

COVID-19 Health and Safety Protocols for the New Zealand Screen Sector

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.

Version 1 - 29 April 2020





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Introduction

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 raising from Level Two to Level Three on 23rd March 2020 and announcing that it would be raised to Level 4 on 26th March 2020, resulting in a mandatory lockdown for all individuals and organisations, with exceptions only for individuals and organisations involved in the delivery of essential services.

This meant the halting of all filming activities in New Zealand (other than media deemed essential services such as news reporting), with immediate effect.

Infectious diseases are risks for any workplace and all 'persons conducting business or undertaking' (PCBU's) 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.

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.

This guide does not remove or replace obligations under the *Health and Safety in the Workplace Act 2015*.



About COVID-19

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 and airways, ranging from mild to severe and, in some cases, can be fatal.

The “incubation period”, the time between catching the virus and beginning to have symptoms, is mostly estimated for COVID-19 to range from 1-14 days, most commonly around five days.

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

Symptoms

The symptoms of COVID-19 are:

- a cough.
- a high temperature (at least 38°C).
- shortness of breath.
- sore throat.
- sneezing and runny nose.
- temporary loss of smell.

These symptoms do not necessarily mean you have COVID-19. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

Shortness of breath is a sign of possible pneumonia and requires immediate medical attention.

We don't yet know how long symptoms take to show after a person has been infected, but current World Health Organization assessments suggest that it is 2–10 days.

These 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 gets COVID-19 becomes seriously ill and develops difficulty breathing.

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

If you have these symptoms and have recently been overseas or **have been in close contact with someone confirmed with COVID-19**, please telephone Healthline (for free) on [0800 358 5453](tel:08003585453) or contact your doctor immediately.

How COVID-19 is spread

Our understanding of how COVID-19 is spread continues to improve based on information reported about the outbreak locally and from around the world.

COVID-19, like the flu, can be spread from person to person. That's why it's really important to use good hygiene, regularly wash and thoroughly dry your hands, and use good cough etiquette.

Spread of COVID-19 is highest from people with symptoms

COVID-19 is mostly spread because of contact with people with the virus who have symptoms. This could be when a person with COVID-19 sneezes or talks, spreading droplets containing the virus a short distance, which settle on surrounding surfaces. You may get infected by the virus if you touch those surfaces or objects and then touch your mouth, nose or eyes.

The virus is most likely to be spread within the first three days of symptoms appearing. This seems to be when there is the most shedding of the virus in the nose and throat. However, it is important to keep up good hygiene practices after this time as spread may still occur.

See more information about [how to protect yourself and others](#).

Spread of COVID-19 before symptoms appear is less common

It is less common for COVID-19 to be spread before symptoms appear, but this can still happen. ‘Pre-symptomatic transmission’ is when the virus is spread in the time between a person being infected with it and showing symptoms. During this time, some people can spread COVID-19 via droplets or contaminated surfaces. Good hand hygiene can help prevent the spread of COVID-19, even when people don't have symptoms.

Cases of COVID-19 spread from people without symptoms

Some people infected with COVID-19 may never have any symptoms. To date, there have been no confirmed instances of a person with COVID-19, but who never developed symptoms, spreading the virus. It still may be possible for this type of spread to occur however, and good hygiene is key to preventing this.



COVID-19 on surfaces

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.

Under most circumstances, the amount of infectious virus on any contaminated surface is likely to decrease significantly over 72 hours.

It is known that viruses such as COVID-19 are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the spread and risk of infection.

Prevention – how to protect yourself and others

- As practicably as possible, maintain safe distance from others, 2 metres (6 feet). Especially try to avoid any close contact with people who are unwell.

When someone coughs, sneezes or breathes they can release small liquid droplets from their nose or mouth, and if the person has the COVID-19 disease you can breathe in the droplets carrying COVID-19 if you are too close.

- Cough or sneeze into your elbow or by covering your mouth and nose with tissues.

If you cough or sneeze you spray small droplets which, if you are infected, may carry the COVID-19 disease and settle on surfaces nearby, infecting these surfaces.

- Put used tissues in a bin or a bag immediately, then wash or sanitise your hands.

Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

- Thoroughly wash your hands with soap and water often (for at least 20 seconds).

Washing your hands with soap and water kills any viruses that may be on your hands including COVID-19.

- Regularly use hand sanitiser to clean your hands.

Using hand sanitiser kills viruses that may be on your hands, including COVID-19.

- Don't touch your eyes, nose or mouth if your hands are not clean.

Hands touch many surfaces and can pick up viruses such as COVID-19. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

- Avoid personal contact, such as kissing, shaking

hands, hugging, sharing cups or food with sick people.

This will help reduce the risk of small liquid droplets infected with viruses such as COVID-19 being transferred from person to person.

- Clean and disinfect frequently touched surfaces and objects, such as doorknobs.

This will assist in stopping the spread of viruses, including COVID-19, via contaminated surfaces to other people.

- Stay home if you feel unwell.

This will protect you and help prevent spread of viruses and other infections including COVID-19.

- Call Healthline on [0800 358 5453](tel:08003585453) if you have any symptoms and have been recently been overseas 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.

What to do if you may have been exposed

People who have recently been overseas, or who may have been exposed to COVID-19, are required to self-isolate for a period to keep their communities safe.

All travellers entering New Zealand from 10 April 2020 are required to:

- go into 'managed isolation' in a government-provided facility (hotel), or
- if you have COVID-19 symptoms, go into a quarantine facility (separate hotel).

You will need to stay there for at least 14 days.

This will prevent any further unmanaged COVID-19 infection coming into New Zealand.

You can't self-isolate at home, or take a domestic flight before the 14-day period is completed.

- If you have been in close contact with a confirmed case of COVID-19 you should self-isolate for 14 days from the date of close contact.

We know from other outbreaks that self-isolation is effective, and most people are good at keeping themselves – and others – safe and well. To find out more, see our [Self-isolation resource](#).

More information for contacts of cases in New Zealand is available at [Contact tracing for COVID-19](#).

Who is at most risk of severe illness from COVID-19?

These guidelines are not a hard and fast rule and will be updated as further evidence becomes available.



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.

Relevant conditions include:

- serious respiratory disease such as chronic lung disease or moderate to severe asthma;
- serious heart conditions;
- immunocompromised conditions
- many conditions can cause a person to be immunocompromised, including 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);
- severe obesity (body mass index [BMI] of 40 or higher);
- diabetes;
- chronic kidney disease, people undergoing dialysis; and
- liver disease.

Those 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: Health experts do not yet know if pregnant women are impacted by COVID-19 in the same way as other people. However, pregnant women experience changes in their bodies that may increase their risk from some infections.

Dedicated Healthline 0800 number for COVID-19 health advice and information

The number is [0800 358 5453](tel:08003585453) (or for international SIMs [+64 9 358 5453](tel:+6493585453)).

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.

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 is still the one to call for non-coronavirus health concerns – [0800 611 116](tel:0800611116).

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

Treatment

Currently, there is no specific treatment for coronavirus, but medical care can treat most of the symptoms.

Immunisation

As this is a new virus, there is currently no vaccine available. Researchers are in the early stages of developing one.

