level and the environment where work is undertaken.

**Uncontrolled Environments**
When a production interacts with the public, a physical distancing of 2 metres is recommended, so far as reasonably practicable, to maintain physical distancing with crew and other persons outside of the production bubble.

**Controlled Environments**
Where a production can manage and control a site or workplace, then the minimum physical distancing of 1 metre applies. Consider implementing additional control measures.

**Close Proximity Environment**
A Close Proximity Environment is when cast and crew can undertake close contact work where interaction between workers is 0-1 metre. Any crew working within this distance must use PPE, as well as implementing any additional control methods as mutually agreed by Cast/Agent, Producer, Safety Officer and other affected departments/crew.

**Production Bubble**
- Overall production bubble that oversees the management of all sites and locations.
- Work must be undertaken in accordance with MoH, WorkSafe, ScreenSafe Standards and Protocols and COVID-19 Safety Plan.
- Production risk assessment of locations and sites/workplaces in identifying risks and necessary control measures to minimize the risk of infectious diseases.
• Production to ensure that all workers are engaged and able to raise concerns over any risks associated with their work and infectious diseases.
• Locations may be closed or restricted due to influences of COVID-19. Due diligence should be undertaken to assess the risks at each workplace.
• Health screenings (like the COVID-19 Health Declaration) should be undertaken by the Production to monitor worker health and identify any risks.
• Immigration considerations for overseas based crew or talent.
• Catering arrangements should be contactless and follow relevant hygiene standards.
• Rolling lunches, staggered lunch breaks or separated areas will deter crew congregations.
• Scheduling should reflect the increased amount of time required to undertake work due to COVID-19 risks and controls.
• Worker fatigue needs to be factored into the shoot day.
• Accounting should use a paperless system where possible.
• Call sheets, scripts and other paperwork to crew should be communicated digitally as much as practicable.

**On Set Bubble**
• Limit the overall numbers of Cast / Talent / Extras being used and review scripted content to facilitate physical distancing.
• On-set safety briefings will highlight risks and the control measures that need to be adhered to.
• Key shooting crew: Limit the amount of crew on set to contain the bubble size, therefore limiting the amount of potential exposure.
• Limiting the amount of equipment brought onto set will help reduce common touch surfaces and encourage physical distancing. i.e. lighting stands stored in trucks.
• If an on-set medic / safety officer is engaged, they can assist in providing guidance for the correct health care and infection control measures on set as per the relevant Ministry of Health, WorkSafe guidance and the Screen Sector Standards and Protocols.

**Extras Bubble**
Extras are often day-players who can not be expected to have as much filming experience as most crew. Neither will they always be aware of the strict hygiene and safety measures put in place to keep our industry working during this pandemic.
• Due to the extended social bubble an extra has outside a production, minimise or avoid using extras and day-players as much as possible.
• NOTE: At RED the use of extras should be minimised if possible as it can be difficult to apply the required risk minimisation and control. In some instances it may be possible if strict control measures can be achieved.
• For longer productions, it is recommended that you establish a pool of regular, trusted extras.
• It is recommended that you establish a separate Extras Bubble for extras and the crew working with them. Whenever possible we recommend a separate AD, Unit, Costume team from the main shooting bubble.
• Whenever practicable, the Extras Bubble should maintain a 2m physical distance to all other bubbles (especially the on-set shooting bubble).
• It is recommended that theExtras Bubble has its own areas for costume, unit and catering, separate to the main crew.
• Take extra care to make certain all extras have filled in a COVID-19 Health Declaration before starting work.
• Make sure extras or day players do NOT turn up to work if they are feeling unwell or are symptomatic.
• Contact tracing of extras is essential.
• All extras must be properly inducted into the current safety & COVID-19 protocols for the production.
• Prior to filming, we recommend you liaise directly with extras agents to make sure they are aware of the strict hygiene and contact tracing measurements required, and that this information is passed on to extras prior to them turning up on the day.

**Off Set Bubble**
• There may be separate bubbles created for Unit Base and Tech Base depending on the size and scope of the project. Limit interaction between the bubbles if more than one is created.
• As travel will be necessary between on and off-set bubbles, cleaning, physical distancing and handwashing protocols apply.
• Send cast / talent to set as camera ready as possible.
• Key Make-up, Hair, Costume and Cast / Talent will travel in their bubble.
• Catering and craft services arrangements should be contactless.
• Any location, tech base, unit base moves should be undertaken when there is limited crew on site. Factor in fatigue levels for the transport and location departments setting up and breaking down bases.

**Location and Set Preparation Bubble**
- Implement risk control measures at shoot location as per production COVID-19 Safety Plan, prior to crew arriving on site. This may take several hours, days or even weeks to set up a site ready for a shoot crew, depending on the scale of the production.
- All sites should be controlled and access recorded to enable contact tracing and prevent close contact with the general public.
- If using a vaccination passport system, make sure there is a clear system in place for both permanent workers and one-off site visitors.
- Departments required to fabricate and dress sets should maintain physical distancing and should be separated from the shoot and production bubbles.
- Physical distancing controls for crew in place: i.e. one-way foot traffic, barriers or floor markings.
- Set up hygiene facilities, including handwashing and/or sanitizer stations.
- PPE must be made available for set preparation and for shoot crew.
- Appropriate cleaning supplies must be made available for crew to clean equipment.

