



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.

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

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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 news reporting), with immediate effect.

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

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

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

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



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

The SARS-CoV-2 virus that causes COVID-19 has undergone genetic mutations over time as it adapts to humans. Recently, the Delta variant has become an area of increased concern as it is more than twice as transmissible than the original virus, it may evade vaccine derived immunity and it can cause more severe illness.

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

Symptoms

The symptoms of COVID-19 are:

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

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

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

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

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

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

The Delta Variant

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

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

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

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



How COVID-19 is Spread

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

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

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

Infection occurs in three main ways:

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

COVID-19 on Surfaces

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

How long any respiratory virus survives on a surface will depend on a number of factors:

- What surface the virus is on.
- Whether it is exposed to sunlight.
- Differing temperatures and humidity.
- Exposure to cleaning products.

Conditions That Affect COVID-19 Spread

A person is most infectious and more likely to spread the virus in the few days around the time that symptoms start to develop. This means that some individuals can be contagious before they develop symptoms. The risk of becoming infected increases the closer you are to a person and the longer you are close to that person, especially if this contact occurs in poorly ventilated indoor spaces.

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

Things that increase the risk of this 'long-range' infection include:

- Being in enclosed spaces with poor ventilation within which fine particles containing virus can build-up.
- Being near an infected person breathing heavily (for example, due to exercise, singing or shouting).
- Being exposed to these conditions for a longer period of time.

The 'Three C's' are situations where spread of the virus is most likely are:

1. Closed spaces with poor ventilation.
2. Crowded places with many people nearby.
3. Close-contact settings, especially where people have close-range conversations, singing or shouting.

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

COVID-19 and Ventilation

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

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

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

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

Guidance around COVID-19 ventilation can be found here: <https://www.rehva.eu/activities/covid-19-guidance>



Prevention – how to protect yourself and others

- **STAY HOME IF YOU ARE UNWELL. DO NOT COME TO WORK**

Get tested if you are symptomatic.

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

Call Healthline on 0800 358 5453 if you have any symptoms or have been in close contact with someone confirmed with COVID-19.

Calling in advance will allow you to be quickly directed to the right health facility.

- Get vaccinated as soon as you can.

The COVID-19 vaccine is free, voluntary and is currently available to everyone in New Zealand aged 12 and over: <https://bookmyvaccine.covid19.health.nz/>

- Adhere to physical distancing recommendations.

Where practicable, maintain 2 metres (6 feet) distancing from others.

- Use recommended PPE.

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

- Practice good hygiene:

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

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

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

Regularly use hand sanitiser to clean your hands.

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

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

- Mandatory record keeping

From 11:59pm on 7th September, every person in NZ over the age of 12 will be required to keep a record of their whereabouts using QR codes or paper registers provided by businesses.

Workers can download the free NZ government COVID Tracer App and QR codes to use as a digital diary of their movements.

Scanning into locations using the COVID Tracer App allows the Ministry of Health to perform contact tracing quickly and efficiently. It is augmented when users turn on the Bluetooth function on their phone and when used regularly.

Personal Protective Equipment (PPE) Face Coverings Within the Alert Levels

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

Note: Do not be offended if you are asked to wear a face covering. People have different comfort levels and some people may have underlying conditions that put them more at risk from the virus.

Alert Level 1

At Alert Level 1, workers do not need to wear face coverings because there is no evidence of community transmission of COVID-19. However, using a face covering proactively can help reduce the spread of an undetected outbreak.

Be prepared in the event of regions escalating up through Alert Levels due to the Delta variant. Supplies may be hard to source, so it is worth having stock on hand at home and in the workplace.

Alert Level 2

At Alert Level 2 and above the risk of COVID-19 being present in the community is higher. So wearing a face covering becomes more important, particularly within uncontrolled environments, where minimum physical distancing requirements are unable to be maintained or in Close Proximity environments.

Per September 2021, face coverings are mandatory for anyone aged 12+ in indoor public places. See the list below or click on this [LINK](#) for the latest information.

ScreenSafe [strongly recommends](#) the use of face coverings for all screen work in Level 2. And it would be expected that most productions will require them as part of their H&S plan.

Alert Level 3

At Alert Level 3, the risk of COVID-19 being present in the community is higher.

ScreenSafe strongly recommends the use of face coverings for all screen work in Level 3. And it would be expected that most productions will require them as part of their H&S plan.

Government Face Covering Requirements (per September 2021):

At Levels 1 and 2 you legally must wear a face covering:

- On public transport.
- On domestic flights.
- By taxi and ride-share drivers. While it is not compulsory for passengers to wear them, we strongly encourage you to do so.



At Alert Level 3 and 4, you legally must wear a face covering:

- On public transport and at departure points — for example, airports, train stations and bus stops.
- On flights.
- In taxi or ride-share vehicles — drivers and passengers.
- When visiting healthcare facilities.
- If you are a delivery driver to residential addresses.
- Inside any Alert Level 3 businesses and services that are open and involve customer contact — for example, supermarkets, pharmacies, hospitality venues, takeaways and petrol stations.
- In the public areas of courts and tribunals, local and central government agencies, and social service providers with customer service counters.

Click on this [LINK](#) for the latest information about use of face coverings.

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

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

What to do if You May Have Been Exposed?

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

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 (usually a 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?

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

Relevant conditions include:

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

People are also more vulnerable if they are;

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

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

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

Other risk factors include:

Ethnicity

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

Smoking

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



Immunocompromised

This includes cancer treatment, smoking related illness, bone marrow or organ transplantation, hematologic neoplasms, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications (such as disease-modifying anti-rheumatic drugs)

Dedicated Healthline 0800 Number for COVID-19 Health Advice & Information

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

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

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

You should call that dedicated number:

- To register if you have self-isolated.
- For any coronavirus health advice and information and any questions you have about coronavirus, self-isolation etc.

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

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

Treatment

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

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

COVID-19 Vaccinations

The New Zealand government is currently rolling out a staged delivery of the Pfizer COVID-19 Vaccine (Comirnaty) and it is free to everyone in NZ aged 12 years or older. You can book your vaccine here: <https://bookmyvaccine.covid19.health.nz/>

PCBUs cannot require workers to be vaccinated against COVID-19, unless:

- the work is required by law to be carried out by a vaccinated person, such as under the COVID-19 Public Health Response (Vaccinations) Order 2021 (Vaccination Order); or

- in some circumstances, following a health and safety risk assessment, the work/role is assessed by the PCBU as needing to be performed by a vaccinated person (in which case further considerations must be taken into account – see below).

To determine whether a role is 'high risk' under a COVID-19 health and safety risk assessment, PCBUs must consider the likelihood of the worker in the role being exposed to COVID-19 while performing the role, and the potential consequence of that exposure for others.

Even if a PCBU determines that a role must be performed by a vaccinated person for health and safety reasons, a PCBU cannot require a worker to be vaccinated. Following a health and safety risk assessment of a role, if the PCBU determines that a role needs to be performed by a vaccinated person and the worker currently in the role refuses to be vaccinated, the PCBU will need to consult with the worker prior to taking any action. This includes considering alternatives to dismissal/termination; for example, the PCBU should consider whether additional health and safety measures could be put in place (such as self-isolation or wearing a mask), whether the worker could be temporarily or permanently redeployed to a lower-risk role, or whether any other arrangements could be put in place to accommodate the worker's desire not to be vaccinated.

If a PCBU/employer determines that a role needs to be performed by a vaccinated person, and the worker currently in the role refuses to be vaccinated (or refuses to disclose their vaccination status), the PCBU/employer will need to consult with the worker prior to taking any action. Such consultation should consider alternatives to dismissal/termination, such as additional health and safety measures and/or redeployment of the worker.

Please note: A small percentage of the eligible population are unable to get vaccinated due to pre-existing medical conditions. If you have any reservations about getting vaccinated, please seek advice from a registered Health professional (Registered Nurse or Doctor) or call the Covid Vaccination Healthline on 0800 28 29 26.

Vaccinations & Privacy

A PCBU is free to ask workers whether they have been vaccinated against COVID-19, but cannot require them to disclose their vaccination status unless the particular work/role requires a vaccinated person.

Note that, if a worker refuses to declare their vaccination status, a PCBU/employer may then assume that the worker is not vaccinated, although they should advise the worker if they are making that assumption.

A worker's vaccination status is their personal information. This means that PCBUs will have a legal obligation to ensure that this information is only



used for the purpose for which it is collected, and is protected, held and stored securely in accordance with the PCBU's obligations under the Privacy Act 2020.

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

<https://www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/covid-19-vaccination-and-employment/>

<https://www.business.govt.nz/news/covid-19-vaccinations-q-a-for-employers/>

<https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/assessing-whether-a-specific-role-needs-to-be-performed-by-a-vaccinated-worker/>

<https://www.minterellison.co.nz/our-view/covid-vaccination-and-the-workplace>

<https://www.publicservice.govt.nz/resources/covid-19-workforce-vaccinations-guidance/>

<https://privacy.org.nz/tools/knowledge-base/view/602>

Further Information

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

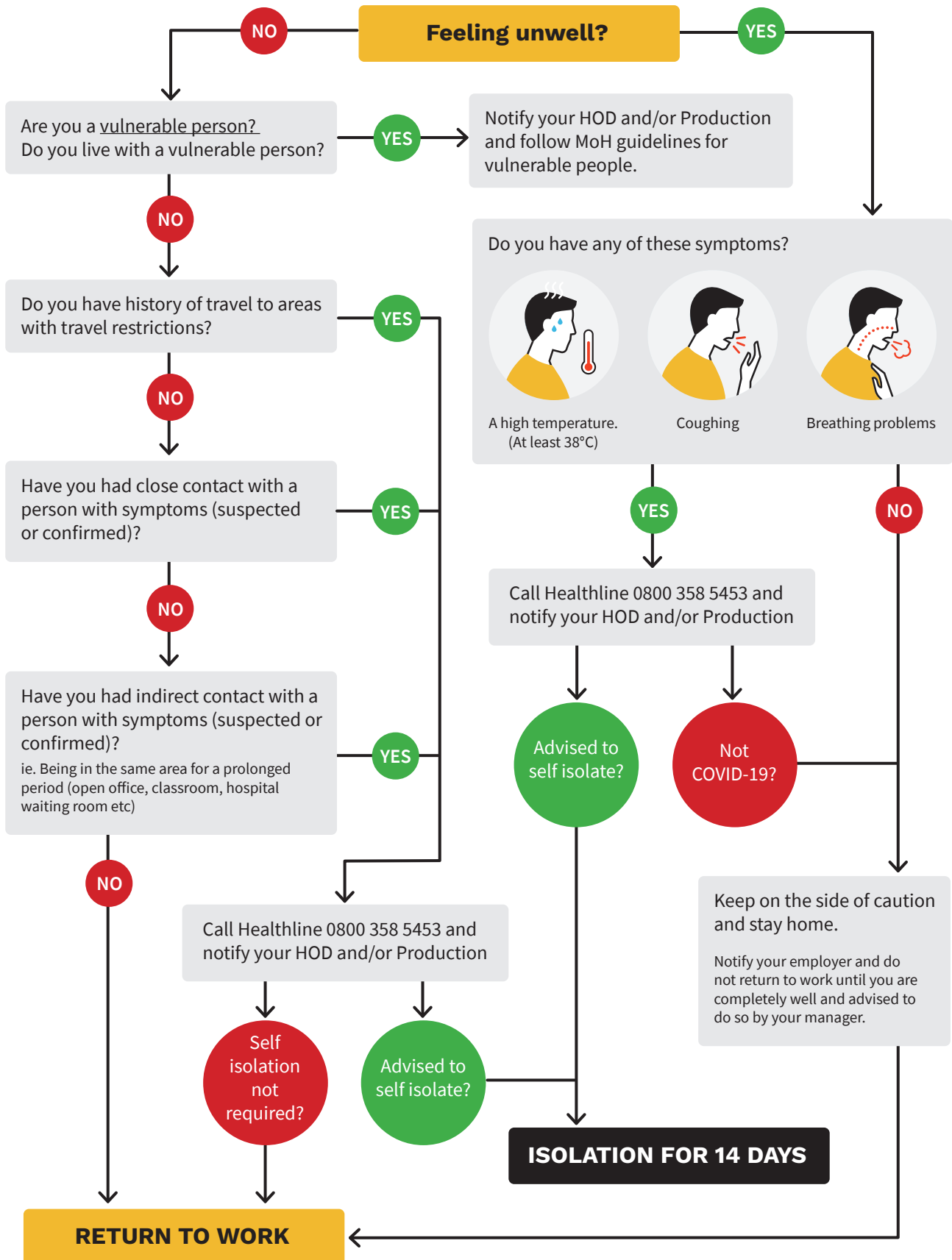
Unite Against COVID-19 - <https://covid19.govt.nz/>

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.
- Recognising the mental health, financial & other stresses incurred by this pandemic and making sure everyone in our industry is aware of the support mechanisms in place for those who need them.