Further Information

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

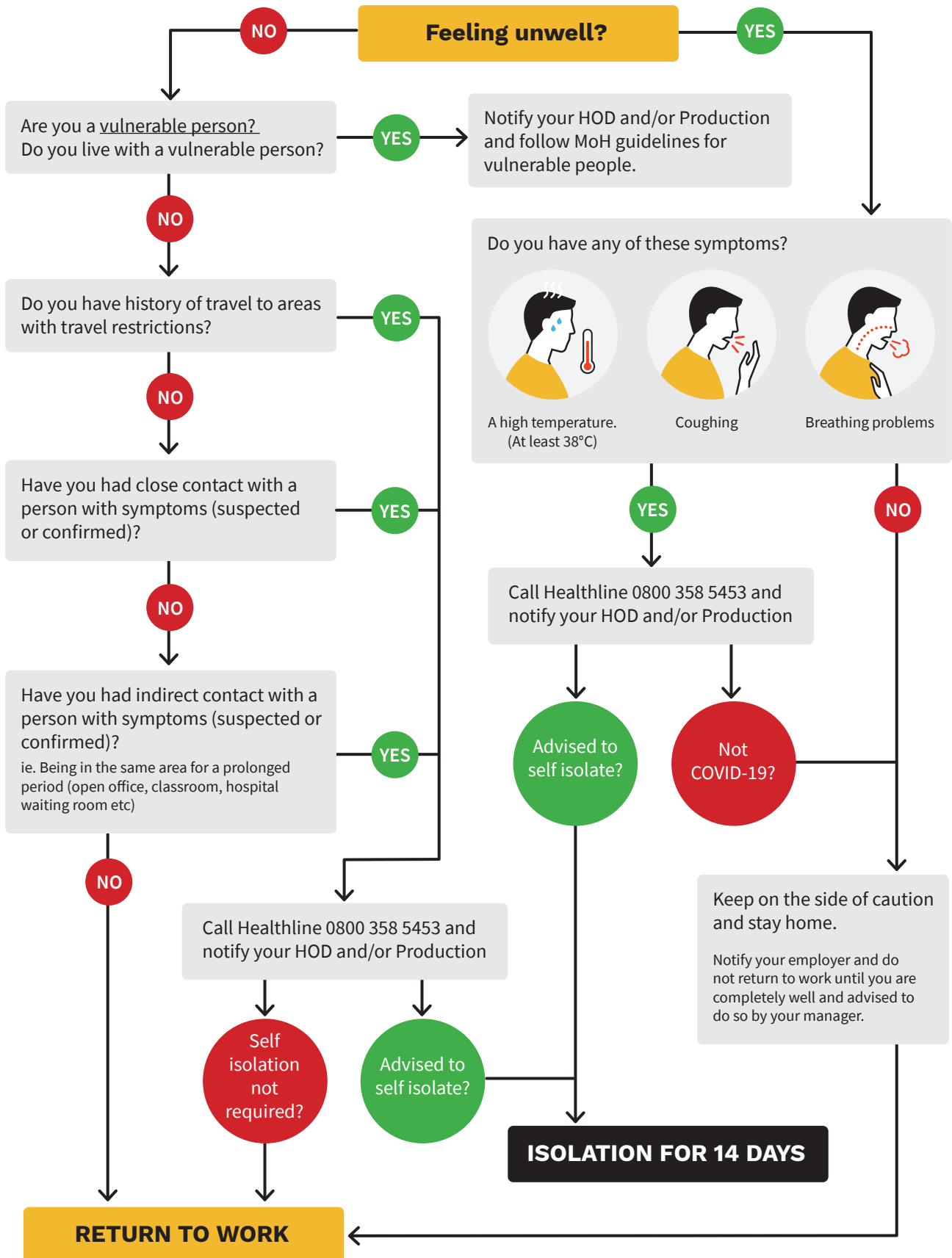
Unite Against COVID-19 - <https://covid19.govt.nz/>

Ministry of Health COVID-19 pages - <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

World Health Organisation COVID-19 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



Personal Health Flowchart





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.



Employers Duties [includes PCBU's and Officers]

All Employers [PCBU's] 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.

PCBU's 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 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.
- 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.



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, presenting with 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 or have close contact with is confirmed to have COVID-19 you must immediately put yourself into self-isolation for a minimum of 14 days. Notify your HOD and production. Do not return to work until you are confirmed via COVID-19 testing not to have the virus.
- Undertake any reasonably practicable test and or assessments to ensure you are COVID-19 free.
- 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 COVID-19 alert levels and / or work environments this may be mandatory.
- 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 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.



COVID-19 ALERT LEVELS – Screen Industry Specific Guidance

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

- settings for the current New Zealand COVID-19 Alert 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 alert levels, PCBU's will need to follow all public health guidelines. These include the following, although guidelines and requirements may change over time:

- Regular disinfecting of surfaces.
- Encouraging good hand hygiene by allowing frequent hand washing and sanitising.
- Not having sick people in the workplace.
- Meeting physical distancing requirements.

The aim of the screen industry specific guidance is to assist PCBU's to meet their workplace health and safety obligations while operating under COVID-19 alert levels 1 to 4. This information will be updated from time to time.

Restrictions at the different Alert Levels are cumulative (e.g. at Alert Level 4, all restrictions at Alert Levels 1, 2 and 3 apply).



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
NZ COVID-19 Level Outcome	Strong restrictions to limit all people movement and contact to contain community transmission.	Further restrictions on activities, including at workplaces and socially, to address a high risk of transmission.	Physical distancing and restrictions on leisure and social activities to address sporadic cases of a cluster in NZ.	Keep out global pandemic. Population prepared for increase in alert levels if necessary.
	News and media services deemed as essential service.	Safe work places only;	Work can be done on film and television sets.	No restrictions on film or television productions.
Screen Industry Summary	Unless deemed as an essential service all film and television productions must close. All other workers must work remotely.	<ul style="list-style-type: none"> complying with Alert Level 3 requirements as per the NZ COVID-19 levels details. meeting appropriate health requirements for the workplace. Fulfilling all other health and safety obligations. Productions must operate within public health guidance.	Business continuity plans activated.	Border control measures in place to limit the risk of importing Covid-19 into NZ.
		Contactless interactions with the general public.		
		Some work can be done on film and television sets but the full range of screen production work may not be possible due to limitations (e.g. preventing close personal contact between actors and hair and make-up artists). Production and site specific COVID-19 Safety Plan approved and implemented.		



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Screen Industry Summary <i>continued</i>	Expected productions: News and media outlets only.	Expected productions: Small productions where there is an ability to maintain the required physical distancing of 1 metre in the workplace or 2 metres in a public area. Wherever possible, crew are required to work remotely from home. Closed or controlled workplaces where there is no contact with the public. Low risk (no high risk stunts that require physical interaction closer than 1metre, SPFXs or locations). Pre-production prep where crew have the ability to work in small workgroups and able to maintain the required physical distancing. Crew members must work from home if they are able.	Expected productions: All scale productions. Productions prepared to escalate to level 3 or 4 at any time. This may happen rapidly.	Expected productions: No restrictions on production.



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Content	Limited to essential news and media coverage only.	<p>No close interactions between talent / cast i.e. intimate scenes, physical interactions. 1 metre physical distance must be maintained.</p> <p>No audience and gatherings.</p> <p>Increased measures should be taken to protect talent / cast who are limited in the ability to utilise engineering controls or PPE. i.e. the cast members dedicated make-up artist who is part of the small work bubble is to wear PPE to reduce risk of transmission. The cast member could not wear PPE during this time.</p>	<p>Close interactions permitted but steps must be taken to ensure a safe workplace;</p> <ul style="list-style-type: none">• health declarations from cast and crew. <p>Ability for all crew to raise concerns of action, physical distancing or infection.</p>	No restrictions.



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Crew	<p>Only crew who are involved in approved essential services (news and media).</p> <p>Use local crew to limit travel.</p>	<p>Small on set production bubbles.</p> <p>Only crew who are critical to production to be involved with the physical shoot.</p> <p>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.</p> <p>Crew engaged infrequently and/or on a short term basis pose a higher risk due to contact tracing concerns.</p> <p>Due to an increased risk of exposure, contact tracing and physical distancing restrictions, no extras should be used.</p>	<p>At risk populations to undertake additional precautions:</p> <ul style="list-style-type: none"> • Work from home where possible • Increased physical distancing <p>Undertake health screening for crew prior to them starting work.</p> <p>Identify at risk crew.</p> <p>Day players, casuals and extras need stringent screening. These crew could have potentially been to other worksites and can lead to a large amount of close contacts, increasing the risk of transmission within the production.</p>	<p>No restrictions.</p> <p>Structures in place for cast and crew to be able to raise concerns regarding COVID-19 in the workplace.</p> <p>Consideration must be given to crew members' personal situation. i.e. caring for someone at home, at risk population in their bubble at home.</p> <p>Crew to complete health declaration forms before coming to the worksite.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Close Contact Roles <ul style="list-style-type: none"> • Make-up & Hair • Costume • Sound 	<p>No close contact to take place.</p> <p>Make-up and hair can take place only on essential services crew who are involved with the news and media. A small work bubble must be established and maintained.</p>	<p>Procedures in place identifying how equipment must be cleaned and sanitised before and after use.</p> <p>Wherever possible, the talent is to perform any task that would put another crew member at risk by entering the 1 metre physical distancing requirement i.e. attaching mic to self or applying makeup.</p> <p>Small work group bubbles with structures in place to ensure the contact tracing of all crew.</p> <p>There are no provisions within level 3 to undertake close contact roles with the general public, cast or crew.</p>	<p>Physical distancing of at least 4 metres between each workstation, allowing crew and talent to achieve physical distancing.</p> <p>Limited close contact tasks can be undertaken between film production roles, i.e. stunts, physical interactions on set, make-up and hair.</p> <p>Design and assemble work groups so to provide continuity within a team in case a crew member becomes unwell.</p> <p>After implementing the appropriate controls, limited close contact tasks can occur with extras, day players and casual crew.</p> <p>Suppliers providing public services that require close personal contact (e.g. hairdressers, manicurists, beauticians, domestic cleaners, personal trainers, gymnasiums) can resume trading with appropriate health measures in place.</p>	<p>No restrictions.</p> <p>Vigorous hygiene standards to be maintained.</p> <p>Contact tracing must be able to take place.</p> <p>Health screening to take place prior to close contact role.</p> <p>Identify where crew tasks includes close contact, then implement controls.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Equipment	Self-contained sets where essential equipment does not leave the studio.	It is recommended that no equipment is taken off site until the completion of the project. If required to take off site cleaning protocols must be adhered to. Only essential equipment is used.	Limited equipment used. 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.