**Workshop Bubbles**
- Construction workshops where set pieces are fabricated.
- Other tech/design/Art department workshops.
- Set up a quarantine zone for potential contaminated equipment/props/set pieces or decorations.

- Physical distancing controls for crew in place. i.e. one-way foot traffic, barriers or floor markings.
- Set up hygiene facilities, including handwashing and/or sanitizer stations.
- PPE must be made available.
- Buyers and runners should have limited interactions between sites. A drop-off zone should be established to enable sanitizing or quarantining of equipment and products as they arrive on site.

**Remote Worker Bubbles**
- Production members to work remotely where possible.
- For Production members required to work in a shared office, the physical distancing guidance applies.
- Location scouts to communicate digitally as much as possible. Use online resources and existing location photo libraries (file pulls) to limit any travel and interactions with the public. Scouts are not expected to enter any on-set bubbles.
*Productions may require additional bubbles or find that not all roles or bubbles apply. This will be reflected in the size or complexity of the project. The overall goal is to prevent unnecessary interaction between established bubbles.*
Department Bubble Breakdown

Establishing a bubble system is highly recommended whenever there are COVID-19 restrictions in place especially at ORANGE and RED.

The Department Bubble breakdown consists of multiple workgroups: on-set, off-set, workshops, offices, and sometimes multiple prep and filming sites.

The workgroup bubble is used to describe the close contacts who you work directly next to. Your bubble will be part of a larger bubble, such as other members in your department and other persons in your work site or location.

Department specific best practice guides can be found HERE.

These are intended to support each department with their Health and Safety planning and to start each person and department thinking about how they will individually operate to fulfill the ScreenSafe Standards and Protocols.

It is recommended to keep your bubble as small as practical to undertake the required tasks safely.

Engaging crew in planning and reviewing the tasks within the workplace bubbles will assist in identifying potential COVID-19 related risks and applying the appropriate control measures required to provide a safe and healthy workplace.

There are varying levels of physical distancing that reflect the environment where work is undertaken and the current Traffic Light Level.

Uncontrolled Environments
When a production interacts with the public, a physical distancing of 2 metres is recommended, so far as reasonably practicable, to maintain physical distancing with crew and other persons outside of the production bubble.

Controlled Environments
Where a production can manage and control a site or workplace, then the minimum physical distancing of 1 metre applies. Implement other control measures if not reasonably practicable to maintain 1 metre.

Close Proximity Environment
A Close Proximity Environment is when cast and crew can undertake close contact tasks where interaction between workers is 0-1 metre. Any crew working within this distance must use PPE, as well as implementing any additional control methods as mutually agreed by Cast/Agent, Producer, Safety Officer and other affected departments/crew.

Establishing multiple small workplace bubbles with effective contact tracing abilities is a critical step to stopping the spread of COVID-19. If someone becomes unwell at work, workplace bubbles enable contact tracing methods.

A minimum distance of 1 metres is to be observed at all times as a general rule. This includes during rest breaks, meal breaks, travel and use of toilets.

Only Production approved cast and crew, who have implemented agreed safety precautions, can work closer than one metre, i.e. cast and make-up, or for critical safety and emergency reasons. This is called a Close Proximity Bubble. Agreed upon safety precautions must be adhered to at all times.

Encouraging and facilitating workers to practice the appropriate physical distancing and limiting physical contact, practicing good hand washing, cough/sneeze etiquette and establishing multiple small workplace bubbles are key steps to stop the spread of COVID-19.

CLOSE PROXIMITY BUBBLES
• Close Proximity Bubbles consist of crew and cast undertaking production approved close contact tasks (0-1 metres) that involve physical or close-contact interaction, i.e. cast, make-up, stunt performers.
• All Close Proximity Bubbles must be pre-approved by the Health & Safety officer and the Producer and all other involved parties, and suitable hygiene measures and restrictions must be agreed upon by all parties involved in the bubble.
• There can be multiple dedicated Close Proximity bubbles. These bubbles should limit interactions wherever possible.
• Physical interaction on-set or off-set between cast members, e.g. rehearsals or stunt rehearsals, will create a Close Proximity Bubble.
• Precautions should be taken to limit interactions between Close Proximity Bubbles and other on-set bubbles.
• Close Proximity Bubbles must be kept to a minimum.
• If possible, try to get one person to perform multiple tasks.
• Use a regular crew base, and ideally no short-term/casual crew.
• Limit the time spent when undertaking a close contact task.
• Reduce common touch items from around the workstations.
• No unwell workers or cast members should come to work.
• Education and advice must be provided to close contact bubbles around hygiene practices and the Ministry of Health guidance.
• Workers with pre-existing illnesses or who are in an at-risk group due to medical reasons or age, can experience significant illness from contacting COVID-19, and should consider their personal situation carefully before returning to work.
• Personal Protective Equipment (PPE) such as gloves, face shields and face covering should be available to use. Crew working within this distance must use PPE, as well as implementing any additional control methods as mutually agreed by Cast/Agent, Producer, Safety Officer and other affected departments. Cast should wear a face covering whenever practicable.
• Schedule in additional time to undertake Close Proximity work due to the required safety precautions.
• Use single use products where possible.
• Do not share items between crew or between crew and talent.
• Equipment needs to be cleaned at the start and end of each day and at appropriate intervals throughout the day.
• Have a direct route from the department workroom to set and other essential locations, to limit contact with other persons and contact with common touch surfaces.