Workplace COVID-19 Testing

This section is specifically about non-symptomatic 'surveillance testing' as a tool to assist in supporting a COVID free workplace.

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

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

All standard workplace COVID-19 surveillance testing carries a cost as it is not currently funded by the MoH except under certain circumstances. Productions should discuss requirements, options and cost with their testing provider. If PCBUs require employees to get tested the cost must be carried by the PCBU.

While the Ministry of Health can compel certain classes of workers to undergo COVID-19 testing (as with inter-regional travel for essential workers at Levels 3 and 4), and a PCBU/employer may facilitate such an order, a PCBU/employer can only impose mandatory testing itself where a health and safety risk assessment has determined that such testing is necessary.

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

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

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

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

Symptomatic Testing

Testing of persons with COVID-19 symptoms can only be undertaken by a authorised medical practitioners. This includes community testing centres and drive-through testing stations, medical centres and most GP practices.

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

To find your nearest testing centre, click [HERE](#).

Types of Testing

The most common method of collecting a sample is to swab the back of your nose (a swab is a bit like a small cotton-bud but with a longer stick). This type of testing is used in isolation and quarantine facilities and also in community settings, either at Community Based Assessment Centres (CBACs) or at your local GP clinic.

Sometimes the sample may be taken from the back of the throat instead of the nose, but this sort of sample is potentially less accurate.

Saliva testing is a non-invasive method for surveillance testing. You put a certain amount of saliva into a tube that is then sealed for transportation.

A sample may also be collected from liquids from your lungs. The fluid is either coughed up or may need to be extracted. This method is not very common, and these samples are usually only taken when people are in hospital.

The sample is then sent to the laboratory and tested to see if it contains any genes from the SARS-CoV-2 virus – the virus that causes COVID-19. The result is usually available within 24-48 hours (depending on how quickly the sample can be transported to the testing laboratory and how many samples they have to process), although it can take longer. If you are awaiting test results and have not received a result after four days, please contact your GP or the place your test was done.

Your Personal Information

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

It's also helpful if you have your National Health Index number with you – [see information on how to find your NHI number](#).

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



With all types of COVID-19 tests, the administrator of the test is only allowed to use the sample for the purpose of testing for COVID-19.

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

- symptoms
- general health
- direct contacts

Positive Result

If your result is positive, the Public Health Unit will call you directly (not your employer). If your result is negative, you will be advised via text to your mobile phone, unless you specify another method of contact.

The Ministry of Health and your local public health team will then work with you to identify and contact people you have been in close contact with. If necessary, information about a positive test result may also be shared with emergency services in your area to help them in their response, but it cannot be used for any other enforcement purposes.

Continuing with Other Public Health Measures

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

Current advice from the Ministry of Health is that testing supports, but does not replace other infection prevention and control measures. As recommended under public health guidance, all businesses must take steps to eliminate or otherwise minimise COVID-19 risks, including the use of personal protective equipment and vigorous cleaning protocols.

Businesses and other organisations must follow the applicable COVID-19 alert level rules, and should continue to encourage use of the NZ COVID Tracer app by clearly displaying QR codes at all work sites.

Workplace Surveillance COVID-19 Testing Providers

- Your GP
- Worldwide Health (<https://worldwise.co.nz/>)
- Rako Science (<https://www.rakoscience.com/about>)
- Central Safety Ltd (Wellington)

Alert Level Boundary Testing

At Alert Levels 3 & 4, workers who are permitted to cross an Alert Level Boundary will be required to have evidence of a test taken within the seven days before crossing the boundary. This took effect at 11.59pm on 16th September 2021.

Proof of having had a test will be in addition to documentation permitting you to cross an Alert Level Boundary (either a Business Travel Document or a government exemption letter). Please refer to the Domestic Travel section for more information.

Get more information on the [Testing for workers who cross Alert Level boundaries page](#).

Pre-departure Testing for International Travel

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

If you need a COVID-19 test prior to departure please see [Advice for travellers](#).

Pre-departure test providers:

- Your GP
- North Shore Travel Clinic (Auckland) / <https://travelclinic.co.nz/>
- Southern Community Laboratories pre-departure testing clinics (Major city centres nationwide) / <https://sclabs.co.nz/>
- Worldwide Health (<https://worldwise.co.nz/>)
- Central Safety Ltd. (Wellington)
- Rako Science (Saliva testing only) / <https://www.rakoscience.com/>



Employers Duties [includes PCBUs and Officers]

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

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

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

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

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

Contact Tracing

PLEASE NOTE: It is now mandatory for any business or service to display the Government Tracer App QR code at all entry points. All sites must have their own specific QR code poster.

An alternative contact registry (i.e. hand written or tablet based) should be available for those who don't use the Government Tracer App. Note that privacy is an even bigger concern with handwritten sign-in sheets, as personal information is openly displayed. Protocols to prevent privacy breaches must be in place.



General COVID-19 Guidelines

- Follow all instructions, comply with all rules and do not take any chances of exposing yourself or others.
- If you, someone you live with or have close contact with, becomes unwell or is presenting COVID-19 symptoms, you must notify production immediately and DO NOT COME TO WORK where others may be exposed. Discuss the next steps with your HOD and production.
- If you, someone you live with 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. Use of the Covid-19 Health Declaration form is highly recommended for anyone entering a work site.
- Maintain high hygiene practices both at work and away from work. Wash hands, use sanitiser, sneeze / cough into your elbow or a disposable tissue.
- Wherever / whenever practicable or requested, maintain social distancing. Under some COVID-19 Alert Levels and / or work environments this may be mandatory.
- At Level 4 use of face coverings is government mandated.
- At Level 2 and 3 use of face coverings is strongly recommended by MoH, WorkSafe & ScreenSafe, especially when you can't physically distance. And it would be expected that most productions will require them as part of their H&S plan. They are mandated by the MoH for public facing businesses and work.
- All businesses are required to set up and display the Government Tracer App QR code. An alternative system must also be in place for those who don't have the Tracer App.
- All breaches and concerns regarding failure to meet COVID-19 plans and policies must be immediately reported.
- COVID-19 health declarations must be completed prior to commencing work, and as and when reasonably requested, throughout each project.
- Use all appropriate COVID-19 PPE as and when requested / required.
- For your role, or at any point during your work, if you are able to work remotely / from home, please discuss with your HOD and/or production.
- If any COVID-19 measures are impeding your ability to undertake your role safely you must immediately notify your HOD and/or Production.
- All productions should be registered on the ScreenSafe website: <https://screensafe.co.nz/covid19/registration/>



COVID-19 ALERT LEVELS – Screen Industry Specific Guidance

To operate safely at all Alert Levels during the COVID-19 pandemic, all PCBUs, 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, PCBUs will need to follow all public health guidelines. These include the following, although guidelines and requirements may change over time:

