



COVID-19 Standard for New Zealand Screen Sector Operations

Version 1.5 - 05 May 2020

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WorkSafe New Zealand has assessed this guidance and is satisfied that it meets our expectations for management of COVID-19-related risks in the workplace.



Phil Parkes

Chief Executive

WorkSafe New Zealand

April 2020

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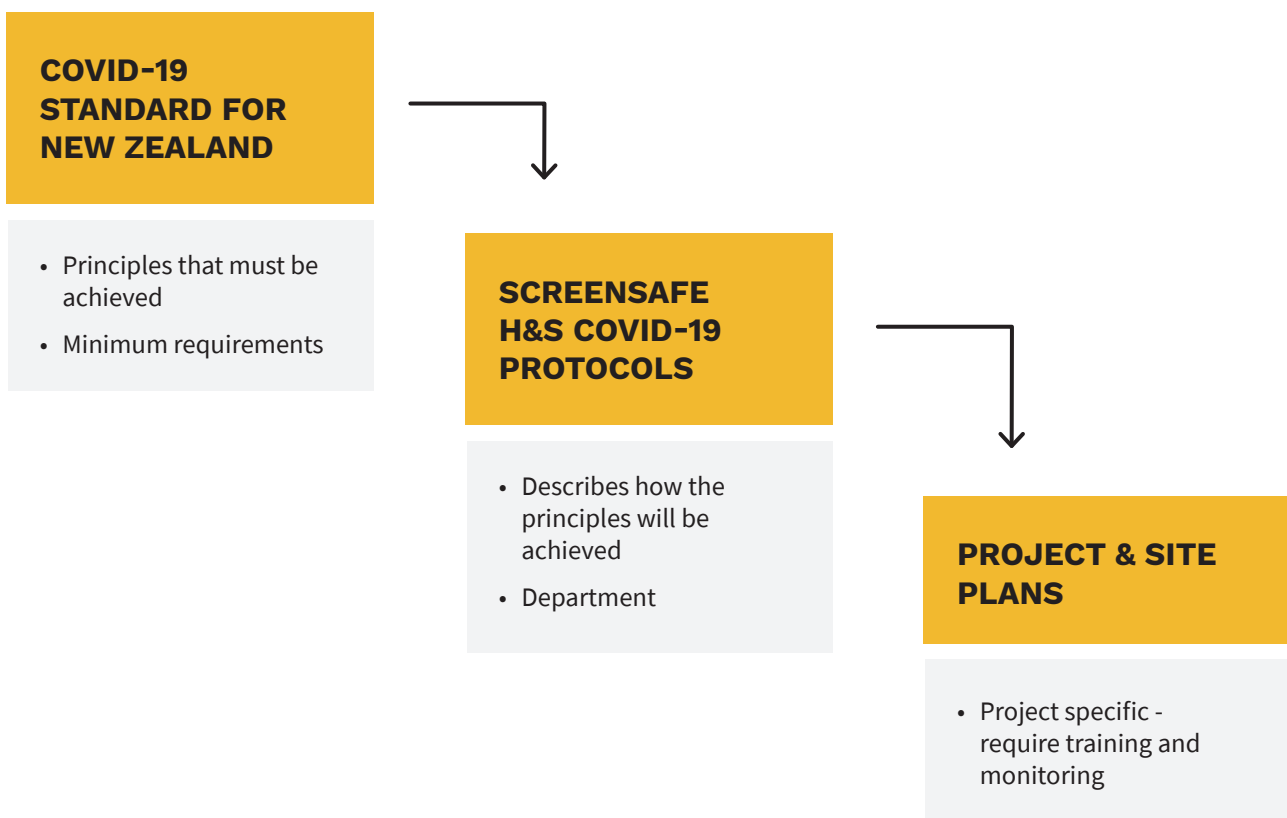


Purpose of this Document

This document sets out the key principles and minimum requirements that define responsible, healthy and safe operations for screen industry working under COVID-19 Alert Levels 1 and above.

Persons Conducting a Business or Undertaking (PCBUs) and sub-sectors of the screen industry, including associated trades, will provide further protocols and processes to location / site level that demonstrate how the principles and minimum requirements set out in this Standard are achieved.

The means of achieving the standard will vary dependent upon the type of project, size of the site(s), nature of activity and other conditions. Where a specific site or conditions present higher levels of risk to individuals or operations, each project should set its level of control higher than this Standard. This Standard should be read in conjunction with the ScreenSafe Health & Safety COVID-19 Toolkit.