ON SET BUBBLE
• Key Close Proximity Bubble members (working within 0 to 1 metre) will still be required to do final checks on set. No one else should undertake these tasks and they should adhere to all required control measures.
• Limit the amount of crew that are allowed on set to assist physical distancing.
• Reduce the time spent on final checks to a minimum.
• Restrict the amount of equipment on set.
• Work out of workrooms or trucks where possible, provided there is adequate airflow.
• Catering arrangements made so on-set crew do not congregate with other bubbles.
• If a workstation on set is required, they should be set up in a way to facilitate physical distancing.
• Factor in fatigue levels and the extra time needed to complete tasks.
• The daily shoot schedule should be achievable to avoid worker fatigue.
• Allow other departments time and space to complete their work.
• No food to be taken onto set.
• Have remote / multiple monitors for review. Restrict crew gathering around monitors.
• Electronic call sheets are preferable.
• Use RT’s or phones to talk remotely.
• Disinfect items taken on set, i.e. radios and tech equipment.
• Reduce common touch items from around the workstations.
• No unwell workers or cast members should come to work.

OFF SET BUBBLE
• A general physical distancing rule of 1 metres.
• Where required and unavoidable, a minimum distance of 1 metre can be applied on the condition that contact tracing is being conducted.
• Education provided to each department regarding COVID-19 and the appropriate controls.
• Split workgroups where possible. If a production or a department is large enough, create multiple department bubbles to help with continuity of work if a member becomes unwell and is unable to come to work.
• No close contact with any other persons / departments / bubbles.
• Design work should be done remotely where possible.
• Stagger breaks to avoid congregation of crew.
• Ability to disinfect equipment and all common touch surfaces within the department.
• Workstations should be separated to allow for the correct physical distancing.
• No open service, buffet style tables.
• Crew should be able and encouraged to raise concerns to their HOD or supervisor about the risk of infectious diseases, i.e. toolbox talks.
• Identify vulnerable workers who have health conditions or are over 70 years of age within the department, as they can be at higher risk of illness if they contract COVID-19.
• Use RT’s or phones to talk remotely.
• Disinfect items taken on set. I.e. radios and tech equipment.
• Reduce common touch items from around the workstations.
• No unwell workers or cast members should come to work.
SITE BUBBLE

- Physical distancing general rule of 1 metres.
- Where required and unavoidable, a minimum distance of 1 metre can be applied on the condition that you are working in a Controlled Environment (with contact tracing and hygiene measures in place).
- A production may have more than one site or location. Limit the interaction between sites. If possible, crew should not change between site bubbles.
- Site infrastructures implemented to support departments to maintain physical distancing and safe and healthy work practices relating to COVID-19.
- There will be multiple department bubbles within a site bubble.
- Register all persons accessing each site or location. This allows for effective contact tracing.
- If operating with a vaccination passport system, a system must be in place to make sure all persons entering a work site have a valid and current vaccination pass.
- Establish contactless pick up and drop off areas for suppliers.
- Where appropriate, increase the frequency of the site cleaning.
- Limit any interactions between other departments, suppliers or other production bubbles who may be in the same location as you.
- Consider establishing wellness and health checks at entrances to sites to prevent any sick persons entering the sites or location.
- Contactless points of entry into the site are preferred.
- No visitors to site. Only workers involved in the project may enter any locations.

PRODUCTION BUBBLE

- Productions must implement a COVID-19 Safety Plan that meets the minimum requirements identified by WorkSafe NZ.
- All workers are to be inducted into the COVID-19 Safety Plan.
- All workers should be able to voice concerns about their safety at work relating to the risk of infectious diseases.
- Review content and required cast actions when developing the script. Limit the Cast / Talent being used on set and as much as practicable, enable content to facilitate physical distancing.
- Catering and craft services arrangements should be contactless. Consider pre-packaged foods and ensure workers are working in accordance with food hygiene standards. No open service or self-serve buffet style catering.
- Restrict any suppliers coming on site to undertake work, i.e. for site maintenance or equipment repairs. Try to schedule suppliers after hours or when there are limited people on site.
- Ensure shooting schedules reflect fatigue levels, time needed for physical distancing and other restrictions, and the overall wellness of crew.
- Any remote workers are to be supported and have access to the COVID-19 Safety Plan.