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

The aim of the screen industry specific guidance is to assist PCBUs to meet their workplace health and safety obligations while operating under 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	<p>Strong restrictions to limit all people movement and contact to contain community transmission.</p> <p>News or other media services deemed as an essential service.</p>	<p>Further restrictions on activities, including at workplaces and socially, to address a high risk of transmission.</p> <p>Filming in highly controlled workplaces only. Limited cast and crew on set.</p>	<p>Physical distancing and restrictions on leisure and social activities to address sporadic cases of a cluster in NZ.</p> <p>Work can be done on film and television sets, but working within the physical distancing requirements.</p>	<p>Keep out global pandemic. Population prepared for increase in Alert Levels if necessary.</p> <p>No restrictions on film or television productions.</p>
Screen Industry Summary	<p>Unless deemed as an essential service, all film and television productions must close.</p> <p>All other workers must work remotely.</p> <p>Use of face coverings is mandatory.</p> <p>No inter-regional travel unless you are deemed an essential service.</p>	<p>Some work can be done on film and television sets,</p> <p>but the full range of screen production work may not be possible due to strict limitations (e.g. no close contact between actors and hair and make-up artists).</p> <p>Contactless interactions with the general public.</p> <p>Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.</p> <p>Use of the Covid-19 Health Declaration form is highly recommended for anyone entering a work site.</p> <p>No inter-regional travel unless you are deemed an essential service.</p> <p>Ability for all cast and crew to raise concerns of action, physical distancing or risks.</p>	<p>Business continuity plans activated.</p> <p>Implementation of physical distancing measures within the workplace.</p> <p>Contact tracing measures in place.</p> <p>Travel between regions is allowed.</p> <p>Contactless interactions with the general public.</p> <p>Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.</p> <p>Use of the Covid-19 Health Declaration form is highly recommended for anyone entering a work site.</p> <p>Ability for all cast and crew to raise concerns of action, physical distancing or risks.</p>	<p>Border control measures in place to limit the risk of importing COVID-19 into NZ.</p> <p>Cleaning protocols actioned.</p> <p>Production and site specific COVID-19 Safety Plan approved and implemented.</p> <p>Use of the Covid-19 Health Declaration form is highly recommended for anyone entering a work site.</p> <p>Ability for all cast and crew to raise concerns of action, physical distancing or risks.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Expected productions	News and essential media services only.	<p>Very small productions where there is an ability to maintain the required physical distance of 1 metre in the workplace or 2 metres in a public area.</p> <p>Closed or controlled workplaces where there is no contact with the public.</p> <p>No Close Proximity work or scripted action that requires physical interaction closer than 1m.</p> <p>Low risk. No high risk stunts, SPFXs or locations that could put additional pressure on hospitals.</p> <p>Pre-production where crew have the ability to work in small workgroups and are able to maintain the required physical distancing.</p> <p>Crew members must work from home if they are able.</p>	<p>All scale productions, provided they can work within restrictions in regards to physical distancing (1m) and Close Proximity work.</p> <p>Productions prepared to escalate to level 3 or 4 at any time. This may happen rapidly.</p> <p>Pre-production where crew have the ability to work in small workgroups and are able to maintain the required physical distancing.</p> <p>Crew members should work from home if they are able.</p>	No restrictions on production.
Content	Limited to essential news and media coverage only.	<p>No close interactions between talent/cast, i.e. intimate scenes or physical interactions. 1 metre physical distancing must be maintained at all times.</p> <p>No audience and gatherings.</p>	<p>Close interactions permitted, but steps must be taken to ensure a safe workplace and cast and crew comfort levels and suggested controls (PPE, etc.) to be taken into consideration.</p> <p>Please refer to the Close Proximity Environment sections of the Protocols.</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>Crew to work from home where possible.</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>Use of extras is not recommended as it can be difficult to apply the required risk minimisation and control. In some instances it may be possible if strict control measures can be achieved.</p> <p>Only use local crew (regional travel is not permitted unless you are deemed an essential service).</p> <p>Crew to complete health declaration forms before coming to the worksite.</p>	<p>Increased physical distancing at work.</p> <p>Crew to work from home where possible.</p> <p>Undertake health screening for crew prior to them starting work.</p> <p>Day players, casuals and extras need stringent screening. These crew could have potentially been to multiple other worksites and can lead to a large amount of close contacts, increasing the risk of transmission within the production.</p> <p>Identify at risk crew.</p> <p>Engaging crew may be difficult due to their personal situation. I.e. caring for someone at home or at risk population in their bubble at home or childcare.</p> <p>Crew to complete health declaration forms before coming to the worksite.</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
<p>Close Proximity Environments</p> <ul style="list-style-type: none"> • Make-up & Hair • Costume • Sound 	<p>No Close Proximity work can take place.</p> <p>Make-Up and Hair can take place only for essential services crew who are involved with the news and media. A small work bubble must be established and maintained.</p>	<p>There are no provisions within level 3 to undertake close contact roles with the general public, cast or crew.</p> <p>Only essential services may undertake Close Proximity tasks.</p> <p>Work must be carried out in a contactless method.</p> <p>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>Procedures in place identifying how equipment must be cleaned and sanitised before and after use.</p> <p>Small work group bubbles with structures in place to ensure the contact tracing of all crew.</p> <p>Make sure adequate ventilation is in place.</p> <p>Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.</p>	<p>Close Proximity work can be undertaken on set, i.e. physical interactions on set, stunts, make-up and hair, PROVIDED they follow the Close Proximity guidelines.</p> <p>Crew to maintain the required physical distancing between each workstation. Consider movement of crew around workstations and maintaining at least 1 metre from each other.</p> <p>Design and assemble work bubbles to provide continuity within a team in case a crew member becomes unwell.</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>Make sure adequate ventilation is in place and that time spent in Close Proximity is kept to a minimum.</p> <p>Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.</p>	<p>No restrictions.</p> <p>Vigorous hygiene standards to be maintained.</p> <p>Contact tracing is a government requirement.</p> <p>Health screening questionnaire to take place prior to starting work.</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.	<p>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.</p> <p>Only essential equipment is used.</p>	<p>Limit equipment on set if it creates unnecessary restrictions to physical distancing requirements.</p> <p>Keep gear stashes to a minimum. Crew should keep the majority of their equipment inside workstations/ vehicles.</p> <p>Single use products can reduce infection, but must be discarded correctly or it may increase the risk of infection.</p>	All equipment to be cleaned in accordance with the Ministry of Health guidance after each use. This is particularly important with shared equipment.
Food / Catering	No craft services provided.	<p>Contactless service only.</p> <p>Pre-packaged food only. Or a contactless buffet (catering staff serving up).</p> <p>Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.</p> <p>All meals should be prepared in accordance with NZ food safety standards.</p> <p>No self-service catering set ups.</p> <p>Engineering controls in place, i.e. barriers and screens between crew and servers.</p> <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>Contactless service only.</p> <p>Pre-packaged food only. Or a contactless buffet (catering staff serving up).</p> <p>Unit/Craft Services should be “café-style”. Or individual snack packages can be prepared and handed out.</p> <p>All meals should be prepared in accordance with NZ food safety standards.</p> <p>No self-service catering set ups.</p> <p>Engineering controls in place, i.e. barriers and screens between crew and servers.</p> <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>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
Food / Catering <i>continued</i>		<p>Crew should not eat on set or in communal areas, only in designated areas where appropriate physical distancing is achievable.</p> <p>Water should be available for consumption on set if appropriate to the location and if managed in accordance to physical distancing and hygiene measures.</p> <p>Crew to maintain physical distancing of 2 metres during meal breaks.</p> <p>No shared cutlery, dishes or cups.</p> <p>Hand washing, sanitiser stations available in all eating areas.</p>	<p>Crew should not eat on set or in communal areas, only in designated areas where appropriate physical distancing is achievable.</p> <p>Water should be available for consumption on set if appropriate to the location and if managed in accordance to physical distancing and hygiene measures.</p> <p>No shared cutlery, dishes or cups</p> <p>Hand washing, sanitiser stations available in all eating areas.</p>	
Healthcare measures	<p>Adhere to Ministry of Health public health guidance 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>Small production bubbles will limit any spread and assist with contact tracing.</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>Productions must have the ability to contact trace all people who enter their worksite.</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>Productions must have the ability to contact trace all people who enter their worksite.</p> <p>A Government Tracer App QR-code poster must be displayed at all work sites.</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>Productions must have the ability to contact trace all people who enter their worksite.</p> <p>A Government Tracer App QR-code poster must be displayed at all work sites.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Healthcare measures <i>continued</i>		<p>A Government Tracer App QR-code poster must be displayed at all work sites.</p> <p>A register of crew involved in the production to be updated daily to ensure contact tracing can be undertaken.</p> <p>Use of the Covid-19 Health Declaration form is highly recommended for anyone entering a work site.</p> <p>Some productions may wish to utilise regular surveillance testing.</p> <p>Facilitate the ability for all workers to become vaccinated.</p>	<p>A register of crew involved in the production to be updated daily to ensure contact tracing can be undertaken.</p> <p>Use of the Covid-19 Health Declaration form is highly recommended for anyone entering a work site.</p> <p>Some productions may wish to utilise regular surveillance testing.</p> <p>Facilitate the ability for all workers to become vaccinated.</p>	<p>Identify at risk crew.</p> <p>A register of crew involved in the production to be updated daily to ensure contact tracing can be undertaken.</p> <p>Use of the Covid-19 Health Declaration form is highly recommended for anyone entering a work site.</p> <p>Some productions may wish to utilise regular surveillance testing.</p> <p>Facilitate the ability for all workers to become vaccinated.</p>
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>All productions MUST register with ScreenSafe.</p>	<p>Closed and highly controlled workplaces only.</p> <p>There are no restrictions on the amount of people on a work site. Physical space and ventilation vs. number of people on site must be considered, particularly for interior locations.</p> <p>Low risk environments where there is no risk of breaking the recommended physical distancing with people from outside the shooting bubble.</p> <p>Studios: ideally a single production on site. If there are other productions or existing tenants sharing the complex, then protocols must be established to facilitate the recommended physical distancing.</p>	<p>Public venues are open, but must comply with conditions on gatherings (Per 20th Sept 2021 this is 100 people for both indoor and outdoor gatherings). <i>Note: the limit to gatherings does not apply to work sites as long as appropriate physical distancing AND strict contact tracing is achievable, and risks are controlled.</i></p> <p>Production must have the ability to contact trace all persons entering the location.</p> <p>Studios are open.</p> <p>Councils permitting filming activities will require a COVID-19 Safety Plan..</p>	<p>No restriction on locations, but Councils permitting filming activities will require a COVID-19 Safety Plan.</p> <p>All productions MUST register with ScreenSafe.</p>



ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1	
Locations <i>continued</i>		<p>Worksite and team Bubbles must be kept separate.</p> <p>Location filming only when 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 your region, or that have complex or difficult access, i.e. marine or alpine locations.</p> <p>Unless deemed an essential service, productions are not allowed to travel outside of their region.</p> <p>Councils permitting filming activities will require a COVID-19 Safety Plan.</p> <p>All productions MUST register with ScreenSafe.</p> <p>Productions must be able to control access into and out of the worksite.</p> <p>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> <p>Pre and post-filming deep clean or sanitation of locations will most likely be required.</p>	<p>All productions MUST register with ScreenSafe.</p> <p>Consideration regarding the concerns location owners may have about the risk of COVID-19.</p> <p>Pre and post-filming deep clean or sanitation of locations will most likely be required.</p> <p>Regional travel is allowed.</p>	



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Personal Protective Equipment	<p>PPE and training must be made available to all crew.</p> <p>Uncontrolled public spaces and some locations may mandate face coverings or other PPE specific to their MoH requirements.</p>	<p>Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.</p> <p>Uncontrolled public spaces and some locations may mandate face coverings or other PPE specific to their MoH requirements.</p> <p>PPE and training is made available to all crew. Incorrectly used PPE can create more risk.</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>Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.</p> <p>Uncontrolled public spaces and some locations may mandate face coverings or other PPE specific to their MoH requirements.</p> <p>PPE and training is made available to all crew. Incorrectly used PPE can create more risk.</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>PPE must be available for those who wish to (or who are requested to) use it.</p> <p>Continued hygiene measures in place.</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 the office or work site, physical distancing in the workplace of 1 metre is required.</p> <p>Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.</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>Clients/agencies and other crew should consider joining remotely if possible.</p> <p>Face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.</p>	<p>No restrictions.</p> <p>Provisions should be made to escalate levels.</p> <p>PPE must be available for those who wish to (or who are requested to) use it.</p> <p>Continued hygiene measures in place.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Production	<p>All physical production facilities close. Crew working remotely from home.</p>	<p>Each worksite must have a COVID-19 Safety Plan in place.</p> <p>Productions wanting to operate independently of these Standards need to produce their own production specific COVID-19 Safety Plan and submit to WorkSafe NZ for auditing.</p> <p>Engineering controls implemented such as physical barriers and 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>Number of on-set crew is very limited due to small work group size.</p> <p>Stagger crew start call times to limit interactions with work groups.</p>	<p>Each worksite must have a COVID-19 Safety Plan in place.</p> <p>Productions wanting to operate independently of these Standards need to produce their own production specific COVID-19 Safety Plan and submit to WorkSafe NZ for auditing.</p> <p>Engineering controls implemented such as physical barriers and 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>Each worksite must have a COVID-19 Safety Plan in place.</p> <p>Inductions for crew to understand the risk of COVID-19 in the workplace.</p> <p>The health and safety of workers and other people must not be put at risk from the changes that are made to work arrangements because of the COVID-19 pandemic.</p>



	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 the home, including workplaces.</p> <p>All essential workplaces must establish small work bubbles of critical crew and physically separate workspaces, i.e. different stages, locations.</p>	<p>People should keep a minimum of 1 metre apart within a controlled workplace. A general rule of 2 metres should be applied.</p> <p>People should keep 2 metres apart outside of the home or workplace 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 or restricted spaces in buildings and studios) is expected not to be possible due to the required physical distancing.</p> <p>There are no provisions for Close Proximity tasks (where crew are required to work within 0-1 metre of each other).</p>	<p>Distancing should reflect the environment where the work is undertaken.</p> <p>Controlled work environments require 1 metre distancing so far as reasonably practicable. Additional control measures will be required when not able to maintain 1 metre.</p> <p>Uncontrolled work environments require 2 metres of separation, so far as reasonably practicable. Additional control measures, i.e. barriers / screens may be needed if two metres may be broken.</p> <p>Close proximity environments (work within 0-1m) must only be done within pre-agreed conditions, and work within 1 meter should be kept to a minimum. Please discuss with your H&S officer, production and applicable cast and crew well in advance.</p> <p>Crew must maintain 2m physical distancing in public places, public gatherings and on public transport.</p> <p>Establish small work bubbles and physically separate workspaces, i.e. different stages, locations.</p>	<p>No physical distancing requirements.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Supply Lines <ul style="list-style-type: none"> • 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. Deliveries should be processed in a contactless method.</p> <p>All other travel within the region, or to other regions, is not allowed.</p> <p>Couriers are required to wear a face covering when delivering goods.</p>	<p>No restrictions on freight movements.</p> <p>Equipment rental houses and suppliers should have appropriate Covid-19 protocols in place in regards to physical distancing, hygiene/sanitation and contact tracing.</p> <p>Retail outlets operating as long as there can be contactless interactions with the public.</p> <p>Couriers and parcel services not to enter facilities. Deliveries and should be processed in a contactless method.</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>Couriers are required to wear a face covering when delivering goods.</p>	<p>No restrictions on freight movements.</p> <p>Equipment rental houses and suppliers should have appropriate Covid-19 protocols in place in regards to physical distancing, hygiene/sanitation and contact tracing.</p> <p>Couriers are required to wear a face covering when delivering goods.</p>	<p>No restrictions.</p> <p>Equipment rental houses and suppliers should have appropriate Covid-19 protocols in place in regards hygiene/sanitation and contact tracing.</p>



	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
Transport & Domestic travel	<p>Only essential workers are 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 to/from COVID hotspots is limited to essential workers or anyone returning to their permanent residence.</p> <p>Essential workers travelling between regions are required to produce evidence of a COVID test within 7 days of crossing the regional border</p> <p>International travel restrictions in place.</p> <p>14 day quarantine period for all people coming into NZ.</p>	<p>Travel is allowed to access work locations.</p> <p>Travel is limited to within your region unless the production is deemed as an essential service.</p> <p>If deemed an essential service, travel between regions should be limited.</p> <p>Review travel arrangements to avoid close contact (i.e. 1 person per vehicle).</p> <p>Ride-sharing to/from work is not allowed..</p> <p>Shared vehicles must have a cleaning protocol in place.</p> <p>Travel to/from COVID hotspots is limited to essential workers or anyone returning to their permanent residence.</p> <p>Essential workers travelling between regions are required to produce evidence of a COVID test within 7 days of crossing the regional border.</p> <p>International travel restrictions in place.</p> <p>14 day quarantine period for all people coming into NZ.</p>	<p>Domestic travel permitted, but try to minimise all non-essential travel.</p> <p>Ride-sharing is not recommended unless you are already in a small and regular work bubble and if physical distancing is maintained. A face covering is strongly recommended.</p> <p>Travel to/from hotspots is limited to essential workers or anyone returning to their permanent residence.</p> <p>International travel restrictions in place.</p> <p>14 day quarantine period for all people coming into NZ.</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

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 (or minimum 1m within a controlled environment). This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing.