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Food / Catering	No craft services provided.	<p>Any catering or craft services should come pre-packaged.</p> <p>All meals should be prepared in accordance with NZ food safety standards.</p> <p>Engineering controls in place;</p> <ul style="list-style-type: none"> • No self-service catering set ups. • Physical barriers between crew and servers. <p>Foot pump operated water coolers OR prepacked water in bottles - no button operated unit cooler.</p> <p>Staggered lunches facilitate social distancing.</p> <p>Crew encouraged to not eat in communal areas if possible. No shared cutlery, dishes or cups.</p> <p>Crew to maintain physical distancing of 2 metres during meal breaks.</p> <p>Hand washing, sanitiser stations available in all eating areas.</p>	<p>Engineering controls in place;</p> <ul style="list-style-type: none"> • No self-service catering set ups. • Physical barriers between crew and servers. <p>Staggered lunches facilitate social distancing.</p> <p>If possible, crew encouraged to not eat in communal areas.</p> <p>No shared cutlery, dishes or cups.</p> <p>Hand washing, sanitiser stations available in all eating areas.</p>	<p>General food hygiene standards are adhered to.</p> <p>Hand washing, sanitiser stations available in all eating areas.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Healthcare measures	<p>Ministry of Health public health guidance is adhered to protect media / news crew and public.</p> <p>Health measures vigorously enforced at all times for all on and off site activities.</p> <p>No crew to come to work if feeling unwell.</p>	<p>Small production bubbles will facilitate the required contact tracing.</p> <p>Procedures in place for any crew member who becomes unwell at work, on the way to work or at home.</p> <p>Procedures in place for any crew member who has a close contact i.e. a household member who becomes unwell.</p> <p>Health declaration for crew.</p> <p>At risk population identified.</p> <p>Productions must have the ability to contact trace all people who enter their worksite.</p> <p>A register of crew involved in the production to be updated daily to ensure contact tracing can be undertaken.</p>	<p>No crew to come to work if feeling unwell.</p> <p>At risk crew members will be required to work remotely.</p> <p>Procedures in place for any crew member who becomes unwell at work, on the way to work or at home.</p> <p>Procedures in place for any crew member who has a close contact i.e. a household member who becomes unwell.</p> <p>Health declaration for crew.</p> <p>At risk population identified.</p> <p>Productions must have the ability to contact trace all people who enter their worksite.</p> <p>A register of crew involved in the production to be updated daily to ensure contact tracing can be undertaken.</p>	<p>No crew to come to work if feeling unwell.</p> <p>At risk crew members identified; they may have to work remotely.</p> <p>Procedures in place for any crew member who becomes unwell at work, on the way to work or at home.</p> <p>Procedures in place for any crew member who has a close contact i.e. a household member who becomes unwell.</p> <p>Undertake health screening for crew prior to them starting work.</p> <p>Identify at risk crew.</p> <p>Productions must have the ability to contact trace all people who enter their worksite.</p> <p>A register of crew involved in the production to be updated daily to ensure contact tracing can be undertaken.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Locations	<p>Locations should be limited to closed studio sets or field reporting where precautions are in place. Essential services only.</p> <p>All public venues closed (i.e. museums, libraries).</p>	<p>Closed or controlled workplaces only. Low risk environments where there is no risk of breaking the recommended physical distancing with people from outside the shooting bubble.</p> <p>Studios - 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.</p> <p>Worksite and team Bubbles must be kept separate.</p> <p>Locations - where there is no risk of breaching recommended physical distancing with people outside the shooting bubble.</p> <p>No challenging or distant locations that involves travel outside of their regional complex or difficult access i.e. marine or alpine locations. Productions should not travel outside of their region.</p> <p>Councils permitting filming activities will require productions to identify and manage the risk associated with COVID-19 to an acceptable level.</p>	<p>Public venues are open but must comply with conditions on gatherings.</p> <ul style="list-style-type: none"> • Up to 100 people indoors • Up to 500 people outdoors <p>Studios are open.</p> <p>Councils permitting filming activities will require productions to identify and manage the risk associated with COVID-19 to an acceptable level.</p> <p>Consideration regarding the concerns location owners may have about the risk of COVID-19.</p>	



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Locations <i>continued</i>		<p>Productions must be able to control the access into and out of the worksite. Only crew who are in the shooting bubble to be allowed on to set.</p> <p>All public venues closed (i.e. museums, libraries).</p> <p>Consideration must be given regarding the concerns location owners may have about the risk of COVID-19.</p>		



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Personal Protective Equipment	<p>PPE and training is made available to all crew where there is a risk of transmission.</p>	<p>PPE and training is made available to all crew where there is a risk of transmission.</p> <p>PPE training must be obtained prior to presenting to work.</p> <p>Front line and essential services prioritised. Supply will be an issue. Most workers will not require PPE to stay safe at work.</p> <p>Signage to be displayed informing crew about handwashing, cough and sneeze etiquette and hygiene.</p> <p>Hand-washing stations and hand sanitiser available to all crew.</p> <p>Incorrectly used PPE can create more risk. Good hygiene measures like hand washing with soap and water, physical distancing, sneeze and cough etiquette, and wiping down surfaces is the best defence against COVID-19.</p>	<p>PPE and training is made available to all crew where there is a heightened risk of transmission.</p> <p>Hand-washing stations and hand sanitiser available to all crew.</p> <p>Signage to be displayed informing crew about handwashing, cough and sneeze etiquette and hygiene.</p>	<p>Basic hygiene measures.</p> <p>Increased hand washing facilities.</p> <p>Signage to be displayed informing crew about handwashing, cough and sneeze etiquette and hygiene.</p>
Post Production	<p>All physical post production facilities close.</p> <p>Crew working remotely from home.</p>	<p>Crew working remotely from home wherever possible.</p> <p>If required to go to office, physical distancing in the workplace of 1 metre is required.</p>	<p>Engineering controls implemented such as physical barriers or redesigning the office layout.</p> <p>Physical distancing in the workplace of 1 metre is required.</p>	<p>No restrictions.</p> <p>Provisions should be made to escalate levels.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Production	<p>All physical production facilities close.</p> <p>Crew working remotely from home.</p>	<p>Each worksite has a COVID-19 Safety Plan in place.</p> <p>Productions wanting to operate independently of these Standards within Alert Level 3 need to produce their own production specific COVID-19 Safety Plan and submit to WorkSafe NZ for auditing.</p> <p>Engineering controls implemented such as physical barriers, redesigning the office layout.</p> <p>Interior and pedestrian areas may require to go in a single direction so crew have limited exposure to each other.</p> <p>Consideration should be given to the time it will take to implement safety controls required to return to work.</p> <p>Inductions and communication of protocols and critical risks needs to be communicated to crew prior to their arrival on-site.</p> <p>Health and safety systems in place to identify and control COVID-19 related risks.</p> <p>On set roles limited due to small work group size.</p> <p>Stagger crew start call times to limit interactions with work groups.</p>	<p>Engineering controls implemented such as physical barriers, redesigning the office layout.</p> <p>Interior and pedestrian areas may require to go in a single direction so crew have limited exposure to each other.</p>	<p>Engage with crew to understand their concerns around COVID-19.</p> <p>Inductions for crew to understand the risk of COVID-19 in the workplace.</p> <p>Development and implementation of a COVID-19 safety plan so to ensure;</p> <ul style="list-style-type: none"> • Effective implementation of COVID-19 controls. • The health and safety of workers and other people is not put at risk from the changes that are made to work arrangements because of the COVID-19 pandemic