STUDIO / LOCATIONS

- Landlords/Owners/Councils are required to ensure any potential risks are communicated to the PCBU leasing the location and that controls are identified to mitigate any risk.
- Production companies should undertake due diligence and establish if there are any additional controls they will need to implement to provide a safe and healthy work environment for all cast, crew and other persons.
- Councils may audit the health and safety structures of a production when they have undertakings on council owned or operated locations.
- Property owners may have concerns over contagion and this may affect the availability of locations to a production.
- All productions MUST register with ScreenSafe and have a site specific COVID-19 plan in place.

Note on Air Conditioning:

- COVID-19 can be spread through the air. The Delta and Omicron variants in particular are widely accepted to spread through aerosols (small air particles).
- When using air-conditioning units, air extraction should have priority over thermal comfort. All air-conditioning units should be set to extraction so they don’t recirculate air inside buildings. Worksafe is using RHEVA as guidance: https://www.rehva.eu/activities/covid-19-guidance

Industry Level Guidance

Industry and WorkSafe guidance will provide the framework for PCBUs involved in the screen sector to meet their health and safety obligations under the HSWA, 2015.

- ScreenSafeCOVID-19 Standard
- ScreenSafe COVID-19 Alert Levels Summary
- ScreenSafe COVID-19 Protocols
- ScreenSafe COVID-19 Department Guides
Close Proximity Bubble Layouts

Close Proximity tasks (0-1 metre) introduces a higher risk and PCBUs must eliminate or minimize this increased risk by applying appropriate controls.

Close Proximity Bubbles can be established to mitigate risks like:

- Close contact work like make-up, costume, stunts and scripted action where cast are in close proximity or touching each other, etc.
- Working in confined spaces where physical distancing is not possible.

The risk minimisation tools put in place must be approved by the production’s Health & Safety Officer after a safety risk assessment. Factors to be considered could be, but are not limited to, the following:

- Requirements for the particular scene or production?
- Time spent in close proximity?
- Is it a one-off task or on-going for a longer production?
- Current Traffic Light level?
- Whether the production uses vaccination passports or not?
- Whether surveillance testing is used or not?

Note: Close Proximity Bubbles can ONLY be established after approval from the producer(s) and the Health & Safety officer.

For the avoidance of doubt - being in the same work bubble as someone does NOT mean you are in a Close Proximity Bubble, i.e. you still need to adhere to physical distancing and PPE requirements within your department.

This section covers ‘Close Proximity Bubble’ examples and the control measures required to provide a healthy and safe workplace for those involved, noting that:

- Make-up, Hair, Costume and Cast are critical to a project, and the recognition of this should be reflected in the stringent control measures to be implemented.
- All crew members undertaking Close Proximity tasks must have protective measures to keep them safe too.
- Stringent control measures should be implemented to ensure protection for both talent/cast, and for crew members undertaking Close Proximity tasks.
- Other departments like Stunts, Sound, Animals, etc. may be included in a Close Proximity Bubble and the below guidelines can also be applied to other departments as required.

Make-up, hair and costume should be performed only on key cast or talent. Wherever possible the cast member or talent should undertake any task they can perform themselves. If they are unable to do so, then control measures should be implemented to keep both the cast / talent and the crew members healthy and safe.

Encouraging and facilitating workers to practice appropriate physical distancing and limiting physical contact, practicing good hand washing/cough/sneeze etiquette and establishing multiple small workplace bubbles are key steps to stop the spread of COVID-19. If someone becomes unwell at work, small workplace bubbles enable effective contact tracing methods.

The workplace bubble can be used to describe the contacts who you work directly with and other persons in your workplace. It is recommended to keep the bubble as small as practical to undertake the task safely.

Reviewing the tasks required within each workplace bubble can assist in identifying risks and applying the appropriate control measures.

There are varying levels of physical distancing that is required which reflect the current Traffic Light level as well as the environment where work is undertaken.
Close Proximity Environments (i.e. for Make-Up, Hair and Costume)

This is when crew can undertake Close Proximity tasks where interaction between workers is 0-1 metre. Any crew working within this distance must use PPE, as well as implementing any additional control methods as mutually agreed by Cast/Agent, Producer, Safety Officer and other affected departments/crew.