Staying two metres away from others is an effective measure.

A controlled environment is a situation where a PCBU can reasonably provide:

- Hand sanitising / cleaning
- Cleaning between groups when they occupy an area.
- Maintain the required physical distancing
- Health screening
- Contact tracing (recording name, phone and address)

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

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

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

Please Note: A Close Proximity Environment (work within 0-1m) is NOT allowed in Level 3.

Considerations Before Starting

- For all projects, keeping only 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 wellbeing of all involved while also maintaining all other H&S requirements.
- All physical distancing and hygiene measures must be achievable. i.e. space at site, adequate airflow, sanitising and hand washing facilities available.

- All work sites must display a Government Tracer App QR-code poster.
- Ensure adequate supplies of PPE and appropriate training.

General Working Arrangements

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

External Interfaces (with couriers, suppliers, etc.)

- One member of the crew 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/sanitise hands before and after handling items.

Site Entry

- All work sites must display a Government Tracer App QR-code poster. An alternative system must also be in place for those who don't have the Tracer App.
- Where entry systems that require skin contact are used, e.g. fingerprint scanners or keypads, hand sanitation must be available.



- It is recommended that anyone entering a work site must fill in a Covid-19 Health Declaration form.
- Limit visitors to the site wherever possible. Only absolutely essential visitors should enter the site.
- Introduce staggered start and finish times where possible to reduce congestion and contact.
- 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.
- Require all workers to wash or sanitise 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 allows it and must wear gloves, wash or sanitise their hands before unloading goods and materials. A designated, contactless drop off point should be established.
- 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.
- Work that cannot be carried out in a 'contactless way' cannot be carried out. I.e. any work under Level 3 within 1m, such as make up.
- Plan all work to minimise contact between workers.
- Reusable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Stairs should be used in preference to lifts.
- Where lifts must be used:
 - Always lower their capacity to reduce congestion and contact.
 - Regularly clean touchpoints, doors, buttons etc.

Site Meetings

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

Avoiding Close Working

Close Proximity work (closer than 1 meter) is not possible at Level 3 (i.e. no physical contact with talent, costume, make up, sound crew, etc.). No scripted action with less than 1 meter physical distancing for talent.

At Level 3 face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.

Toilet Facilities

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

Eating Arrangements

- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break times should be staggered to reduce congestion and contact.
- Hand washing facilities or hand sanitiser should be available at the entrance of any area where people eat and should be used by workers when entering and leaving the area.
- The workforce may be asked to bring pre-prepared meals where possible, and refillable drinking bottles from home.
- Water filling stations should be contactless and cleaned regularly as per the cleaning guide.
- If possible, replace the use of water coolers with water bottles.
- Workers should sit 2 metres apart from each other whilst eating.
- No self serve catering or unit at Level 3. Where catering is provided on site, it should be pre-packaged and wrapped food only. Or a contactless buffet (catering staff serving up).
- Unit should be "cafe-style". Or individual snack packages can be prepared and handed out.



- Any payments should be taken by contactless card wherever possible.
- Shared crockery, eating utensils, cups etc. should not be used unless a dishwasher is available to clean them.
- Tables should be thoroughly cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines.
- Limit access and use of coffee machines, they should only be operated by one person who is using adequate hygiene measures.
- Consider numbers on site as physical distancing may require additional space / facilities.
- Ensure the designated area is such that smoke or vapor produced is not going into another person's breathing zone.

Hand Washing

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

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 a designated area or do so off-site, and butts are to be placed in the designated receptacle. Hands must be washed / sanitised before and after smoking.

Travelling in Vehicles

- Your safety plan must reflect WorkSafe's current position for travelling in vehicles for work. At Level 3, ride-sharing is not permitted unless you are in the same household.
- If traveling on public transport you must follow the distancing guidelines as displayed on the public transport or requested by the operator / driver. Face coverings are mandatory.
- Travelling for work should be limited to one person per vehicle to maintain physical distancing requirements. This includes travel to and from work sites, traveling between work sites, and travelling as part of your work activities.
- Limit the number of people using or sharing a vehicle as much as possible and keep a log of who has been in the vehicle and when.
- Do not use the vehicle for other purposes, such as transporting family when you are not at work.
- The vehicle must be thoroughly sanitised after each user at the end of each day.
- Everyone must wash or sanitise their hands before entering the vehicle, and on exiting the vehicle.
- Air conditioning should be run on fresh air settings, not on recirculate. Whenever possible, keep windows open for better airflow.
- All travel time in shared vehicles should be minimised with individual vehicles used where possible.



Physical Distancing and Hygiene Protocol at a Production Site - Alert Level 2

Alert Level 2

Safe work practices to limit exposure to COVID-19, while operating under Alert Level 2, 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 possible contact between workers** and to promote physical distancing wherever possible.

What is Physical Distancing?

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

Staying two metres away from others is an effective measure.

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

A controlled environment is a situation where a PCBU can reasonably provide:

- Hand sanitising / cleaning
- Cleaning between groups when they occupy an area.
- Maintain the required physical distancing
- Health screening
- Contact tracing (recording name, phone and address)

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

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

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

A Close Proximity Environment involves close personal contact that results in workers not being able to maintain 1 metre physical distancing i.e. Make-up and Hair.

At Level 2 face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.

PPE is especially important when working in a Close Proximity environment. Masks are essential, but you may consider other PPE based on the level of risk, the

working proximity, the physical work area, and the length of time people are together.

Work should only be completed within one metre if it can't otherwise be achieved. The time spent in Close Proximity needs to be kept to a minimum. At all other times, a one metre distance should be maintained.

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

Considerations Before Starting

- For all projects, keeping the minimum number of persons needed for the project on any site at any time.
- All projects need to have adequate practicable measures in place to ensure the health and wellbeing of all involved while also maintaining all other H&S requirements.
- All physical distancing and hygiene measures must be achievable. i.e. space at site, sanitising and hand washing facilities available.
- All work sites must display a Government Tracer App QR-code poster.
- Ensure adequate supplies of PPE and appropriate training.

General Working Arrangements

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



External Interfaces (with couriers, suppliers, etc.)

- One member of the crew or one point person nominated to receive supplies etc.
- 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/sanitise hands before and after handling items.

Site Entry

- All work sites must display a Government Tracer App QR-code poster. An alternative system must also be in place for those who don't have the Tracer App.
- Where entry systems that require skin contact are used, e.g. fingerprint scanners or keypads, hand sanitation must be available.
- It is recommended that anyone entering a work site must fill in a Covid-19 Health Declaration form.
- Limit visitors to the site wherever possible. Only absolutely essential visitors should enter the site.
- Introduce staggered start and finish times where possible to reduce congestion and contact.
- 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.
- Require all workers to wash or sanitise their hands before entering and leaving the site.
- Allow plenty of space (two metres) between people waiting to enter the 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 allows it and must wear a face covering and wash or sanitise their hands before unloading goods and materials. A designated, contactless drop off point should be established.

Site Meetings

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

Avoiding Close Working

- At Level 2 face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan.
- Persons working within the same bubble should stay in these combinations as much as practicable. To minimise risk of exposure, do not introduce or change members.
- Work carried out within one metre, 'close proximity', should be carried out using the appropriate PPE and / or adequate safe work measures.
- Plan all work to minimise contact between workers.
- Reusable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Stairs should be used in preference to lifts.
- Where lifts must be used:
 - Always lower their capacity to reduce congestion and contact.
 - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces.

Toilet Facilities

- Physical distancing rules apply to the use of shared facilities, including toilets.
- If numbers require then add additional facilities, i.e. multiple 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

- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break times should be staggered to reduce congestion and contact.



- Hand washing facilities or hand sanitiser should be available at the entrance of any area where people eat and should be used by workers when entering and leaving the area.
- The workforce may be asked to bring pre-prepared meals where possible, and refillable drinking bottles from home.
- Water filling stations should be contactless and cleaned regularly as per the cleaning guide.
- If possible, replace the use of water coolers with water bottles.
- Workers should sit a minimum of 1 metre apart from each other whilst eating and avoid all contact.
- All on site bubbles should be maintained during meal breaks.
- No self serve catering or unit at Level 2. Where catering is provided on site, it should be pre-packaged and wrapped food only. Or a contactless buffet (catering staff serving up).
- Unit should be "cafe-style". Or individual snack packages can be prepared and handed out.
- Any payments should be taken by contactless card wherever possible.
- Shared crockery, eating utensils, cups etc. should not be used unless a dishwasher is available to clean them.
- Tables should be thoroughly cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break including chairs, door handles, vending machines.
- Limit access and use of coffee machines, they should only be operated by one person who is using adequate hygiene measures.
- Consider numbers on site as physical distancing may require additional space / facilities.

Changing Facilities, Showers and Drying Rooms

- In order to reduce congestion and contact, always introduce staggered start and finish times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Consider increasing the number or size of facilities available on site if possible.
- Based on the size of each facility, determine how many people can use it at any one time to maintain 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.
- Alcohol based sanitisers are flammable, ensure your hands are completely dry of all sanitiser before coming into contact with any heat or ignition source.
- Any personal items brought to site by workers must be segregated (kept separate from other workers' items).
- Individual PPE for workers must be kept separate from other workers PPE and cleaned correctly as per the Cleaning Guide.
- All eating and drinking utensils to be cleaned by the user or handled by a person adequately trained and wearing gloves. Have paper towels accessible to dry hands, and ensure towels are put directly into a suitable rubbish bin which is regularly emptied.

Smoking

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

Hand Washing

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

Travelling in Vehicles

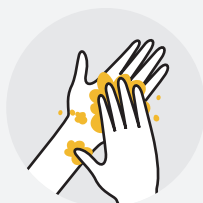
- If traveling on public transport you must follow the distancing guidelines as displayed on the public transport or requested by the operator / driver. Face coverings are mandatory on public transport.
- Travelling for work should ideally be limited to one person per vehicle to maintain physical distancing requirements. This includes travel to and from work sites, traveling between work sites, and travelling as part of your work activities.



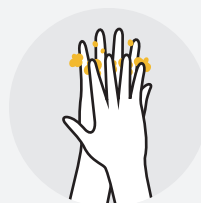
- Considerations before choosing to enter a vehicle:
 - Are you in the same work bubble?
 - How many other productions are you working on?
 - How many sites or work bubbles are you part of?
- Where it is necessary to have more than one person in a vehicle, physical distance is important and every occupant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



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



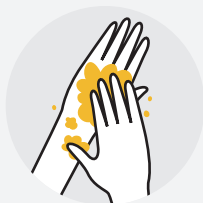
Put soap on your hands and wash for 20 seconds. Liquid soap is best.