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Physical Distancing	<p>People should keep 2 metres apart at all times outside home, including workplaces.</p> <p>All essential work places must establish small work bubbles of critical crew and physically separate workspaces i.e. different stages, locations.</p>	<p>People should keep 1 metre apart within the workplace. (4m at workstations, 2m at lunch).</p> <p>People should keep 2 metres apart outside of the home at all other times.</p> <p>Establish small work bubbles of critical crew and physically separate workspaces i.e. different stages, locations.</p> <p>Filming in confined spaces (i.e. interior of houses, restricted spaces in buildings and studios) is expected not to be possible due to the required physical distancing.</p>	<p>People should keep 1 metre apart.</p> <p>This is particularly important in places where there are public gatherings i.e. public transport, airports.</p> <p>Establish small work bubbles of critical crew and physically separate workspaces i.e. different stages, locations.</p>	<p>No physical distancing requirements.</p> <p>Establish small work bubbles of critical crew and physically separate workspaces i.e. different stages, locations.</p>
Supply Lines • Couriers • Suppliers	<p>Essential services freight prioritised.</p> <p>Couriers and parcel services can only be used for essential goods.</p> <p>Couriers and parcel services not to enter facilities and processed in a contactless method.</p> <p>All other travel within region, or to other regions, is not allowed</p>	<p>No restrictions on freight movements.</p> <p>Retail outlets operating as long as there can be contactless interactions with public.</p> <p>Couriers and parcel services not to enter facilities, establish drop off point for deliveries.</p> <p>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.</p>	<p>No restrictions on freight movements.</p>	<p>No restrictions.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Transport & Domestic travel	<p>Only essential workers permitted to travel to and from work to undertake essential services that are not able to be performed at home.</p> <p>Only essential workers can travel within or outside their regions of work.</p> <p>Steps taken to reduce the movement of crew involved in essential media or news.</p>	<p>Travel is allowed to access work locations.</p> <p>-Travel is limited to within regions unless deemed as an essential service.</p> <p>Limit travel between regions if deemed an essential service.</p> <p>Review travel arrangements to avoid close contact (i.e. 1 person per vehicle).</p> <p>Crew travel to and from their place of work in the same vehicle.</p> <p>Shared vehicles must have a cleaning protocol in aligned with the ministry of health advice.</p> <p>Foreign nationals undertaking domestic travel to leave New Zealand.</p>	<p>Domestic travel allowed but try to minimise all non-essential travel.</p>	<p>No restrictions on domestic travel.</p> <p>International travel restrictions in place.</p> <p>14 day quarantine period for all people coming into NZ.</p>



Physical Distancing and Hygiene Protocol at a Production Site

Alert Level 3

Safe work practices to limit exposure to COVID-19, while operating under alert level 3, means first assessing the risks, and then implementing the appropriate controls, so far as is reasonably practicable.

All work must be undertaken in such a way as to reduce any 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. 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.

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 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.

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 site 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. It must be essential to their role that they are on site.
- When using a vehicle, other than your own personal vehicle, the Cleaning Guide must be followed.
- When using a vehicle, limit this to one person per vehicle if possible.

External interfaces

- One member of the crew nominated to receive supplies etc.
- 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.
- Wherever possible sanitise items on receipt, and prior to their departure.
- If unavoidable, then either wear gloves when handling the item or wash hands before and after handling items.

Site Entry

- Limit visitors to site wherever possible. Only absolutely essential visitors should enter the site.
- Introduce staggered start and finish times where possible to reduce congestion and contact.
- Monitor site access points to enable physical distancing – you may need to change the number of access points, increase to reduce congestion, or decrease to enable monitoring.
- Around access points, reduce the amount of unnecessary furniture and equipment to encourage physical distancing. Facilitating foot traffic to go in one direction will also help.
- Where entry systems that require skin contact e.g. fingerprint scanners or keypads, the Cleaning Guide must be followed.
- Require all workers to wash or clean their hands before entering and leaving the site.
- Allow plenty of space (two metres) between people waiting to enter site.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- Where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, reduce the number of people present and hold them outdoors wherever possible.
- Delivery drivers should remain in their vehicles if



the load will allow it and must wear gloves, wash or sanitise their hands before unloading goods and materials.

- Any sign in registers should be recorded by one person where possible or be App based – do not pass material around the group and minimise contact with any screens.

Site Meetings

- Only necessary meeting participants should attend.
- Attendees should be two metres apart from each other.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Hold meetings in open areas wherever possible, or
- Where possible hold meetings though tele or video-conferencing.

Avoiding Close Working

- There will be situations where it is not possible or safe for workers to distance themselves from each other by two metres. In such cases appropriate PPE must be worn - facemasks are optional.
- Persons working in close proximity (within 2 metres) should stay in these combinations for any close work. To minimise risk of exposure, do not introduce or change members.
- Plan all work to minimise contact between workers.
- Re-usable 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 portaloos.
- 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

- If you need to leave site for any reason, follow site entry and exit procedures.
- 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 should be asked to bring pre-prepared meals where possible, and refillable drinking bottles from home.
- Water filling stations should be cleaned regularly as per the cleaning guide.
- If possible, replace the use of water coolers with water bottles.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- Where catering is provided on site, it should provide pre-prepared and wrapped food only.
- 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 for site facilities 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 a distance of two metres.
- 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.
- 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

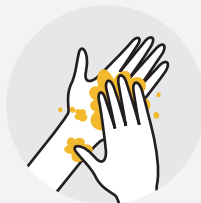
- Smokers / vapers must use designated area or do so off-site, and butts are to be placed in the designated receptacle. Hands must be washed / sanitised before and after smoking.
- Ensure designated area is such that smoke or vapor produced is not going into another person's breathing zone.

Hand Washing

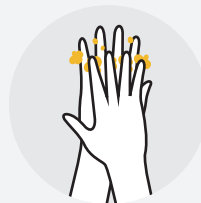
- Provide additional hand washing / sanitising facilities, in addition to the usual welfare facilities, on large, spread out sites or with significant numbers of personnel on site.
- Ensure soap, fresh water and sanitiser are always readily available and kept topped up.
- Provide adequate hand sanitiser 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.



Wet your hands under clean running water. Use warm water if available.



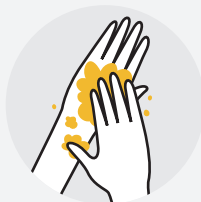
Put soap on your hands and wash for 20 seconds. Liquid soap is best.



Rub on both sides of both hands...



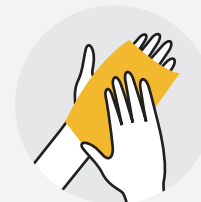
and in between fingers and thumbs...



and round and round both hands.



Rinse all the soap off under clean running water. Use warm water if available.



Dry your hands all over for 20 seconds. Using a paper towel is best.

Steps provided by Ministry of Health's guide to hand washing



COVID-19 Mental Health and Well-being

The effects of COVID-19 are significantly impacting our lives and will do 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 uncertainty, for our workers and their families in an already challenging industry.

Under the HSWA 2015, PCBU's 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.
- Crew with at-risk or vulnerable persons at home.
- Crew with a pre-existing physical health conditions are more at risk of harm
- Exacerbation of existing mental health conditions.
- Family at home may be without child support and normal schooling.

Considerations and Techniques to support your own and others mental health and well-being 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. Gym facilities aren't open in level 4 or 3 but crew can go for walks, runs, yoga or workouts at home.
- 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.
- PCBU's should keep in touch with their workers who may be required to stay at home and self-isolate.

- Ensuring that workers are able to report they are unwell or have been classed as confirmed, probable or a suspected case in a supportive work environment that is free of discrimination and harassment.
- Providing crew with the correct information about COVID-19 to remove any assumptions, stigma or discrimination associated with the becoming unwell.
- PCBU's should only gather information and posters from trusted sources such as: ScreenSafe, WorkSafe NZ, Ministry of Health or the World Health Organisation.
- Health and Safety and on set medic 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 members 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 well-being?
It is important to talk to a health professional if you or someone you may 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://covid19.govt.nz/individuals-and-households/health-and-wellbeing/looking-after-your-mental-wellbeing/>
- <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/covid-19-mental-health-and-wellbeing-resources#supporting-wellbeing>
- https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf?sfvrsn=6d3578af_10
- <https://www.mentalhealth.org.nz/assets/Working-Well/Working-Well-guide.pdf>
- <https://www.allright.org.nz/campaigns/getting-through-together>



Script / Storyboard Breakdown

The script and / or storyboards may present higher or lower risk under each of the differing NZ COVID-19 Alert Levels.

Have the script / storyboard broken-down looking at things such as:

- Requirement for persons to be within the recommended social distancing or physical contact parameters.
- The need for multiple people to be in contact with multiple surfaces.
- Larger numbers of persons in one place, a gathering.
- Locations to be filmed at, considering if it is possible to instead do a build in a studio.
- Number of crew required.
- Altering the script / storyboard to reduce the risk.
- Any travel nationally or internationally should be essential to project.
- If suitable, consider flexible worksite strategies, i.e. 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 Covid19 associated risks and of all requirements under the HSWA 2015, taking into account the current Alert Level and having a solid understanding of the structure, processes, departmental requirements and on set protocols required to achieve the sequences described in the script or storyboard.

It may be necessary or beneficial to utilise the knowledge of more than one person for some projects to draw on expertise in different areas.



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.

This register will be managed and held by ScreenSafe NZ at www.screensafe.co.nz/covid19/registration

Information required:

- Production company name.
- Production company contact.
- Project name.
- Addresses of each location / site, including offices and studios.
- Dates at each location / site.
- Approximate times at each location / site.
- Contact person on each site.