COVID-19 – Standard for New Zealand Screen Sector Operations

The COVID-19 Standard for New Zealand Screen Sector Operations governs the principles that screen sector are required to uphold in accordance with WorkSafe and Ministry of Health requirements to operate under New Zealand Government COVID-19 Alert levels 1 and above.

COVID-19 Alert Level 4 is restricted to essential services only and while the principles in this document should be upheld, projects permitted to proceed under Level 4 will need a more defined task-specific set of requirements, depending on the nature of the project.

The core principle underpinning this Standard is to protect the health and safety of all personnel required to perform screen sector duties while COVID-19 exists in the community, as well as protect the wider New Zealand population from transmission and spread of the virus.

The three WorkSafe pillars of good work throughout all operations are: leadership, risk management, and worker engagement.

In accordance with the Health and Safety at Work Act (2015), PCBUs in the screen sector should prepare and implement their site plans and processes with worker engagement and participation, to ensure that site plans and processes are embedded in practice.

Screen sector PCBU and officers are expected to uphold and champion the principles of this Standard by constantly focussing on eliminating or reducing the risk of COVID-19 transmission to an acceptable level (as defined by the Ministry of Health (MOH)), engaging meaningfully with their workforce, and making worker health a key priority.

The Standard also includes prevention, detection, and rapid response measures designed to uphold the principles above, while maintaining business continuity across the screen sector.

Achievement of this Standard is expected for all PCBU engaged in screen activity while working under COVID-19 Alert levels 1 and above, and reflects what a responsible

business and activity would undertake to ensure the health and safety of its workers and of the New Zealand public. PCBU are responsible for implementing controls to achieve this Standard and for maintaining records to provide evidence that the requirements have been met.

The term PCBU used throughout this document corresponds with the definition laid out in section 17 of the Health and Safety at Work Act (2015):

Meaning of PCBU

1. In this Act, unless the context otherwise requires, a person conducting a business or undertaking or PCBU—
 - a. means a person conducting a business or undertaking—
 - i. whether the person conducts a business or undertaking alone or with others; and
 - ii. whether or not the business or undertaking is conducted for profit or gain; but
 - b. does not include—
 - i. a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking;
 - ii. a volunteer association;
 - iii. an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work;
 - iv. a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking;
 - v. a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.



Screen Sector Prevention Measures

1. **Before workers come to a location where work is to be carried out**
 - 1.1 Everyone involved in the screen sector needs to play a part in minimising the risk of transmission of COVID-19. All PCBUs need to create a plan to achieve the requirements of this Standard, focussing on managing work to maintain the health of persons engaging in screen sector activity.
 - 1.2 Planning and implementing COVID-19 protocols must involve workers. PCBUs are required to communicate and engage with their workers regularly around how to safely carry out work in a COVID-19 environment.
 - 1.3 The plan and work protocols must be communicated effectively to workers and persons before entering site, or work starting, by the person controlling the work. Language, culture and disability requirements are to be taken into account to ensure information is understandable for all persons involved in the work.
 - 1.4 The plan and work protocols must take into account the possibility that a site or location where screen activity is to take place may have become unsafe while inactive during lockdown periods. Before any activity is commenced or recommenced the PCBU must ensure that all hazards have been reviewed and are appropriately controlled. This includes; workers' understanding of the operations, having fit-for-purpose equipment, checking material and environmental conditions.
 - 1.5 In managing COVID-19 risk, the Health and Safety at Work (General Risk & Workplace Management) Regulations 2016 apply, including the requirement to adhere to the hierarchy of controls when making decisions on how best to protect persons from COVID-19 transmission.
 - 1.6 Persons entering and exiting a workplace are to be registered. This is to assist contact tracing in the case of COVID-19 infection.
 - 1.7 Movement between and on sites is to be planned and managed to prevent transmission of COVID-19.
 - 1.8 PCBUs will have a process to ensure workers are fit for duty by confirming their health status.
 - 1.9 PCBUs must follow the guidelines set out by MOH in regard to vulnerable persons entering the workplace or engaging in any work activity.
 - 1.10 PCBUs are required to have an understanding of and plan for how workers will travel to and from the workplace in order to minimise transmission of COVID-19.
2. **Workplace entry or commencement of activity**
 - 2.1 PCBUs are to provide a means of evaluating that workers are fit for duty as they enter site or start screen sector related activity – this should follow MOH guidelines for detection of COVID-19 symptoms, and identification of risk factors.
 - 2.2 Workers must be able to sanitise their hands at their work location before starting work, as per MOH guidelines.
 - 2.3 Arrangements are to be made by the PCBU for the safe use of PPE designed to minimise COVID-19 transmission including; training for correct usage, cleaning, and disposal in line with MOH guidelines.
 - 2.4 Workers are to be given guidance by the PCBU controlling the work location on how to decontaminate themselves and their clothing when returning to their home living arrangements, and/or accessing other services where they may be in contact with others (including retailers and medical services).
 - 2.5 All workers are to be registered as they enter a work area and records kept by the person controlling the work area. Work area registers are to be filled in, where it is practical to do so, at the work site, part of the work site, or at the place where screen sector related work is carried out.