**Key Bubble – Make-up, Hair and Costume (Close Proximity Environment)**

Key members that are required to undertake any task that involves physical contact with the talent / cast must ensure they follow these guidelines as a minimum standard:

- The Key Make-Up and Talent bubble must be kept to a minimum, ideally fewer than three people.
- No gatherings of more than 10 people within one metre.
- If possible, try to have one person perform multiple tasks (i.e. one person doing both costume and make up).
- Establish a regular crew base; minimise casual or short term crew engagements.
- Limit the time spent undertaking a Close Proximity task (more time means more risk of exposure).
- Minimise common-touch items around workstations.
- No unwell workers or cast members should come to work.
- Ensure all team members are familiar with procedures for hygiene and Ministry of Health guidance.
- Review for vulnerable people or people over the age of 70 who may experience severe illness due to contagion.
- Face coverings are strongly recommended, particularly for Close Proximity work, and it would be expected that most productions will require them as part of their H&S plan. Use of other types of PPE should also be highly considered.
- Personal protective equipment such as gloves, face shields and face coverings should be made available. Training should be given on the correct use of PPE.
- Schedule in additional time to undertake the work due to the required safety precautions.
- Use single use products where possible.
- Do not share items like makeup brushes and applicators between crew and talent. Ideally each talent should have their own set of brushes, etc.
- Equipment needs to be cleaned at the start and end of each day and at appropriate intervals throughout the day.
- Have a direct route from the department workroom to set and other essential locations in order to limit contact with other persons and contact with common touch surfaces.

**ON SET - Make-up, Hair and Costume Department**

Key Members (0 to 1 metre) may still be required to do final checks on set. No one else should undertake these tasks as this is classed as a Close Proximity environment.

For all other on-set crew within the department, the general rules of physical distancing will apply. Where required and unavoidable, the minimum distance of 1 metre must be adhered to.

Identifying crew who are spending over 15 minutes within 1 to 2 metres proximity, can assist a production in contact tracing the close contacts of a crew member within the workplace.

- Limit the amount of crew allowed on set to assist with physical distancing.
- No gatherings of more than 10 people within one metre.
- Reduce the time spent on final checks to a minimum.
- Restrict the amount of equipment on set. Work out of workrooms or trucks where possible and with sufficient ventilation in place.
- If a workstation on set is required it should be set up in a way to facilitate physical distancing.
- Factor in fatigue levels due to the extra time needed to complete tasks.
- Allow other departments time and space to complete their work.
- No food to be taken onto set.
- Have remote / multiple monitors for review. Restrict crew gathering around monitors.
- Disinfect items taken on set, i.e. radios, work bags..

**DEPARTMENT - Make-up, Hair and Costume (Controlled Environment)**

General physical distancing rules apply. Where required and unavoidable, the minimum distance of 1 metre must be adhered to.

Close proximity environments are reserved for the key artists and cast/talent work where risk assessments have been performed, not for general department activities.

Identifying crew who are spending over 15 minutes within 1 to 2 metres proximity can assist a production in contact tracing the close contacts of a crew member within the workplace.

- Education must be provided to the department regarding COVID-19 and the appropriate controls that may be required.
• Split workgroups. Having multiple department bubbles will help with continuity of work if a member becomes unwell and is unable to come to work.
• No Close Proximity (within 0-1m) with any other persons / departments.
• If possible, the design stage of a project is to be done remotely.
• Stagger work or meal breaks to avoid gatherings of crew.
• Ability to disinfect equipment and all common touch surfaces within the department.
• Workstations should be separated to allow for the correct physical distancing.
• No open food service or buffet style catering.
• Crew should be able to raise concerns to their HOD or supervisor about the risk of infectious diseases. I.e. toolbox talks.
• Identify vulnerable workers or those over the age of 70 within the department, who are at higher risk of illness if they contract COVID-19.

SITE - Make-up, Hair and Costume (Controlled Environment)
General physical distancing rules apply. Where required and unavoidable, the minimum distance of 1 metre must be adhered to.
Identifying crew who are spending over 15 minutes within 1 to 2 metres proximity can assist a production in contact tracing the close contacts of a crew member within the workplace.
• All persons accessing any site or location must be registered. This allows for effective contact tracing.
• Establish contactless pick up and drop off areas for suppliers.
• Where appropriate, increase the frequency of the site cleaning.
• Limit any interactions between other departments, suppliers or other production bubbles who may be at the same location as you.
• Consider establishing wellness and health checks at entrances to sites to prevent any sick persons entering the site or location.
• Contactless points of entry into sites is preferred.
• No visitors to site. Only workers involved in the project enter any sites or locations.

Production – Make-up, Hair and Costume.
General physical distancing rules apply. Where required and unavoidable, the minimum distance for interacting with other workers is 1 metre and the duration must be kept to a minimum (more time means more exposure).
Productions must have procedures in place to enable contact tracing for everyone entering the workplace.
Identifying crew who are spending over 15 minutes within 1 to 2 metres proximity can assist a production in contact tracing the close contacts of a crew member within the workplace.
• Production must implement a COVID-19 Safety Plan that meets the minimum requirements identified by WorkSafe NZ.
• All workers must be inducted into the COVID-19 Safety Plan.
• All workers should be able and encouraged to voice concerns about their safety at work relating to the risk of infectious diseases.
• Catering and craft services arrangements should be contactless. Consider pre-packaged foods and ensure workers are working in accordance with food hygiene standards. No open food service or buffet style catering.
• Restrict any suppliers coming on site to undertake work, i.e. site maintenance or equipment repairs. Try to schedule suppliers after hours or when there are limited people on site.
• Ensure shooting schedules reflect fatigue levels, time needed for physical distancing and other restrictions, and the overall wellness of crew.