This information is only being collected and held for the above mentioned purposes.

As part of your COVID-19 Safety Plan register online www.screensafe.co.nz/covid19/registration



ScreenSafe Project Registration Form

Production Company Name:			
Address:			
Contact Person Name:		Number:	
Email:			
Project Name:			
Location 1 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 2 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 3 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 4 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 5 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	
Location 6 Address:			
Time In:		Time Out:	
Location Contact (if different):		Number:	



COVID-19 Health Declaration

The Health Declaration must be completed. 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 persons movements across multiple projects over a 14-day period to minimise risk of spread if a particular project / site ends up having cases of COVID-19 infection. Especially if they are casual crew, 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 declaration is to be completed at all levels of the New Zealand COVID-19 Alert Levels.

The information being collected is specifically for the purpose of assisting in the management of your project H&S under the current COVID-19 pandemic.

Below is an example to use or alter. Make sure any changes comply with the Privacy Act 1993.



COVID-19 Health Declaration

In line with New Zealand's Ministry of Health guidelines and **NAME YOUR PRODUCTION HERE** commitment to ensure the safety of all our personnel 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 YOUR PRODUCTION HERE**.

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 _____

2. Have you been to a country or area of concern with COVID-19 in 2020? YES / NO
If yes please elaborate _____

3. Have you or anyone you immediately know travelled nationally or internationally in the last month (30 days)? YES / NO
If yes please elaborate and list travel areas / countries _____

4. Have you worked with / on or within other projects / productions in the last 20 days? YES / NO
If yes please elaborate & list, including location of work _____

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

6. Have you been tested for the COVID-19 virus? YES / NO
What was the result? _____

7. 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 requests and measure to ensure I do my part to keep the workplace COVID free.

Please note while being employed, contracted or involved in **NAME YOUR PRODUCTION HERE** production please practice good hygiene, including regularly & thoroughly washing and drying hands and practicing good cough etiquette.

For the latest health advice, please see <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public>

Signature: _____ Date: _____

(And for and on behalf of): _____

Being minors



Signing In & Out Under COVID-19

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.
- How they travelled to site.
- Who they travelled with.
- When they left.
- How they are feeling (in terms of health and wellbeing).

This information is to assist the Ministry of Health (MoH) if they are required to undertake contact tracing for your project or someone associated with your project.

Contact tracing information is available on the MoH website [HERE](#).

Ideally this process needs to be contactless so you should consider using electronic systems if practicable. This could be a text, some other form of communication or possibly the use of a sign in / out App which can also manage other H&S documents and requirements for you. Visit the resources section of the Toolkit.

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.

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 daily health declaration before entering site or starting any work.



Preparing & Setting Up Offices Under COVID-19

Before setting up or returning to offices, consider the current Alert 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.

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 COVID-19 Alert 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 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. couriers, suppliers, and adequate signage to explain what they need to do?
- Does the office configuration allow for the recommended social distancing at the current Alert Level? This would include distance between personnel when seated at their workstation and when accessing their workstation.
- 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.
- It is imperative that there is full engagement with workers to ensure that measures being implemented are suitable and realistic for all workspaces.



Cleaning Guide

Alert Level 3

All sites operating after Coronavirus COVID-19 level 4 is lifted need to ensure they are protecting their workforce and minimising the risk of spread of infection.

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

All offices and sites should implement additional cleaning measures in common areas as recommended by the Ministry of Health and 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 sites individual work areas / 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 internal 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 remove them.
- 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 jobsite at the end of the working day or 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 record kept daily.

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 touch 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 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 when using 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 hands before and after using the vehicle.
- Wipe down the inside and commonly touched areas of the vehicle before and after each day.
- Have one person per vehicle where possible. If you are required to have more than one person 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.
- 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 to manufacturing guidelines.

Read and follow directions on the labels of laundry or 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.

All equipment and vehicles used must be cleaned down and disinfected, concentrating on points of contact such as handles, steering wheels etc.



Key Contacts

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.

Dependant 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.



COVID-19 Safety Plan Key Contacts

Name	Department	Role	Phone	Mobile	Email
	Production	Executive Producer			
	Production	Producer			
	Production	Line Producer			
	Production	Production Manager			
	Production	Production Coordinator			
	Production	Production Assistant			
	Editing	Editing Assistant			
	Accounting	Production Accountant			
	Cleaning	Cleaner			
	Camera	Cinematographer			
	Camera	1st AC			
	Sound	Sound Recordist			
	Unit	Unit Manager			
	Lighting	Gaffer			
	Art	Designer / Art Director			
	Wardrobe	HOD			
	Grip	Key Grip			
	Make-up	HOD			
	Construction	Construction Manager			
	Locations	Locations Manager			
	Catering	Caterer			
	Health & Safety	H&S Supervisor			
	Health & Safety	H&S Officer			



COVID-19 Production Bubble Breakdown

The production bubble breakdown proposes how even a relatively larger crew can work safely within a screen production. The layout breaks a production down into workgroup bubbles that operate within physical distancing protocols.

The workgroup bubble describes the close contacts who you work directly next to. Your bubble will be part of a larger bubbles, such as other members in 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.

Engaging crew 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.

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

Production Bubble

- Overall production bubble that oversees the management of all sites and locations.
- Work is undertaken in accordance to MoH, WorkSafe, ScreenSafe Standards and Protocols and COVID-19 Safety Plan.
- Production risk assessment of locations and sites/ workplaces identifying risks and 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 screening undertaken by 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 reflects 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 with crew should be communicated online.

On Set Bubble

- Limit the overall numbers of Cast / Talent 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 with to.
- Key shoot crew. Limit the amount of crew on set to contain 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 truck.
- 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.

Off Set Bubble

- There may be separate bubbles created for Unit Base and Tech Base depending on the project. Limit interaction between the bubbles if more than one is created.
- As travel will be necessary between on and off set, 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.
- Site is controlled and access recorded to enable contact tracing and prevent close contact with the general public.
- 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 made available for set preparation and for shoot crew.
- Appropriate cleaning supplies 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 made available.
- Buyers and runners to have limited interactions between sites. Drop off zone can be established to enable sanitizing / quarantining equipment products as they arrive on site.