3. Site operations

- 3.1 For each place where work is carried out, a person or persons nominated and agreed by the PCBU is required to monitor and manage COVID-19 site protocols.
- 3.2 Only workers deemed necessary to carry out physical works, supervise work, or conduct work in order to meet regulatory requirements will physically attend the work location. All workers who can work from home, must work from home. Visitors to site will be restricted to the minimum necessary to deliver work.
- 3.3 All workers are to exercise the recommended personal health practices for reducing the risk of transmission, as identified by the MOH. Education of these practices will be undertaken by the worker's employer or PCBU controlling the work location; this will be based upon agreement between the employer or PCBU and person controlling the work location.
- 3.4 All offices and jobsites are to implement additional cleaning measures of common areas, as recommended by the MOH.
- 3.5 Additional sanitary measures are to be implemented at the work location, including but not limited to, hand washing protocols, hand sanitizer stations, and provision of disinfectant wiping products.
- 3.6 Bathrooms and portable/mobile toilet facilities will require a cleaning schedule that minimises the risk of COVID-19 transmission.
- 3.7 Work areas, where there is the potential for close interaction with members of the public or other persons not involved in the work, should be segregated to achieve physical separation.
- 3.8 Where practicable, work sites are to be separated into zones in order to keep different crews/trades physically separated at all times (some work locations may need to apply alternative methods to zoning to achieve work group separation).

3.9 Work that requires close personal proximity (as defined by MOH) between workers (e.g. lighting, camera operation, gripping, make up, wardrobe) should be minimised. Work of this nature must be planned and managed to establish a safe system of work in accordance to the COVID-19 Alert Level in operation as per the COVID-19 H&S Protocols for the NZ Screen Sector. Risk of COVID-19 transmission will be included in risk assessments and the highest level of control must be considered and properly implemented.

3.10 All vehicle and transportation is to be in line with the WorkSafe 'Travelling in vehicles for work' guidelines.

3.11 Work vehicles that are shared by multiple persons are to be sanitised after each journey by different persons (travellers and/or driver) by thorough cleansing of all internal surfaces and external handles and touch points.

3.12 Deliveries to the work location must be closely managed, and controls must be implemented to avoid transmission of COVID-19.

3.13 Equipment and material deliveries are to be planned and managed to avoid the risk of COVID-19 transmission.

4. Leaving Site or Place of Work.

4.1 As they leave all persons must be checked out of site, or the place of work, and records must be kept by the site controller and employer.

4.2 For each site and work location, commonly used areas and surfaces workers may have come in contact with, are to be cleaned and sanitised at the end of each working day or at the end of each shift.

4.3 All waste and disposable PPE must be securely and safely disposed of. Appropriate controls and consideration must be made to those handling contaminated (or potentially contaminated) waste products.



5. Emergency management

5.1 PCBUs must ensure that workers understand that any individual exhibiting cold or flu-like symptoms such as fever, coughing, or congestion must:

- Not come to work;
- Contact their supervisor/HOD and/or Production; and
- Stay at home and self-isolate and get tested for COVID-19 as directed by MOH.

5.2 Persons who have been identified as having potentially been exposed to the virus must follow MOH advice, and must not enter or remain at a workplace.

5.3 Any business, workplace, or site that has had a worker with a positive COVID-19 diagnoses must prevent any person entering the workplace or conducting work activities and must

- Contact the MOH COVID-19 Healthline;
- Gather records of all persons who have been on site or involved with the person who has tested positive within the past four weeks;
- Gather information to identify those who have worked at the location or shared machinery, plant, materials or equipment with that person.
- Be ready to present the information to the appropriate authorities;
- Inform the wider workforce of the situation while protecting the privacy of the individual where practicable so that further health monitoring can take place of potential contacts with the person;
- Clean and sanitise all site surfaces and equipment; and
- Follow any other directions from MOH.