Industry - Make-up, Hair and Costume
Industry and WorkSafe guidance will provide the framework for PCBUs involved in the screen sector to meet their health and safety obligations under the HSWA, 2015.
• ScreenSafe COVID-19 Standard.
• ScreenSafe COVID-19 Alert Levels Summary.
• ScreenSafe COVID-19 Protocols.
• ScreenSafe COVID-19 Department Guides
Make-up Close Contact

Production Bubble
- Crew inducted into production
- Virtual Production meetings or mindasting of 1 meter
- Health disclosure prior to worker engagement
- No open service food tables
- Limit all interactions with other departments on site
- Catering arrangements with contactless service
- Register of all persons access the site
- Contactless points of entry
- Site Bubble
  - Minimum physical distancing is 1 metre
  - Cleaners to regularly clean work areas
  - Establish pick up drop off areas
  - All common touch surfaces are regularly cleaned
  - Only essential interactions with other members of the department
  - Limit and day players or casual crew

Make-up DEPT Bubble
- Minimum physical distancing is 1 metre
- Do not spend longer than 15min within this distance
- No close contact with any other persons or departments
- All common touch surfaces are regularly cleaned
- On Set Make-up Dept Bubble
  - 0 to 1 metre only key make-up with cast
  - Limit the time spent within close proximity
  - Maintain at least 1 metre with all workers
  - At all times if not in key bubble
- Only essential interactions with other members of the department
- Restrict the amount of crew on set or entering a stage
- Interactions with cast on set and other key on set crew
- No food on set

KEY Make-up & Cast Bubble
- 01 meters
- Dedicated bathroom facilities
- PPE
  - Gloves
  - Mask
  - Training given
  - Fit testing
- Schedule in extra time to undertake the task
- Decrease the amount of unnecessary items / equipment from around work spaces
- Keep your family / close contact bubble outside of work small
- Bubble size must be kept to minimum, ideally less than 3
- Single use products where possible
- Excellent hand washing and cough / sneeze etiquette
- Extra sanitiser and handwashing facilities
- Direct route to set and other essential locations
- Contact tracing in place
- No unwell workers or cast members to come to work
- Ability to disinfect equipment and all common touch surfaces
- Change of clothing to wear to and from work
- Use separate workspaces to create distancing
- Use floor markings to establish right distances
- This bubble does not allow for vulnerable workers
- Close proximity tasks are limited to gatherings of 10 pax
- Limit the time of any interaction to undertake a close contact task
- Remote and multiple monitors for review
- Split work groups
- Interactions with cast on set and other key on set crew
Importing COVID-19 cases or new variants from other countries into New Zealand is a threat to national health and the economy. The New Zealand Government has implemented strict border control measures restricting travel into and out of New Zealand to assist in minimising the spread of COVID-19 in New Zealand.

The New Zealand screen industry utilises international crew to help fill key roles on and off set. International crew are particularly important for the larger international productions choosing to base themselves in New Zealand. Admission of only a handful of key overseas cast or crew can stimulate millions of dollars of screen industry investment into New Zealand.

New Zealand is currently undergoing a staged reopening of its borders to both business and tourism travellers. Changes around immigration and quarantine can happen fast, particularly with regional outbreaks and potential new variants. The below should act as a guide, but we urge you to seek out the very latest info HERE.

From 13th April 2022 vaccinated Australian citizens and permanent residents can now enter New Zealand and self-test on arrival.

From 11:59pm 1 May 2022, vaccinated visitors from visa waiver countries, and visitors from other countries who already hold a valid visitor visa can enter New Zealand and self-test on arrival.

From 11:59pm 31 July 2022 New Zealand’s border is reopening to all tourists and visa holders.
Unvaccinated Travellers
Most non-New Zealand citizens who do not meet the vaccination requirements are not able to enter New Zealand unless they are exempt or do not need to have proof of vaccination.

You do not need to have proof of vaccination if you:
• Are a New Zealand citizen
• Are aged 16 years or under
• Cannot be vaccinated for medical reasons. You will need electronic or paper evidence from a health practitioner
• Are a refugee arriving in New Zealand for the first time
• Are a citizen of Afghanistan and you are being evacuated
• Are arriving from Antarctica
• Have been granted a visa under the 2022 Special Ukraine Visa Policy; or if you are or were ordinarily resident in Ukraine at any point on or after 1 January 2022

Vaccination exemptions
Some travellers may be able to get an exemption if they are travelling to New Zealand from a country with no, or limited access to COVID-19 vaccines. You will need to apply to the Ministry of Health for an exemption, along with evidence of why you need one. The Director-General of Health will decide if you can get an exemption. Check if you might qualify for an exemption, and apply at the Ministry of Health.