Rub on both sides of both hands...



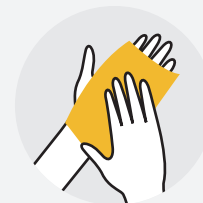
and in between fingers and thumbs...



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 Wellbeing

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

Our daily routines have changed and it's normal to feel like we have no control over the outcome of the pandemic. This can create a large amount of financial uncertainty and emotional stress, both for our workers and their families, in an already challenging industry.

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

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

Crew members have significant risk of experiencing distress during a pandemic due to;

- Uncertainty surrounding production security and financial status.
- Uncertainty regarding the pandemic situation across all facets of life.
- Having at-risk or vulnerable persons at home.
- Having a pre-existing health condition that makes you more at risk of harm from COVID-19.
- Exacerbation of existing mental health conditions.
- Having your family at home without child support and normal schooling.

Considerations and Techniques to support your own and other's mental health and wellbeing within a production:

- If crew are working from home, they may feel additional pressures from the added distraction of household members.
- Crew can overwork, especially if there is a tight deadline or a large amount of work to do. Ensure you take breaks from work, so you don't become over-tired, as this is harmful to mental health.
- Keeping active will help. Gym facilities are not open in level 4 or 3, but crew can go for walks, runs, or do 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.
- PCBUs should keep in touch with their workers who may be required to stay at home and self-isolate.

- Providing crew with the correct information about COVID-19 to remove any assumptions, stigma or discrimination associated with becoming unwell.
- PCBUs should only gather information and posters from trusted sources such as: ScreenSafe, WorkSafe NZ, Ministry of Health or the World Health Organisation.
- Health and Safety and on set medical services available to support crew on set, or to refer onto appropriate services if required or requested.
- Being flexible around work schedules wherever possible. Crew might be affected by other household member's work schedules or they may be caring for an at-risk person.
- People should continue to access mental health services throughout the COVID-19 pandemic. It is important you keep in touch with your pre-existing healthcare team and support networks.
- Remember that international crew will be distanced from the support of friends and family through time zones. Their home base may have seen or be experiencing more severe effects from the pandemic.
- Concerns about your own mental health and wellbeing?
It is important to talk to a health professional if you or someone you 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://mentalhealth.org.nz/getting-through-together>
- <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 NZ COVID-19 Alert Levels.

It is recommended that the script / storyboard is broken down to look at the below requirements. Some scenes or content may not be suitable for filming in Level 2 or 3, so altering the script or storyboards may help reduce the risk and make filming possible.

Things to consider:

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

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

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

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



Close Contact / On Screen Talent - Specific Scene Guidance - Alert Level 2

Alert Level 2

Please note: The below guidance does not apply at Level 3, where Close Proximity Action is not permitted. If in doubt, please liaise with your safety officer in regards to scripted action. And if needed, discuss with ScreenSafe or WorkSafe.

It is preferred that the 1 metre distancing is maintained wherever possible.

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

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

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

The basis of this activity arises out of the Special Proximity Requirements for Businesses as per the COVID-19 Public Health Legislation below:

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

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

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

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

Individual risk assessments of each Close Proximity environment will assist in implementing the appropriate control methods to reduce any potential harm.

25 Adjusted Alert Level 2 requirements for close-proximity businesses and services

1. This clause adjusts the physical distancing requirements for close-proximity businesses and services.
2. In this clause, close-proximity businesses and services means businesses and services to the extent that they carry on activities that they cannot undertake without physical contact, or close proximity, between people (for example, massage and hairdressing services or professional or semi-professional sports).
3. Close-proximity businesses and services must, in relation to that activity, have systems and processes in place to maintain compliance so far as is reasonably practicable with the 1-metre physical distancing rule (rather than the 2-metre physical distancing rule) for all persons entering the workplace of, using the services of, or working for the business or service.
4. However, subclause (3) does not apply to the extent that workers are required to have physical contact with, or close proximity to, people in order to carry out the activities of that business or service.

Link here: <https://www.legislation.govt.nz/regulation/public/2021/0007/latest/096be8ed81a7f81e.pdf>



Scenario 1:

2 actors in a car together, in the front seats, with dialogue.

Considerations:

- How close are they?
- How long are they in the car together at any one time?
- How much dialogue is there?
- Do they look towards each other?
- Pressure on the cast regarding performance in 'Close Proximity' situation?
- What additional distancing, hygiene and cleaning measures should be implemented?
- Cast comfort levels and individual circumstances (i.e. being or living with an immuno-compromised person, etc.).

Guidance:

- If possible, use a larger vehicle to increase the actual physical distance between actors.
- Keep the windows open as much as practicable.
- Use camera positions and set ups that do not require any other person to be in the vehicle whilst the 2 actors are there. Unless the person is to be included in this bubble.
- Minimise the amount of time they are in the vehicle and give regular breaks between takes to enable actors to exit the vehicle and get some fresh air.
- To assist the actors ability to focus and reduce stress, utilise filming techniques and equipment that enables them not to have to actually operate the vehicle.
- Create an on-set bubble for the actors, maximise distancing with all other crew, cast and extras.
- Have one make up and costume person to look after both the actors.
- Reduce the dialogue wherever possible, and reduce the dialogue whilst looking towards each other.
- Sanitise the vehicle thoroughly directly before they enter / exit the vehicle.
- Request that the actors minimise their respective social bubbles prior to and after filming. 14 days minimisation is ideal.
- Maintain all other Level 2 Physical Distancing, Hygiene and Cleaning practises for the production.
- Consider having fresh / clean costumes for the actors for the 'Close Proximity' scene to minimise any chance of contamination from the environment.
- The comfort levels of all persons involved in a 'Close Proximity' scene must be confirmed directly prior to the scene, so that it is reaffirmed in their mind that the proper processes have been put in place.
- The scene should be talked through directly prior to being undertaken to ensure every person involved is clear on the measures being put in place to minimise the risk and support the wellbeing of all involved.

Scenario 2:

2 actors snuggled on a couch together, watching television.

Considerations:

- How close are they?
- How long are they on the couch together at any one time?
- How much dialogue is there?
- Do they look towards each other?
- Pressure on the cast re performance in 'Close Proximity' situation?
- What additional distancing, hygiene and cleaning measures should be implemented?
- Use of furnishings, couch, blanket, cushions?
- Cast comfort levels and individual circumstances (i.e. being or living with an immuno-compromised person, etc.)

Guidance:

- The couch should be sanitised directly before the actors take up their positions.
- Use camera positions and setups that do not require any other person to be in Close Proximity whilst the 2 actors are there.
- Minimise the amount of time they are on the couch and give regular breaks between takes to enable actors to exit and get some fresh air.
- Reduce the crew numbers in direct view to enable the actors to feel more relaxed whilst performing.
- Create a Close Proximity bubble for the actors and maximise distancing with all other crew, cast and extras.
- Have one make up and costume person look after both the actors or keep a Close Proximity bubble to undertake Make-up/Hair and Costume tasks.
- Consider having only one person to undertake both make-up and costume for both actors.
- Reduce the dialogue wherever possible, and reduce the dialogue whilst looking towards each other.
- If other furnishings are used (blanket, cushions etc.), use items fresh from the packet or freshly cleaned.
- Request that the actors minimise their respective social bubbles prior to and after filming. 14 days minimisation is ideal.
- Maintain all other Level 2 Physical Distancing, Hygiene and Cleaning practises for the production.
- Consider having fresh / clean costumes for the actors for the 'Close Proximity' scene to minimise any chance of contamination from the environment. Launder at the end of each day if reusing, or have a new set available each day.
- The comfort levels of all persons involved in a 'Close Proximity' scene must be confirmed directly prior to the scene, so that it is reaffirmed in their mind that the proper processes have been put in place.



- The scene should be talked through directly prior to being undertaken to ensure every person involved is clear on the measures being put in place to minimise the risk and support the wellbeing of all involved.

Scenario 3:

2 actors have a conversation and kiss in bed.

Considerations:

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

If not, please take into consideration:

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

Guidance:

- Actors must have undergone health checks to the satisfaction of the H&S Officer or Covid-19 Officer on set.
- Eliminate kissing where possible, and look for other ways to tell the story.
- Reduce dialogue wherever possible and reduce dialogue whilst looking toward each other.
- Minimise time the actors are in close proximity and give regular breaks between takes to allow actors to exit and get some fresh air.
- All bedclothes must be freshly laundered and sanitised prior to actors taking up their positions.
- Use camera positions and setups that do not require any other person to be in close proximity whilst the actors are there.
- Create an on-set bubble for the actors and maximise distancing with all other crew, cast and extras.
- Consider having only one make-up and costume person look after both the actors, or establish a Close Proximity bubble to undertake Make Up, Hair and Costume tasks.
- Request everyone in the close proximity bubble to minimise their respective social bubbles prior to and after filming. 14 days minimisation is ideal.
- Consider having fresh/clean costumes for the actors for the close proximity scene to minimise any chance of contamination from the environment. Launder at the end of day if reusing.
- Maintain all other Level 2 Physical Distancing, Hygiene and Cleansing practises for the Production.
- The comfort levels of all persons involved in a 'Close Proximity' scene must be confirmed directly prior to the scene, so that it is reaffirmed in their mind that the proper processes have been put in place.
- The scene should be talked through directly prior to being undertaken, to ensure every person involved is clear on the measures being put in place to
- minimise the risk and to support the wellbeing of all involved.



Project Registration

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

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

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

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

Information required:

- Production company name.
- Production company contact.
- Project name.
- Approximate shoot dates.

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



COVID-19 Health Declaration - Example

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

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

Who should complete the declaration?

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

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

Why is it important?

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

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

It may be necessary to use the information collected to determine the person's movements across multiple projects 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/cast/extra, a supplier or a visitor.

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

When should it be completed?

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

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

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



COVID-19 Health Declaration

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

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

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

Name/s: _____

Address: _____

Contact Email: _____ Contact Phone Number: _____

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

2. Have you 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. _____

3. Have you been in an MIQ facility in the last 30 days? YES / NO
If yes please elaborate. _____

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

5. Have you been tested for the COVID-19 virus? YES / NO
If yes please elaborate including detailed information around dates. _____

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

7. 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 _____

8. By signing this document I declare all of the above to be true and correct at the time of signing, and that I do not currently have any of the symptoms associated with the COVID-19 or similar.

I agree to comply with all reasonable and lawful requests and measures to ensure I do my part to keep the workplace COVID-19 free.

Please note that if you develop or exhibit any symptoms after signing this document, but prior to or during the shoot, you are required to bring those to the immediate attention of the H&S officer, or your Production Supervisor.

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

[Ministry of Health Covid-19 Guidance](#) / [Covid19.govt.nz](#) / [ScreenSafe Protocols and Department Guides](#)

Signature: _____ Date: _____

(And for and on behalf of): _____

Being minors



Signing In & Out Under COVID-19

Update per August 2020: All NZ businesses are required to use the NZ Government Tracer App. All work sites, offices, locations and suppliers must display its own specific QR code.

An alternative contact tracing system (digital or paper-based) must also be available for those people who do not have the government Tracer app. Protocols should be in place for paper-based systems where privacy breaches are more likely.

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

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

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. It is recommended you use the Government Tracer App and clearly display a QR code poster at all entry points to a site.

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

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



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. People who are immunocompromised, or who live with vulnerable people, should discuss options and their comfort levels with the production.