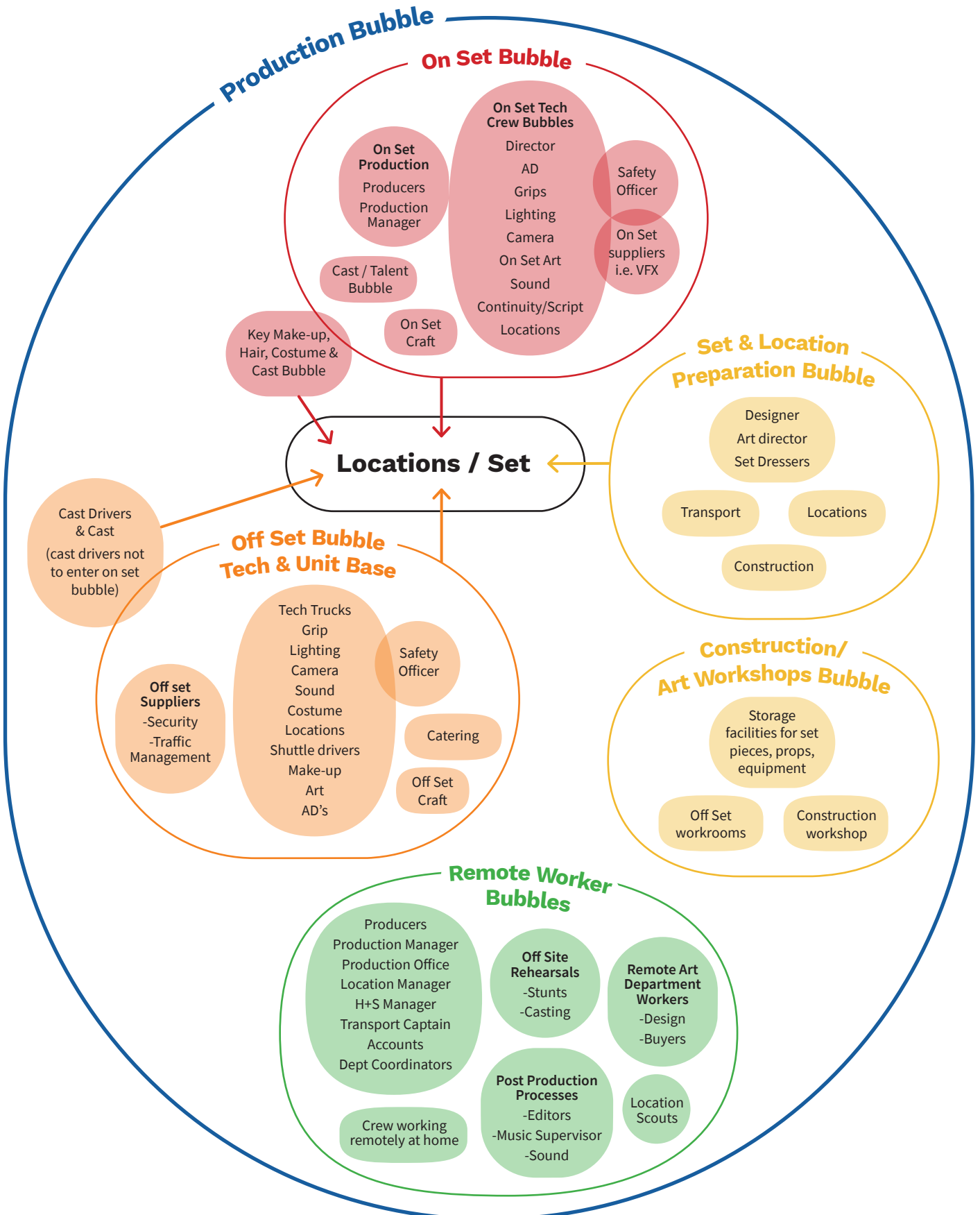
Remote Worker Bubbles

- 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 online where possible. Use online resources and location photo libraries to limit any travel and interactions. They are not expected to enter any on set bubbles.



Production, Department, Location and Crew Bubbles Overview

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.





Department Bubble Breakdown

Essential Departments to enable on set operations: i.e. Camera, Sound, Grips, Lighting / Electrics, AD's, Script, On Set Art, Locations, etc.

The Department Bubble consists of multiple workgroups; on set, off set, workshops, offices.

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

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

Engaging crew 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.

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

A minimum distance of 2 metres is to be observed at all times as a general rule. This includes during rest breaks, meal breaks, travel and use of toilets.

Necessary or unavoidable tasks that require workers to be closer than the general rule of 2 metres, a minimum distance of 1 metre should be applied wherever possible.. Spending over 15 mins within 1 to 2 metres space is classed as a close contact, and therefore robust contact tracing measures must be in place.

Only Production approved crew, who have implemented safety precautions, can work closer than one metre, i.e. cast and make-up, or for critical safety and emergency reasons. 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 handwashing / cough / sneeze etiquette and establishing multiple small workplace bubbles are key steps to stop the spread of COVID-19.

CLOSE CONTACT BUBBLES

- Key crew undertaking close contact tasks that involves physical interaction in production approved activities i.e. cast, make-up, stunt performers.
- There can be multiple key crew bubbles. i.e. dedicated close contact bubbles for each cast member. These bubbles should limit interactions wherever possible.
- Physical interaction on set, or off set, e.g. rehearsals, between cast members will create a close contact bubble.
- Precautions should be taken to limit interactions with this group from the multiple on set departments.
- Close contact bubbles must be kept to a minimum.
- If possible, try get one person to perform multiple tasks.
- Use a regular crew base, no short-term 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 to come to work.
- Education and advice provided to close contact bubble 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 such as gloves, face shields and masks should be available to use. Masks are optional, if worn, training should be given on the correct use.
- Schedule in additional time to undertake the 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 contact members (0 to 1 metre) will still be required to do final checks on set. No one else should undertake these tasks.
- 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.
- 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.
- Use RT's or phones to talk remotely.
- Disinfect items taken on set, i.e. radios, tech equipment.
- Reduce common touch items from around the workstations.
- No unwell workers or cast members to come to work.

OFF SET BUBBLE

- A general physical distancing rule of 2 metres minimum.
- 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. If a production or a department is large enough, create multiple department bubbles to with help with continuity of a department if a member becomes unwell and is unable to come to work.
- No close contact with any other persons / departments.
- Design process 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 able 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 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, tech equipment.
- Reduce common touch items from around the workstations.
- No unwell workers or cast members to come to work.

SITE BUBBLE

- Physical distancing general rule of 2 metres minimum.
- Where required and unavoidable, a minimum distance of 1 metre can be applied on the condition that contact tracing is being conducted.
- 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 infrastructure implemented to support departments to maintain safe and healthy work practices relating to COVID-19.
- There will be multiple department bubbles within a site bubble.
- Register of all persons accessing each site or location. This allows for effective contact tracing.
- Establish 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 on 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 site is preferred.
- No visitors to site. Only workers involved in the project to enter any locations.



PRODUCTION BUBBLE

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

STUDIO / LOCATIONS

- Locations; Landlords / Owners / Councils are required to ensure any potential risks are communicated to the PCBU leasing the location and controls identified to mitigate the 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 may affect the availability of locations to a production.

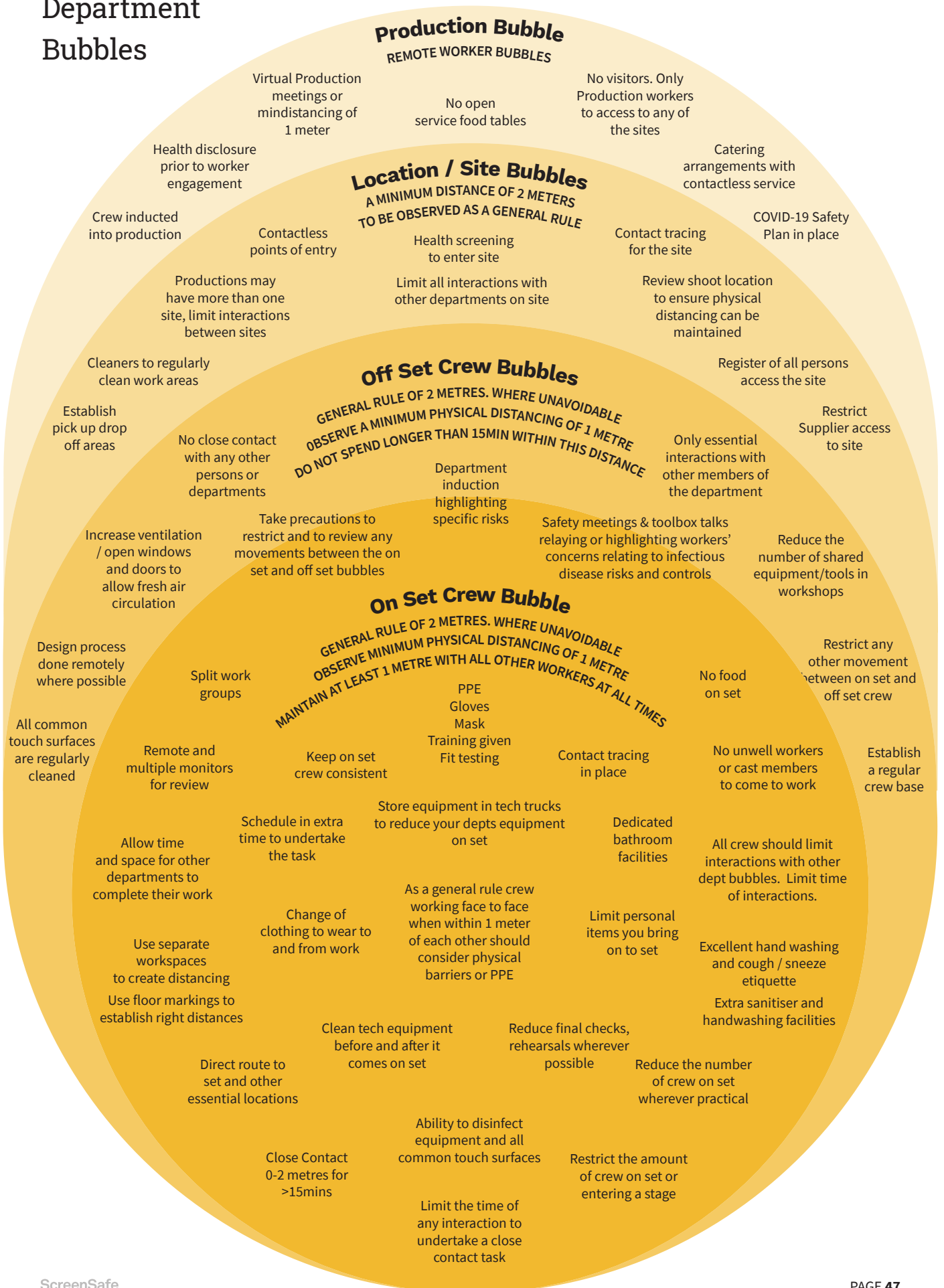
Industry Level Guidance

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

- Screen Sector COVID-19 Standard
- Screen Sector COVID-19 Alert Levels Summary and
- Screen Sector COVID-19 Protocols



Department Bubbles





Close Contact Bubble Layouts

Physical contact introduces high risk and PCBU must eliminate or minimize the increased risk by applying appropriate control measures.