Health requirements
To enter New Zealand, you must meet some health requirements, including:
• You must provide a negative COVID-19 pre-departure test
• If you are not a New Zealand citizen, you must meet vaccination requirements
• After you enter New Zealand you must do 2 rapid antigen tests (RATs) on Day 0/1 and Day 5/6 and declare your results. Children under 6 months do not need to self-test on arrival. All positive RATs must be registered and followed up with a PCR test. Testing requirements after arriving
• Travellers from some Pacific island countries are not required to get a pre-departure test or test on arrival. For more information, click HERE.

Managed Isolation and Quarantine (MIQ)
From 19th March 2022, most travellers entering New Zealand can self-test on arrival, and no longer need to enter managed isolation and quarantine (MIQ). MIQ will only be used in limited circumstances.

Resources
https://www.miq.govt.nz/
COVID-19 – Domestic Travel
Restrictions and Protocols

PLEASE NOTE: New COVID-19 variants or localised community outbreaks may result in temporary restrictions and rules in regards to travel between some regions.

At all Traffic Light levels, even in RED:
• You can travel anywhere in New Zealand.
• You can travel for any reason.
• You do not need a vaccine pass or a negative COVID-19 test.
• If you are travelling into a different setting area, you will need to follow the guidance for that area when you are there.

Unless your transport provider requires it, you do not need a My Vaccine Pass or a negative COVID-19 test to travel.

Note: Testing for this purpose is not available at community testing centres. If you need a test to travel you must arrange and pay for it yourself (refer to the testing section).

Public Transport
Face coverings are recommended for all public transport. Below are the government mandates for everyone aged 12 and over.

GREEN
No Government mandates.

ORANGE
Face coverings are mandatory:
• on domestic flights
• on indoor public transport
• at indoor arrival and departure points, for example airports and some train stations.
• in taxis and ride-share vehicles

RED
Face coverings are mandatory:
• on domestic flights
• on public transport
• in taxis and ride-share services
• on Cook Strait ferries
• at arrival and departure points that are indoors, for example inside airports and terminals
• on all Kiwirail services — but you can take your face mask off when you are in your seat inside your allocated carriage.
• If you are aged 8 years or over or are a student who is in Year 4 or above, you must wear a face mask on public transport and Ministry of Education funded school transport (school buses)

Drivers and transport operators will not stop people without face coverings from boarding public transport. This is because some people will have legitimate reasons for not wearing a face covering.

Face covering exemptions rules can be found HERE.

Practise good hygiene habits:
• Wash your hands before and after travelling. Where possible, use hand sanitiser before and after you enter or exit public transport.
• Cough and sneeze into your elbow.
• When you get home, wash your hands for at least 20 seconds with soap and water and dry them thoroughly.
Manager's Checklist

- Have an up to date site plan that is communicated and agreed with the appropriate persons. Work plan taking into account site separation of operating under Level 3 Part of the plan.
- Review contractor's site plans.
- You must have a COVID-19 response plan in place to identify processes for dealing with suspected and confirmed COVID-19 cases.
- Complete an incident report in the event of a suspected or confirmed case of COVID-19.
- Maintain a Sign-in register and detailed work schedule to understand the movements and activities of all workers in the event of an exposure to COVID-19.
- Stay in contact with workers who may be in isolation or working remotely.
- Assist workers to access mental health and wellbeing information. Free call or text 1737 any time for support from a trained counsellor.
- Hold Toolbox Talks regularly to keep workers up to date with COVID-19 protocols as we progress through stages.
- Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.
- Check that all required PPE is available for workers and on site including gloves and cleaning products.
Safe Practices When Using Face Masks On Site

Wash hands first
Always make sure you wash your hands thoroughly before and after touching a mask.

Masks
There are many different kinds of masks, depending on the task.

The right side
There is a metal clip at the top of the mask.

Placement
Place the metal clip across the top of your nose.

Attach the mask
Attach the mask by pulling the elastic bands over your ears.

Stretch down
Stretch the mask down, so that it covers your chin.

Adjust
Bend the metal clip around your nose so that it sits securely.

Taking off the mask
Pull the elastic bands away from your ears.

Disposal
Always place the used mask in a closed rubbish bin for secure disposal.
Safe Practices When Using Gloves On Site

You will need to use gloves:

- Any time you are completing a manual task use your usual work safety gloves.
- If you are cleaning any surfaces, use disposable gloves for this and throw them in the bin when you finish cleaning.

Remember to:

- Avoid touching your face while wearing gloves.
- Remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping.
- Practice good hand hygiene and good cough and sneeze etiquette while wearing gloves.
Site Transportation Protocol

Workers travel to site

Employers are required to have an understanding of how workers will travel to and from site.

- Workers are to travel to the site one person per vehicle where possible.
- Log is to be kept to record who has arrived on site, how they traveled and who they traveled with for contact tracing purposes.
- Workers must travel home in the same vehicle as they arrived in.
- Handwashing protocols to be observed before entering site.

Any travel managed by the employer should ensure that adequate steps can be achieved for this transport – which includes:

- Allowing for spaces between passengers.
- Hygienic washing of hands before and after the journey.
- Follow Vehicle Cleaning Procedures as per the Cleaning guide.
- Restricting equipment and baggage to trailers and or separate parts of the vehicle.