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

Some things to consider when setting up your offices for operation under the different 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 cleaning/sanitising?
- Are there adequate signage and / or posters promoting best practices and processes?
- Are there adequate processes in place to control persons entering the office / building? I.e. for couriers and suppliers, including adequate signage to explain what they need to do? A designated contactless drop-off/pickup area should be established.
- Does the office configuration allow for the recommended physical distancing at the current Alert Level? This would include distance between personnel when seated at their workstation and when accessing their workstation.
- COVID-19 can easily spread through aerosols (tiny air particles). Having good airflow and avoiding congestion of crew in small spaces is a key tool for avoiding spread. Opening doors and windows regularly is recommended. And if using air conditioning units, please set to refresh rather than recirculate.
- Consider physical barriers between workstations/desks.
- Wherever possible, establish one-way systems to avoid unnecessary crowding in places.
- Are there doors between offices or dividers between workstations?
- It may be appropriate to 'barn door' some office doors, especially if particular offices are visited regularly by workers.
- Please ensure a good supply of cleaning/sanitising products and a good stock of PPE (especially face coverings).
- It is imperative that there is full engagement with workers to ensure that measures being implemented are suitable and realistic for all workspaces.



Cleaning Guide

All sites operating during the Coronavirus COVID-19 epidemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

While some variants, like the Delta variant, are mostly spread through aerosols (small air particles), regular and strict cleaning protocols is a vital tool in fighting COVID-19.

Key Cleaning Tips

Consider your work environment and what is frequently used and touched by workers, clients and others.

The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen, toilet and office areas.

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

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

Disinfecting Cleaning Aids

Cleaning aids, such as cloths or mops, must be germ-free or they can spread germs to other surfaces.

Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges:

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

Washing-up brushes:

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

Mops and buckets:

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

Key Cleaning Tips

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

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

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

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

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

Common 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 avoid frequent opening/closing of doors.
- High-touch surfaces such as stairwell handrails, door handles, table tops, lift buttons, microwaves and other kitchen surfaces.
- Screens and tables should be wiped after use, including iPads, photocopiers, digital check-in scanners and desktop stations.
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).
- Wash items such as towels, tea towels and other fabrics and dry thoroughly outside or with a dryer.



Site Cleaning

Before leaving the office or worksite at the end of the working day, or at the end of each shift, wipe down any tables/surfaces with soapy water or cleaning agents where possible. All workers must be checked out of site and a daily record should be kept.

Common touch points may include:

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

Cleaning Bathrooms, Toilets and Showers

Clean toilets with a separate set of cleaning equipment (disposable cleaning cloths, mops, etc).

Clean sinks frequently, if they're used regularly.

If your site has a shower:

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

Common toilet cleaning points may include:

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

Cleaning Tools and Equipment

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

Cleaning Vehicles

- Have dedicated drivers for all vehicles to avoid the spread of germs.
- Don't share vehicles if possible. If you need to use a shared vehicle, then wipe down the common touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc.) and wash/sanitise hands before and after using the vehicle.
- Wipe down the inside and commonly touched areas of the vehicle after each day.
- Have only one person in each vehicle where possible. If you are required to have more than one person in a vehicle then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs. Use of face coverings is strongly recommended.
- Note that at Level 3 ride-sharing is not allowed.
- If you need to have multiple people in a vehicle, then where possible, split teams into groups and stay in those groups when you travel together.

Cleaning PPE & Clothing

Work clothes to be placed in washing machines.

Reusable PPE should be disinfected separately in accordance with manufacturing guidelines.

Read and follow directions on the labels of laundry, clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label.

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

Specialist Clean

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

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

Emergency Cleaning Protocols

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

1. Call Healthline (0800 358 5453) and follow the advice of health officials.
2. Evacuate the site, ensuring physical distancing is adhered to and that face coverings are used.
3. Clean the area where the person was working and all places they have been. Consider hiring a professional specialist cleaner and the use of fogging. PPE must be used when cleaning.



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	1st AD			
	Editing	Editing Assistant			
	Accounting	Production Accountant			
	Cleaning	Cleaner			
	Camera	Cinematographer			
	Camera	1st AC			
	Sound	Sound Recordist			
	Unit	Unit Manager			
	Lighting	Gaffer			
	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			
	H&S / Production	COVID Officer			



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

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

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

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

There are varying levels of physical distancing that reflect the current COVID-19 Alert Level and the environment where work is undertaken.

Uncontrolled Environments

Alert Level 3 - When production interacts with the public, a physical distancing of 2 metres should be maintained at all times.

Alert Level 2 - When a production interacts with the public, a physical distancing of 2 metres should be maintained at all times, so far as reasonably practicable, to maintain physical distancing with crew and other persons outside of the production bubble.

Controlled Environments

Alert Level 3 - Where a production can manage and control a site or workplace, then the minimum physical distancing of 1 metre applies. Consider implementing additional control measures.

Alert Level 2 - Where a production can manage and control a site or workplace, then the minimum physical distancing of 1 metre applies. Consider implementing additional control measures.

Close Proximity Environment

Alert Levels 3 and 4 - There are no provisions for Close Proximity undertakings within the upper COVID-19 Levels.

Alert Level 2 - Crew can undertake Close Proximity tasks where interaction between workers is 0-1 metre. Any crew working within this distance must use PPE, as well as implementing any additional control methods as mutually agreed by Cast/Agent, Producer, Safety Officer and other affected departments/crew.



Production Bubble

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

On Set Bubble

- Limit the overall numbers of Cast / Talent / Extras being used and review scripted content to facilitate physical distancing.
- On-set safety briefings will highlight risks and the control measures that need to be adhered to.
- Key shooting crew: Limit the amount of crew on set to contain the bubble size, therefore limiting the amount of potential exposure.
- Limiting the amount of equipment brought onto set will help reduce common touch surfaces and encourage physical distancing. i.e. lighting stands stored in trucks.

- If an on-set medic / safety officer is engaged, they can assist in providing guidance for the correct health care and infection control measures on set as per the relevant Ministry of Health, WorkSafe guidance and the Screen Sector Standards and Protocols.

Extras Bubble

Extras are often day-players who can not be expected to have as much filming experience as most crew. Neither will they always be aware of the strict hygiene and safety measures put in place to keep our industry working during this pandemic.

- Due to the extended social bubble an extra has outside a production, minimise or avoid using extras and day-players as much as possible.
- NOTE: At Level 3 the use of extras is not recommended as it can be difficult to apply the required risk minimisation and control. In some instances it may be possible if strict control measures can be achieved.
- For longer productions, it is recommended that you establish a pool of regular, trusted extras.
- It is recommended that you establish a separate Extras Bubble for extras and the crew working with them. Whenever possible we recommend a separate AD, Unit, Costume team from the main shooting bubble.
- Whenever practicable, the Extras Bubble should maintain a 2m physical distance to all other bubbles (especially the on-set shooting bubble).
- It is recommended that the Extras Bubble has its own areas for costume, unit and catering, separate to the main crew.
- Take extra care to make certain all extras have filled in a COVID-19 Health Declaration before starting work.
- Make sure extras or day players do NOT turn up to work if they are feeling unwell or are symptomatic.
- Contact tracing of extras is essential, including use of the Government QR Code.
- All extras must be properly inducted into the current safety & COVID-19 protocols for the production.
- Prior to filming, we recommend you liaise directly with extras agents to make sure they are aware of the strict hygiene and contact tracing measurements required, and that this information is passed on to extras prior to them turning up on the day.

Off Set Bubble

- There may be separate bubbles created for Unit Base and Tech Base depending on the size and scope of the project. Limit interaction between the bubbles if more than one is created.



- As travel will be necessary between on and off-set bubbles, cleaning, physical distancing and handwashing protocols apply.
- Send cast / talent to set as camera ready as possible.
- Key Make-up, Hair, Costume and Cast / Talent will travel in their bubble.
- Catering and craft services arrangements should be contactless.
- Any location, tech base, unit base moves should be undertaken when there is limited crew on site. Factor in fatigue levels for the transport and location departments setting up and breaking down bases.

Location and Set Preparation Bubble

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

Workshop Bubbles

- Construction workshops where set pieces are fabricated.
- Other tech / design / Art department workshops.
- Set up a quarantine zone for potential contaminated equipment / props / set pieces or decorations.
- Physical distancing controls for crew in place. i.e. one-way foot traffic, barriers or floor markings.
- Set up hygiene facilities, including handwashing and / or sanitizer stations.
- PPE must be made available.
- Buyers and runners should have limited interactions between sites. A drop-off zone should be established to enable sanitising or quarantining of equipment and products as they arrive on site.

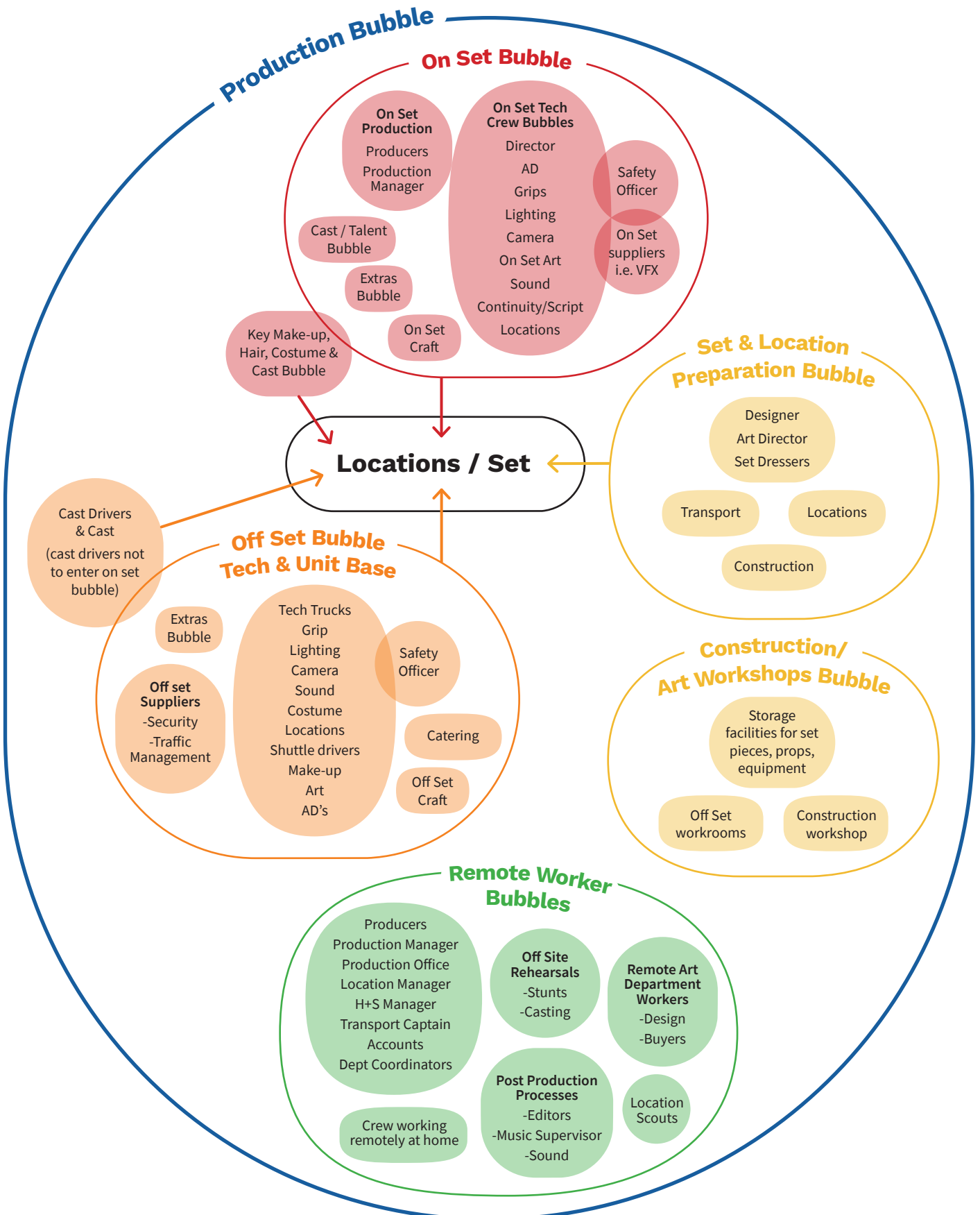
Remote Worker Bubbles

- Production members to work remotely where possible.
- For Production members required to work in a shared office, the physical distancing guidance applies.
- Location scouts to communicate digitally as much as possible. Use online resources and existing location photo libraries (file pulls) to limit any travel and interactions with the public. Scouts are not expected to enter any on-set bubbles.