This section covers the 'high risk close contact bubble' examples of - Make-up, Hair, Costume and Cast - and the control measure to provide a healthy and safe workplace, 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.
- Crew members undertaking close contact 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 contact tasks

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 handwashing/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, workplace bubbles enable effective contact tracing methods.

The workplace bubble can be used to describe the close 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 within each workplace bubble can assist in identifying risks and applying the appropriate control measures.

KEY BUBBLE - Make-up, Hair and Costume

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.
- If possible, try to have one person perform multiple tasks.

- Establish a regular crew base; minimise crew engaged short term.
- Limit the time spent undertaking a close contact task.
- Minimise common-touch items around workstations.
- No unwell workers or cast members to come to work.
- Ensure all team members are familiar with procedures for hygiene, and with Ministry of Health guidance.
- Review for vulnerable people who may experience severe illness due to contagion.
- Personal protective equipment such as gloves, face shields and masks should be available to use. Training should be given on the correct use of PPE. Masks are optional.
- 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 Make-up brushes and applicators 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 - Make-up, Hair and Costume Department

Key Members (0 to 1 metre) will still be required to do final checks on set. No one else should undertake these tasks.

All other on set workers in department: general rule of 2 metres minimum. Where required and unavoidable, a minimum distance of 1 metre can be applied on the condition that sound procedures to enable contact tracing are in place.

Spending over 15 mins within 1 to 2 metres space should be classified as a close contact.

- Limit the amount of crew 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.
- 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, workbags.

DEPARTMENT - Make-up, Hair and Costume

General rule of 2 metres minimum.

Where required and unavoidable, a minimum distance of 1 metre can be applied on the condition that contact tracing is being conducted.

Spending over 15 mins within 1 to 2 metres space should be classified as a close contact.

- Education provided to the department regarding COVID-19 and the appropriate controls.
- Split workgroups. Having multiple department bubbles with help with continuity if a member becomes unwell and is unable to come to work.
- No close contact 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 service, buffet style tables
- Crew able to raise concerns to their HOD or supervisor about the risk of infectious diseases. I.e. toolbox talks.
- Identify vulnerable workers within the department who are at higher risk of illness if they contract COVID-19.

SITE - Make-up, Hair and Costume

Physical distancing general rule of 2 metres minimum.

Where required and unavoidable, a minimum distance of 1 metre can be applied on the condition that contact tracing is being conducted.

Spending over 15 mins within 1 to 2 metres space should be classified as a close contact.

- Register of all persons accessing any site or location. This allows for effective contact tracing.
- Establish 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 on 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 site is preferred.
- No visitors to site. Only workers involved in the project to enter any locations.

PRODUCTION - Make-up, Hair and Costume.

Physical distancing general rule of 2 metres minimum.

Where required and unavoidable, a minimum distance of 1 metre can be applied on the condition that at all times Production have procedures in place to enable contact tracing for all involved.

Spending over 15 mins within 1 to 2 metres space should be classified as a close contact.

- Production implements a COVID-19 Safety Plan in place that meets the minimum requirements identified by WorkSafe NZ.
- All workers inducted into the COVID-19 Safety Plan.
- All workers are able to voice concerns about their safety at work relating to the risk of infectious diseases.
- Catering and craft services arrangements should be contactless. Consider prepackaged foods and ensure workers are working in accordance with food hygiene standards. No open service, buffet style service tables.
- Restrict any suppliers coming on site to undertake work i.e. site or equipment repairs. Try to schedule suppliers after hours or when there are limited people on site.
- Ensure shooting schedules reflect fatigue levels and the wellness of crew.

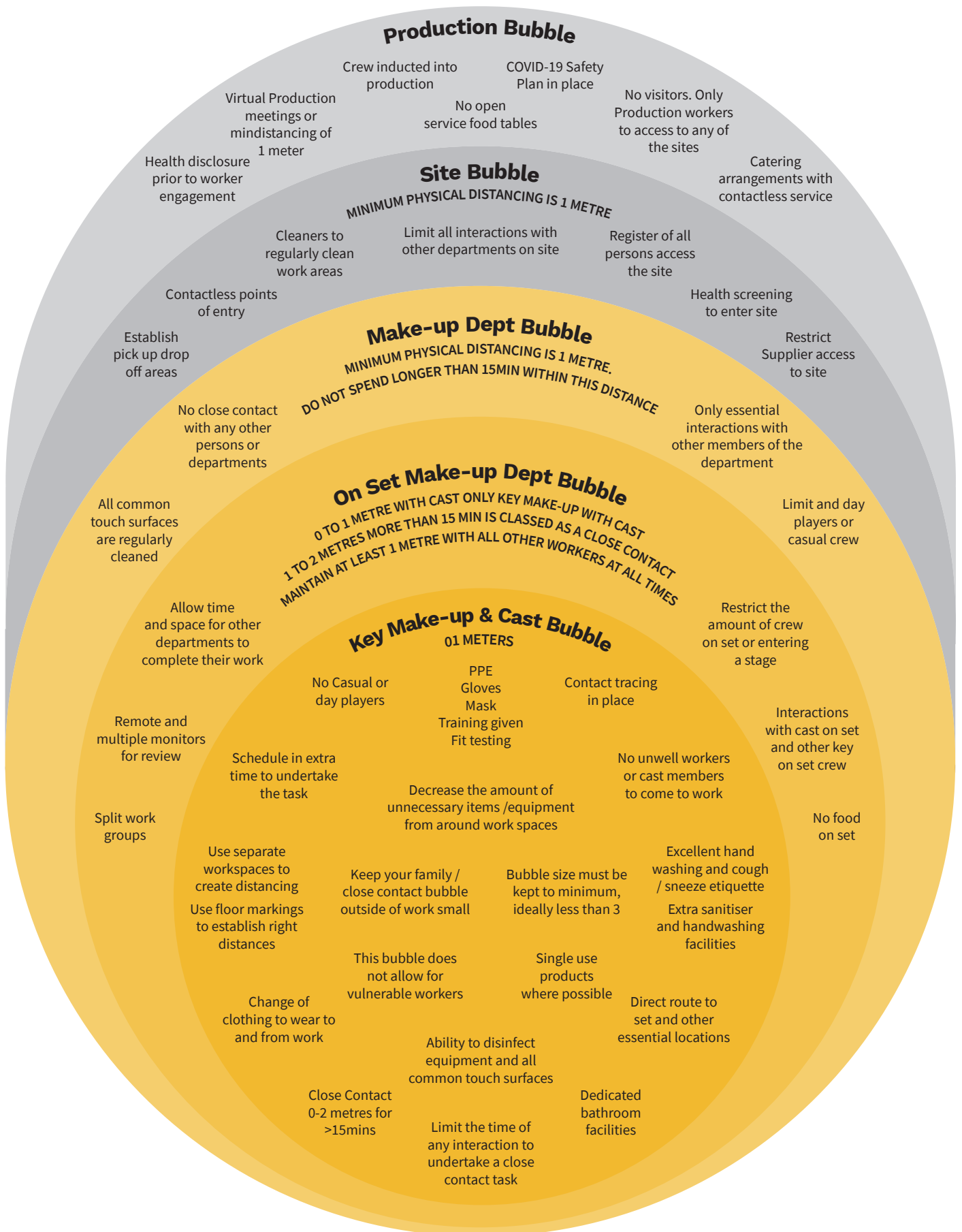
INDUSTRY - Make-up, Hair and Costume

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

- Screen Sector COVID-19 Standard.
- Screen Sector COVID-19 Alert Levels Summary and
- Screen Sector COVID-19 Protocols.



Make-up Close Contact





COVID-19 Immigration Protocols and Domestic Restrictions

Importing Covid-19 cases from other countries into New Zealand is a significant 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 achieving elimination 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 in New Zealand.

1. International Travel Restrictions and Countries of Concern

As of the 23:59hrs on the 9th April 2020, the New Zealand border closed to almost all travellers entering New Zealand via sea or air. Any traveller entering New Zealand after this date must go into one of the two quarantine facilities for a minimum of 14 days.