Required process for deliveries to site

- Deliveries to site should be delivered by one person only where possible.
- Handwashing protocols to be observed once arrived at site.
- Sign-in register must be completed for persons delivering goods to site.
- 1m physical distancing rules to be applied at all times.
Returning Home After Work

Stopping the spread of COVID-19 from work to home

To stop the possible spread of COVID-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are five simple guidelines to follow:

- **No touching**
  When you return home, try not to touch anything until you have cleaned your hands properly.

- **Shoes**
  Remove your shoes, do not walk through the house with them on - leave them outside.

- **Items**
  Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.

- **Clothes and bags**
  Place your clothes and bags in a container and wash in a hot washing machine cycle.

- **Shower**
  Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.
Suspected or Confirmed Cases at Work

If the suspected or confirmed case of COVID-19 is at work

1. Isolate
   Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.

2. Inform
   Call Healthline (0800 611 116). Follow the advice of health officials.

3. Transport
   Ensure the person has transport to their home or to a medical facility.

4. Clean
   Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.

5. Identify
   Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow workers to raise concerns.

6. Clean
   Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.

7. Review
   Review risk management controls relating to COVID-19 and review whether work may need to change. Keep workers up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed

1. Inform
   Call Healthline (0800 611 116). Follow advice of health officials.

2. Identify
   Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow workers to raise concerns.

3. Clean
   Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.

4. Review
   Review risk management controls relating to COVID-19 and review whether work may need to change. Keep workers up to date on what is happening.

Remember:
- From a health and safety perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- Workers assisting the person who has suspected or confirmed COVID-19 should be provided with appropriate PPE, if available, such as gloves. They should also follow hand hygiene procedures.
- Be aware of privacy obligations.
- Follow the advice of health officials at all times.
Introduction
This is about what you can do to protect yourself, your family and the people around you from COVID-19. The most up-to-date information for New Zealand is at the Ministry of Health website.

The disease
COVID-19 is a new contagious illness that can affect the lungs and airways; it is caused by a type of coronavirus. Experience of COVID-19 to date shows that all people are at risk of contracting the virus, however some people are at higher risk at getting very sick from this illness. This includes older adults and people who have medical conditions like heart disease, lung disease, asthma and diabetes.

It spreads through tiny droplets of saliva or body fluids spread by such things as talking, sneezing, kissing and coughing. The disease can survive on surfaces such as benchtops and door handles for a number of hours and can then be picked up from there which is why washing your hands is very important.

Signs and symptoms
Some people get a very mild form of the disease but it can kill some people quite quickly, especially if they have diabetes or heart disease.

The signs and symptoms are:

- A high temperature. (At least 38°C)
- Coughing, Sneezing, Sore throat
- Breathing problems, Shortness of breath
- Temporary loss of smell

Milder symptoms can be helped with normal medicines but if there is trouble breathing people may need to go to hospital.

If you have these symptoms call the Ministry of Health's special COVID-19 number on 0800 358 5453 at any time. Or call your doctor, but don’t go in without warning them. We can’t have doctors getting infected as they will have to go into isolation.

Toolbox Talk
Prevention
There is no cure or vaccine yet so preventing the spread is the best defence.

- Face coverings are highly recommended for helping stop the spread. Please make sure it is fitted correctly and covering both your nose and mouth.
- Because it attacks the lungs, if you smoke, stop now. There’s never been a better time!
- Clean and disinfect frequently touched surfaces such as doorknobs and railings.
- Wash your hands. Ordinary soap is even better than expensive hand sanitisers. A 20 second wash with soap will dissolve the virus’s protective coating. Ensure that hands are thoroughly dried. Keep plenty of soap, water and disposable hand-towels on site.
- Stay home if you are sick. The Ministry of Health wants people suspected of having the virus to stay home and quarantine themselves for 14 days so make sure you have enough supplies to last that long. If one of your team is sick, send them home.
- Cough into your elbow, not your hands. This helps stop the spread.
- If you have been in contact with someone who has the disease, assume you may have it and stay home. Stopping the spread is our best weapon to stop our medical system getting swamped.
- Follow the physical distancing and hygiene protocol. Staying one metre away from others whenever possible as this is an effective measure to stop the spread.

Self-isolation
If you are showing signs of being unwell or have recently arrived or returned from overseas (or have been in contact with someone who has) you may be required to self-isolate. Follow the Personal health flowchart and take appropriate actions. The situation is evolving so please visit the Ministry of Health website for the most up-to-date information.

COVID-19 Protocols
Industry protocols are in place for protecting workers against the risks of COVID-19. The procedures cover the steps for operating a site including Before arriving on site, Site entry, Site operations, Leaving site and Management Protocols. The protocols are in addition to the normal health and safety obligations and include some useful guides and resources to assist with implementing the protocols on site. For more information and advice about COVID-19 visit Unite Against COVID-19.