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

Alert Levels 2 & 3

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

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

Department specific best practice guides can be found [HERE](#). These are intended to support each department with their Health and Safety planning and to start each person and department thinking about how they will individually operate to fulfill the ScreenSafe Standards and Protocols.

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

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

There are varying levels of physical distancing that reflect the environment where work is undertaken and the current COVID-19 Alert Level.

Uncontrolled Environments

Alert Level 3 - When production interacts with the public, a physical distancing of 2 metres should be maintained at all times.

Alert Level 2 - When a production interacts with the public, a physical distancing of 2 metres should be maintained at all times, so far as reasonably practicable, to maintain physical distancing with crew and other persons outside of the production bubble.

Controlled Environments

Alert Level 3 - Where a production can manage and control a site or workplace, then the minimum physical distancing of 1 metre applies. Consider implementing additional control measures.

Alert Level 2 - Where a production can manage and control a site or workplace, then the minimum physical distancing of 1 metre applies. Implement other control measures if not reasonably practicable to maintain 1 metre.

Close Proximity Environment

Alert Levels 3 and 4 - There are no provisions for Close Proximity undertakings within the upper levels.

Alert Level 2 - Crew can undertake Close Proximity tasks where interaction between workers is 0-1 metre. Any crew working within this distance must use PPE, as well as implementing any additional control methods as mutually agreed by Cast/Agent, Producer, Safety Officer and other affected departments/crew.



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

A minimum distance of 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.

When 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 cast and 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. This is called a Close Proximity Bubble. Agreed upon safety precautions must be adhered to at all times.

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

CLOSE PROXIMITY BUBBLES

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



ON SET BUBBLE

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

OFF SET BUBBLE

- A general physical distancing rule of 2 metres.
- Where required and unavoidable, a minimum distance of 1 metre can be applied on the condition that contact tracing is being conducted.
- Education provided to each department regarding COVID-19 and the appropriate controls.
- Split workgroups where possible. If a production or a department is large enough, create multiple department bubbles to help with continuity of work if a member becomes unwell and is unable to come to work.
- No close contact with any other persons / departments / bubbles.
- Design work should be done remotely where possible.
- Stagger breaks to avoid congregation of crew.
- Ability to disinfect equipment and all common touch surfaces within the department.
- Workstations should be separated to allow for the correct physical distancing.

- No open service, buffet style tables.
- Crew should be able and encouraged to raise concerns to their HOD or supervisor about the risk of infectious diseases, i.e. toolbox talks.
- Identify vulnerable workers who have health conditions or are over 70 years of age within the department, as they can be at higher risk of illness if they contract COVID-19.
- Use RT's or phones to talk remotely.
- Disinfect items taken on set. I.e. radios and tech equipment.
- Reduce common touch items from around the workstations.
- No unwell workers or cast members should come to work.

SITE BUBBLE

- Physical distancing general rule of 2 metres.
- Where required and unavoidable, a minimum distance of 1 metre can be applied on the condition that you are working in a Controlled Environment (with contact tracing and hygiene measures in place).
- A production may have more than one site or location. Limit the interaction between sites. If possible, crew should not change between site bubbles.
- Site infrastructures implemented to support departments to maintain physical distancing and safe and healthy work practices relating to COVID-19.
- There will be multiple department bubbles within a site bubble.
- Register all persons accessing each site or location. This allows for effective contact tracing. A Government QR Code Poster must be displayed at all sites.
- Establish contactless pick up and drop off areas for suppliers.
- Where appropriate, increase the frequency of the site cleaning.
- Limit any interactions between other departments, suppliers or other production bubbles who may be in the same location as you.
- Consider establishing wellness and health checks at entrances to sites to prevent any sick persons entering the sites or location.
- Contactless points of entry into the site are preferred.
- No visitors to site. Only workers involved in the project enter any locations.

PRODUCTION BUBBLE

- Productions must implement a COVID-19 Safety Plan that meets the minimum requirements identified by WorkSafe NZ.
- All workers are to be inducted into the COVID-19 Safety Plan.



- All workers 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 the script. Limit the Cast / Talent being used on set and as much as practicable, enable content to facilitate physical distancing.
- Catering and craft services arrangements should be contactless. Consider pre-packaged foods and ensure workers are working in accordance with food hygiene standards. No open service or buffet style catering.
- Restrict any suppliers coming on site to undertake work, i.e. for site maintenance or equipment repairs. Try to schedule suppliers after hours or when there are limited people on site.
- Ensure shooting schedules reflect fatigue levels, time needed for physical distancing and other restrictions, and the overall wellness of crew.
- Any remote workers are to be supported and have access to the COVID-19 Safety Plan.

STUDIO / LOCATIONS

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

NOTE ON AIR-CONDITIONING:

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

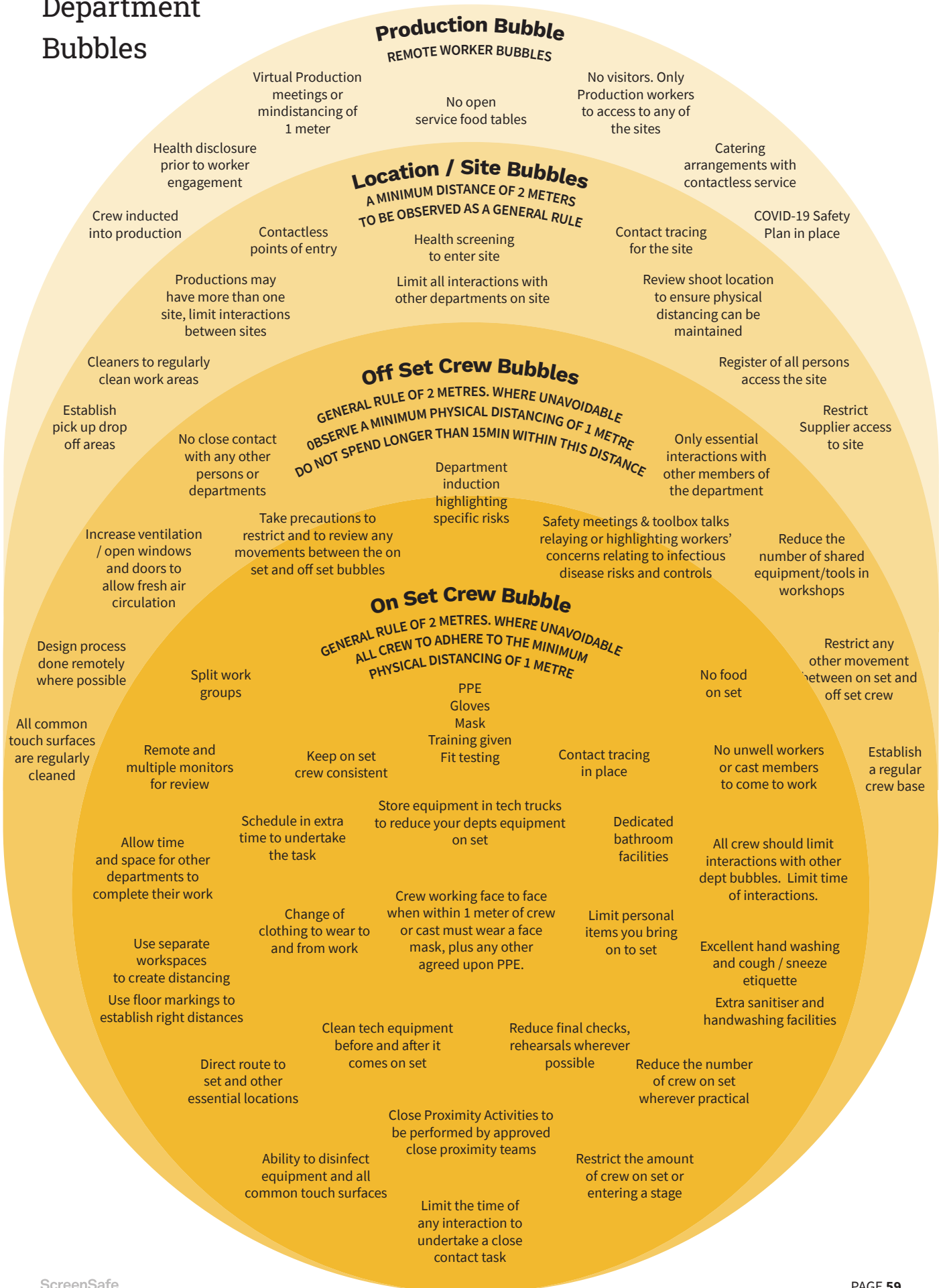
Industry Level Guidance

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

- ScreenSafe COVID-19 Standard
- ScreenSafe COVID-19 Alert Levels Summary
- ScreenSafe COVID-19 Protocols
- ScreenSafe COVID-19 Department Guides



Department Bubbles





Close Proximity Bubble Layouts

Alert Levels 2 & 3

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

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

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

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

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

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

There are varying levels of physical distancing that is required which reflect the current COVID-19 Alert Level as well as the environment where work is undertaken.

Close Proximity Environments (i.e. Make-up, Hair and Costume)

Alert Levels 3 and 4 - There are no provisions for Close Proximity undertakings within the upper levels.

Alert Level 2 - Crew can undertake Close Proximity tasks where interaction between workers is 0-1 metre. Any crew working within this distance must use PPE, as well as implementing any additional control methods as mutually agreed by Cast/Agent, Producer, Safety Officer and other affected departments/crew.



KEY BUBBLE - Make-up, Hair and Costume (Close Proximity Environment)

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

- The Key Make-up and Talent bubble must be kept to a minimum, ideally fewer than three people.
- No gatherings of more than 10 people within one metre.
- If possible, try to have one person perform multiple tasks (i.e. one person doing both costume and make up).
- Establish a regular crew base; minimise casual or short term crew engagements.
- Limit the time spent undertaking a Close Proximity task (more time means more risk of exposure).
- Minimise common-touch items around workstations.
- No unwell workers or cast members should come to work.
- Ensure all team members are familiar with procedures for hygiene and Ministry of Health guidance.
- Review for vulnerable people or people over the age of 70 who may experience severe illness due to contagion.
- At Level 3, face coverings are strongly recommended. And it would be expected that most productions will require them as part of their H&S plan. Please note that Close Proximity work is NOT allowed at Level 3.
- At Level 2, face coverings are strongly recommended, particularly for Close Proximity work, and it would be expected that most productions will require them as part of their H&S plan.
- Personal protective equipment such as gloves, face shields and face coverings should be made available. Training should be given on the correct use of PPE.
- Schedule in additional time to undertake the work due to the required safety precautions.
- Use single use products where possible.
- Do not share items like 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 in order to limit contact with other persons and contact with common touch surfaces.

ON SET - Make-up, Hair and Costume Department

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

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

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

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

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

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

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

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

- Education must be provided to the department regarding COVID-19 and the appropriate controls that may be required.
- Split workgroups. Having multiple department bubbles will help with continuity of work if a member becomes unwell and is unable to come to work.



- No Close Proximity with any other persons / departments.
- If possible, the design stage of a project is to be done remotely.
- Stagger work or meal breaks to avoid gatherings of crew.
- Ability to disinfect equipment and all common touch surfaces within the department.
- Workstations should be separated to allow for the correct physical distancing.
- No open food service or buffet style catering.
- Crew should be able to raise concerns to their HOD or supervisor about the risk of infectious diseases. I.e. toolbox talks.
- Identify vulnerable workers or those over the age of 70 within the department, who are at higher risk of illness if they contract COVID-19.