Category	Countries / coverage
Category 1A: Cannot travel to New Zealand	All countries
Category 1B: Can travel to New Zealand but must be quarantined or placed in managed isolation for 14 days	People to whom Category 1A does not apply: <ul style="list-style-type: none">• New Zealand citizens and residence class visa holders (including the Realm - the Cook Islands, Niue, Tokelau),• The partner, legal guardian or any dependent children travelling with a New Zealand citizen or residence class visa holder,• Australian citizens and permanent residence class visa holders ordinarily resident in New Zealand, and• People subject to regulation 25 of the Immigration (Visa, Entry Permission, and Related Matters) Regulations 2010, which includes air and marine crew.• Diplomats accredited to New Zealand and currently resident in New Zealand. ** Air and vessel crew <ul style="list-style-type: none">• Air crew (including repositioning crew) need not self-isolate if they follow the advice for aircrew. Vessel crew must self-isolate on the vessel for 14 days until after they had departed from the last overseas port. Shore leave is not permitted during the self-isolation period. If the crew need to interact with border or port staff they should follow the advice on personal protection for border staff. (See Border Advisory 20 March 2020 .)
Category 2: Can travel to New Zealand and must self-isolate for 14 days if unwell	No countries



2. NZ COVID-19 Ministry of Health Risk Classification of Imported Cases of COVID-19

The COVID-19 Alert Levels communicate the restrictions or additional requirements for each level.

- The Ministry of Health risk assessment of the importation of COVID-19 cases is deemed High within the COVID-19 Alert Levels 2, 3 and 4.
- COVID-19 Alert Level 1 identifies that there is a heightened risk of imported cases.

3. NZ COVID-19 Alert Levels - Border and Domestic Travel Restrictions

NEW ZEALAND COVID-19 ALERT LEVELS				
	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
INTERNATIONAL TRAVEL	<p>New Zealand Borders are closed to all arrivals unless you meet above Category 1b criteria. Any arrivals into New Zealand will require them to be quarantined in a Government approved facility.</p> <p>There is no transit through New Zealand unless you are eligible to enter the country.</p> <p>No ability to travel on connecting domestic flights on arrival.</p>			
DOMESTIC TRAVEL	<ul style="list-style-type: none"> • Only essential workers permitted to travel to and from work to undertake essential services that are not able to be performed at home. • Only essential workers can travel within or outside their regions of work. • Steps taken to reduce the movement of crew involved in essential media or news. 	<ul style="list-style-type: none"> • Travel is allowed to access work locations. • Travel is limited within the region unless deemed as an essential service. • Limit the travel between regions even if deemed an essential service. • Review travel arrangements to avoid close contact (i.e. 1 person per vehicle). • Crew travel to and from their place of work in the same vehicle. • Shared vehicles must have a cleaning protocol in aligned with the Ministry of Health advice. • Foreign nationals undertaking domestic travel in order to leave New Zealand. 	<ul style="list-style-type: none"> • Domestic travel allowed. • People advised to minimise non-essential travel. 	<ul style="list-style-type: none"> • No restrictions on domestic travel. • Do not use mass transport if required to self-isolate/quarantine, experiencing symptoms of COVID-19, awaiting a result from a COVID-19 test, suspected/probable/confirmed to have COVID-19. <p>*Restrictions at the different levels are cumulative.</p>



4. Who can travel to New Zealand when the border restrictions are in place?

New Zealand citizens and residents are able to return and enter New Zealand as long as they undertake the required 14-day quarantine period. If a person is granted a resident's visa for the first time from outside New Zealand, or if their travel conditions have expired, the travel ban will also apply to them.

New Zealand citizens, permanent residents and residents who have valid travel conditions (except those mentioned above) will be able to travel to and enter New Zealand without having to apply for a special exemption.

5. Approval Processes Required Before Travelling to New Zealand

Only the following can currently apply for the limited exemption:

- Partners, dependent children (aged 24 years and under) and legal guardians of New Zealand citizens and residents.
- Australian citizens and permanent resident who normally live in New Zealand.
- People with one of the following critical purposes in New Zealand:
 - Essential health workers.
 - Other essential workers who are specifically agreed to by the New Zealand Government*.
 - Samoan and Tongan citizens making essential travel.
 - New Zealand-based partners and dependent children (aged 19 years and under) of a work or student visa holder who is in New Zealand.
 - Critical humanitarian travel.

Please note - key crew in the screen industry are not currently classified as essential workers.

Flights to New Zealand are significantly reduced and transit hubs may require additional visa requirements, have implemented travel restriction or may have closed borders. PCBU's must ensure the overseas based crew can arrive in New Zealand prior to submitting their application.

6. Procedures for International Arrivals into New Zealand during the COVID-19 border restrictions.

Arrivals

- Every traveller entering New Zealand will be screened for COVID-19 on arrival.
- Travellers will be disembarked in small groups and met by Government officials at the gate.
- If travellers have a domestic transit flight, they will not be allowed to connect to that flight.

Quarantine facilities

The Ministry of Health is using multiple facilities in Auckland, Wellington and Christchurch. There are two purposes for these.

Specific facilities are being used for a small number of travellers who are unwell when arriving in New Zealand. These people are in quarantine and are unable to leave their room.

Separate facilities are being used for travellers who are well. While in these facilities, they are able to go for a walk within the confines of the facility, but will need to limit contact with others. Travellers at these facilities may not leave the facility grounds for any reason unless they have express approval from health officials and are accompanied by health officials. Depending on how the facility is set up, arrangements may be made to exercise outside the facility in a managed way, while still maintaining appropriate social distancing. Travellers must also not use services such as supermarkets, dairies and pharmacies.

Travellers in either facility will be provided with three meals a day, and have other basic needs met, such as having prescription medicines delivered to them. There is no cost to travellers for the accommodation or associated basic needs. Travellers may use online delivery services to purchase items at their own cost. Friends and family members may not visit or drop off items to travellers in these facilities.



7. Domestic travel after the completing the Quarantine Period

At the completion of their 14 days, crew will be able to leave the facility and travel to their final destination, provided they have a suitable travel plan in place.

Travellers will be provided with appropriate supporting documents to travel to their final destination.

Before leaving the facility a final health check will be carried out confirming the traveller:

- Has a temperature below 38 degrees Celsius.
- Has not tested positive for COVID-19 or is not a probable case.
- Does not have symptoms of COVID-19.
- Has a suitable travel plan.

Resources

<https://www.immigration.govt.nz/about-us/covid-19>

<https://temporaryaccommodation.mbie.govt.nz/covid-19/>

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences/covid-19-resources-border-sector>



Manager's Checklist

- Finalise and maintain 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 contractors site plans.
- A COVID-19 response plan is 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 work 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.



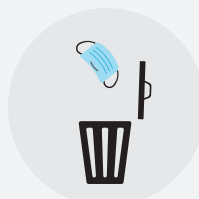
Adjust

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:

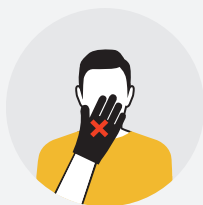


Any time you are completing a manual task use your usual work safety gloves.



If you are cleaning any surfaces Use disposable gloves for this and throw them in the bin when you finish cleaning.

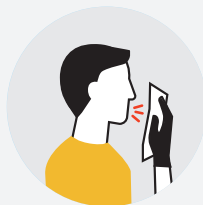
Remember to:



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

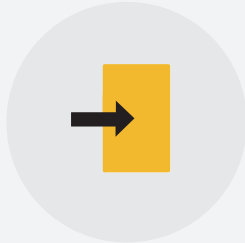
Alert Level 3

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



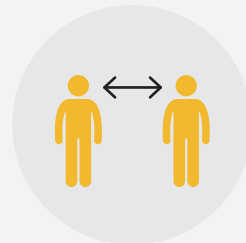
Deliveries to site should be delivered by one person only where possible.



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.



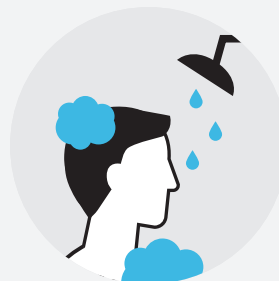
Items

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.

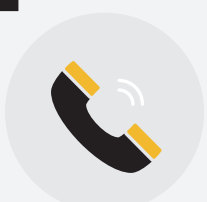





Suspected or Confirmed Cases at Work

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.



Toolbox Talk

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.

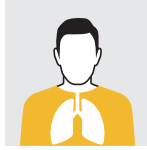


Prevention

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



A face mask won't stop the virus but if fitted correctly, it does help stop people touching their face to avoid any virus on their hands going into their mouths or eyes.



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.



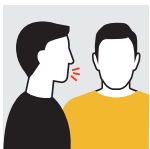
Wash your hands. Ordinary soap is even better than expensive hand sanitisers. A 20 second wash with soap will dissolve the virus's protective coating. Ensure that hands are thoroughly dried. Keep plenty of soap, water and disposable hand-towels on site.



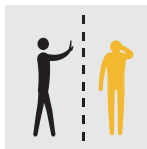
Stay home if you are sick. The Ministry of Health wants people suspected of having the virus to stay home and quarantine themselves for 14 days so make sure you have enough supplies to last that long. If one of your team is sick, send them home.



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](#).