Links

[Health and Safety at Work Act](#)

[Risk Management Regulations](#)

[COVID-19 Government Site](#)

[Ministry of Health](#)



New Zealand COVID-19 Alert Levels Summary

Unite
against
COVID-19

- The Alert Levels are determined by the Government and specify the public health and social measures to be taken in the fight against COVID-19. Further guidance is available on the [Covid19.govt.nz](https://www.covid19.govt.nz) website.
- The measures may be updated based on new scientific knowledge about COVID-19, information about the effectiveness of control measures in New Zealand and overseas, or the application of Alert Levels at different times (e.g. the application may be different depending on if New Zealand is moving down or up Alert Levels).

- Different parts of the country may be at different Alert Levels. We can move up and down Alert Levels.
- Essential services including supermarkets, health services, emergency services, utilities and goods transport will continue to operate at any level. Employers in those sectors must continue to meet health and safety obligations.
- Restrictions are cumulative (at Alert Level 4, all restrictions from Alert Level 2 and 3 apply).

Published 16 April 2020

ELIMINATION STRATEGY – New Zealand is working together to eliminate COVID-19

Alert Level	Risk Assessment	Range of Measures (can be applied locally or nationally)	
Level 4 – Lockdown Likely the disease is not contained	<ul style="list-style-type: none"> • Community transmission is occurring. • Widespread outbreaks and new clusters. 	<ul style="list-style-type: none"> • People instructed to stay at home (in their bubble) other than for essential personal movement. • Safe recreational activity is allowed in local area. • Travel is severely limited. • All gatherings cancelled and all public venues closed. 	<ul style="list-style-type: none"> • Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics, petrol stations) and lifeline utilities. • Educational facilities closed. • Rationing of supplies and requisitioning of facilities possible. • Reprioritisation of healthcare services.
Level 3 – Restrict High risk the disease is not contained	<ul style="list-style-type: none"> • Community transmission might be happening. • New clusters may emerge but can be controlled through testing and contact tracing. 	<ul style="list-style-type: none"> • People instructed to stay home in their bubble other than for essential personal movement – including to go to work, school if they have to or for local recreation. • Physical distancing of two metres outside home (including on public transport), or one metre in controlled environments like schools and workplaces. • People must stay within their immediate household bubble, but can expand this to reconnect with close family / whānau, or bring in caregivers, or support isolated people. This extended bubble should remain exclusive. • Schools (years 1 to 10) and Early Childhood Education centres can safely open, but will have limited capacity. Children should learn at home if possible. • People must work from home unless that is not possible. • Businesses can open premises, but cannot physically interact with customers. 	<ul style="list-style-type: none"> • Low risk local recreation activities are allowed. • Public venues are closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, playgrounds, markets). • Gatherings of up to 10 people are allowed but only for wedding services, funerals and tangihanga. Physical distancing and public health measures must be maintained. • Healthcare services use virtual, non-contact consultations where possible. • Inter-regional travel is highly limited (e.g. for essential workers, with limited exemptions for others). • People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take additional precautions when leaving home. They may choose to work.
Level 2 – Reduce The disease is contained, but the risk of community transmission remains	<ul style="list-style-type: none"> • Household transmission could be occurring. • Single or isolated cluster outbreaks. 	<ul style="list-style-type: none"> • Physical distancing of one metre outside home (including on public transport). • Gatherings of up to 100 people indoors and 500 outdoors allowed while maintaining physical distancing and contact tracing requirements. • Sport and recreation activities are allowed if conditions on gatherings are met, physical distancing is followed and travel is local. • Public venues can open but must comply with conditions on gatherings, and undertake public health measures. • Health services operate as normally as possible. 	<ul style="list-style-type: none"> • Most businesses open, and business premises can be open for staff and customers with appropriate measures in place. Alternative ways of working encouraged (e.g. remote working, shift-based working, physical distancing, staggering meal breaks, flexible leave). • Schools and Early Childhood Education centres open, with distance learning available for those unable to attend school (e.g. self-isolating). • People advised to avoid non-essential inter-regional travel. • People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take additional precautions when leaving home. They may choose to work.
Level 1 – Prepare The disease is contained in New Zealand	<ul style="list-style-type: none"> • COVID-19 is uncontrolled overseas. • Isolated household transmission could be occurring in New Zealand. 	<ul style="list-style-type: none"> • Border entry measures to minimise risk of importing COVID-19 cases. • Intensive testing for COVID-19. • Rapid contact tracing of any positive case. • Self-isolation and quarantine required. • Schools and workplaces open, and must operate safely. • Physical distancing encouraged. 	<ul style="list-style-type: none"> • No restrictions on gatherings. • Stay home if you're sick, report flu-like symptoms. • Wash and dry hands, cough into elbow, don't touch your face. • No restrictions on domestic transport – avoid public transport or travel if sick.