SITE - Make-up, Hair and Costume (Controlled Environment)

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

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

- Register all persons accessing any site or location. This allows for effective contact tracing.
- Establish contactless pick up and drop off areas for suppliers.
- Where appropriate, increase the frequency of the site cleaning.
- Limit any interactions between other departments, suppliers or other production bubbles who may be at the same location as you.
- Consider establishing wellness and health checks at entrances to sites to prevent any sick persons entering the site or location.
- Contactless points of entry into sites is preferred.
- No visitors to site. Only workers involved in the project enter any sites or locations.

PRODUCTION - Make-up, Hair and Costume.

General physical distancing rules apply. Where required and unavoidable, the minimum distance for interacting with other workers is 1 metre and the duration must be kept to a minimum (more time means more exposure).

Productions must have procedures in place to enable contact tracing for everyone entering the workplace. Identifying crew who are spending over 15 minutes within 1 to 2 metres proximity can assist a production in contact tracing the close contacts of a crew member within the workplace.

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

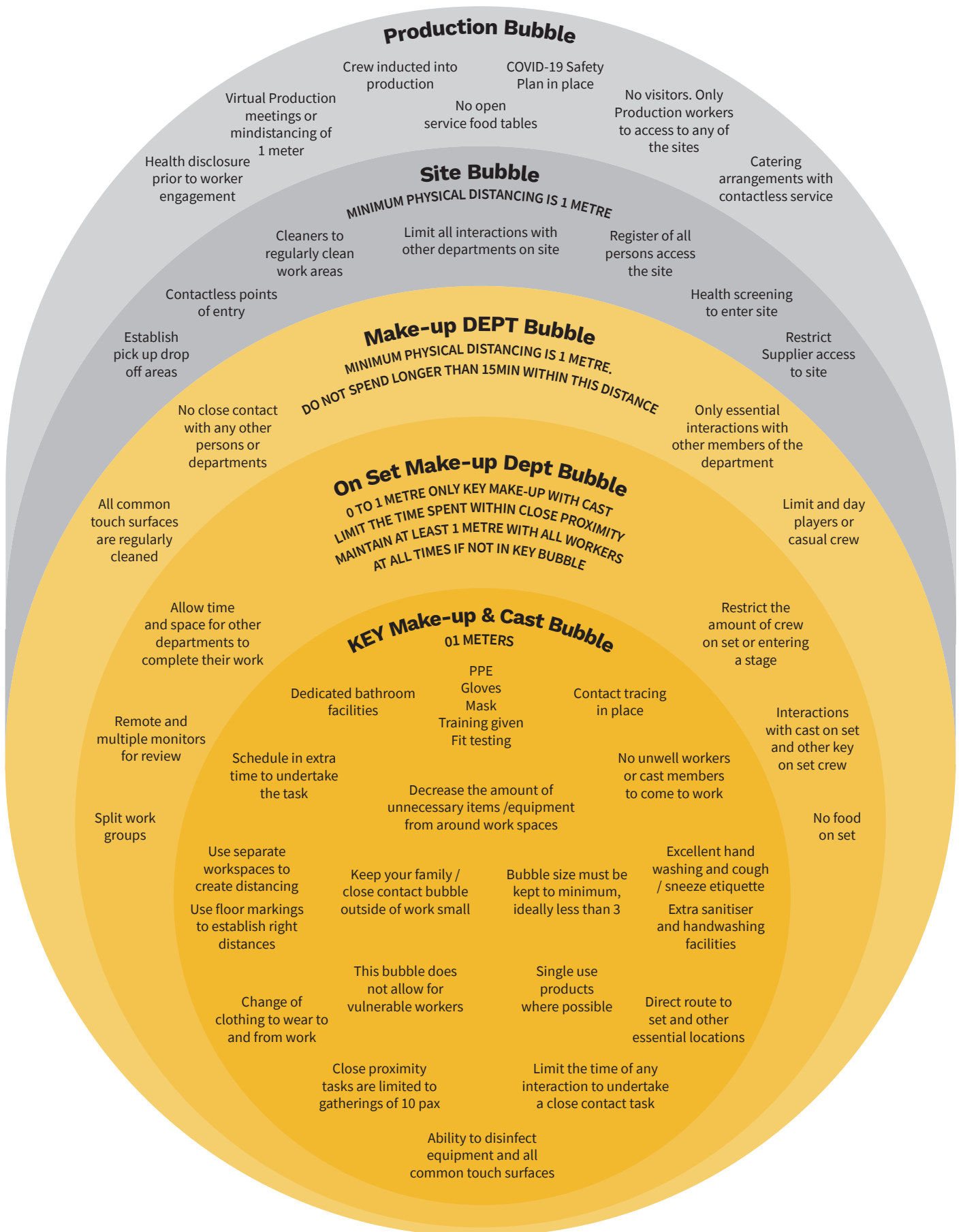
INDUSTRY - Make-up, Hair and Costume

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

- ScreenSafe COVID-19 Standard.
- ScreenSafe COVID-19 Alert Levels Summary.
- ScreenSafe COVID-19 Protocols.
- ScreenSafe COVID-19 Department Guides



Make-up Close Contact





COVID-19 – Immigration and International Travel Restrictions & Protocols

PLEASE NOTE: During this global pandemic, rules around immigration and quarantine can change very fast. The below should act as a guide, but we urge you to seek out the very latest info [HERE](#).

It is also worth noting, that as per September 2021, vouchers for managed isolation spaces (MIQ) are very limited and can be very hard to secure.

Importing COVID-19 cases from other countries into New Zealand is the key 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. Admission of only a handful of key overseas cast or crew can stimulate millions of dollars of screen industry investment into New Zealand.

1. International Travel Restrictions

As of 23:59pm 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.

Flights to New Zealand are significantly reduced and transit hubs may require additional visa requirements, have implemented travel restrictions or may have closed borders.

Travel from certain high risk COVID-19 countries (currently Brazil, Fiji, India, Indonesia, Pakistan, Papua New Guinea) is restricted to only NZ Citizens/Residents and their families/partners. Please check this [LINK](#) for the most up to date list of high risk countries.

2. Who can Travel to New Zealand?

The New Zealand borders are closed to almost all travellers to help stop the spread of COVID-19. The travel restrictions apply to all arrivals into New Zealand by air or sea.

All New Zealand citizens, and residents with valid travel conditions, are allowed to travel to New Zealand.

Those allowed to come here without first requesting to travel are:

- New Zealand citizens and permanent resident visa holders.
- The partner or dependent child of a New Zealand citizen or permanent resident, and your visa is based on this relationship.
- A diplomat who holds a post in New Zealand.
- Australian citizens or permanent residents ordinarily resident in New Zealand.
- Eligible travellers from the Cook Islands and Niue.

Critical workers can apply for an exemption to travel into New Zealand. Not that the criteria for this is very high. Please check this [LINK](#) For the most up to date information.

Please note - key crew in the screen industry are NOT classified as essential workers, although some overseas cast and crew have been given exemptions based on the overall economic benefits to the country.

3. Quarantine Requirements When Entering New Zealand

Unless you are arriving under quarantine-free travel (currently only from the Cook Islands or Niue) legally you must complete at least 14 days of managed isolation or quarantine. You will also be tested for COVID-19 during your stay in a facility.

You are legally required to have a voucher before flying to New Zealand. Your voucher allocates you a place in a managed isolation facility. You can apply for a voucher [HERE](#).

NOTE: Spaces in managed isolation are very limited and can sometimes be put on a permanent hold (as during the Delta community outbreak in August/September 2021). Currently there is no criteria-based system for who gets a voucher and when, it is operated on a “first in, first served” system.

In highly exceptional cases, an emergency allocation process exists for limited situations that require urgent travel to New Zealand within the next 14 days. You can apply [HERE](#).



4. Quarantine Free Travel with New Zealand

Quarantine free travel with New Zealand is allowed only with very few countries (currently only the Cook Islands and Niue). You can find the most up to date list [HERE](#).

5. Pre-departure Testing to Enter NZ

Most people must have a negative COVID-19 pre-departure test result before travelling to New Zealand. Some people do not need to get pre-departure tests. Pre-departure testing information can be found [HERE](#).

6. Applying for a Visa

Applications for most temporary visas from people outside of New Zealand are suspended.

The following offshore temporary entry class visa applications can still be made:

- Relationship-based visas for partners and dependent children of New Zealand citizens and residents.
- Visa applications made by people invited to apply because they have a critical purpose for being in New Zealand.
- Visas for diplomatic, consular and official staff and accompanying dependants.
- Antarctic Traveller Visitor visas and Antarctic Work visas.
- Recognised Seasonal Employer (RSE) Limited visas.

Information about visa processing can be found [HERE](#).

7. Travel by Sea to New Zealand

Generally this does not apply to our industry, but please note that separate rules apply to the shipping industry and regulates freight and fishing vessels entering New Zealand. Currently no cruise ships are allowed into NZ.

Resources

<https://covid19.govt.nz/travel/>

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

<https://www.immigration.govt.nz/about-us/covid-19/border-closures-and-exceptions/entry-to-new-zealand>

<https://www.miq.govt.nz/>



COVID-19 – Domestic Travel Restrictions and Protocols

PLEASE NOTE: Localised community outbreaks may result in temporary restrictions and rules in regards to travel between some regions. We urge you to seek the latest information [HERE](#).

Travel within New Zealand is vital for moving crew, cast, supplies and sometimes whole productions to locations and screen industry facilities around the country. The key restrictions and considerations at the various government COVID levels are listed below.

1. Overall Guidelines for Domestic Travel

NEW ZEALAND COVID-19 Alert Levels				
	Alert Level 4	Alert Level 3	Alert Level 2	Alert Level 1
DOMESTIC TRAVEL	<ul style="list-style-type: none"> Only essential workers are permitted to travel to and from work in order to undertake essential services that are not able to be performed at home. Only essential workers can travel within or outside their region of work. Steps taken to reduce the movement of crew involved in essential media or news. Essential workers must get tested weekly if traveling between regions. 	<ul style="list-style-type: none"> Travel is allowed to access work locations, but working from home is recommended if possible. Travel is limited to within your 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 only). Crew to travel to and from their place of work in the same vehicle. Shared vehicles must have a cleaning protocol in line with Ministry of Health advice. Foreign nationals undertaking domestic travel in order to leave New Zealand is permitted. Travel to/from hot spots is limited to essential workers and anyone returning to their permanent residence. Essential workers must get tested weekly if traveling between regions. 	<ul style="list-style-type: none"> Domestic travel is allowed. People are advised to minimise non-essential travel. 	<ul style="list-style-type: none"> No restrictions on domestic travel. Do not use public transport if you are experiencing symptoms of COVID-19, awaiting a result from a COVID-19 test, have been requested to self-isolate/ quarantine, or are suspected/ probable/ confirmed to have COVID-19.

**Restrictions at the different levels are cumulative.*



2. Split Levels

Localised community outbreaks can result in different regions being in different COVID-19 Levels. The August 2021 Delta outbreak resulted in the Auckland region being in Level 4 while the rest of the country was in Level 2. And only essential workers or those with a government exemption were allowed to travel in and out of Auckland.

In split level situations we urge you to seek the latest information [HERE](#).

Note that there are different criteria for Business vs. Leisure travel.

3. Traveling Between Regions

Level 4 - Regional travel is only allowed for essential services

Level 3 - Regional travel is only allowed for essential services

Level 2 - Regional travel is allowed, but should be kept to a minimum

Level 1 - No restrictions on regional travel

When restrictions are in place at Levels 3 and 4 (or when we have Split Levels) New Zealanders should continue to ensure their movement over the Alert Level Boundaries is for approved essential purposes only. Essential workers will need to show proof that they have had a COVID-19 test in the last week before crossing an Alert Level Boundary (although they can still be waiting for the result).

An Alert Level Boundary separates areas of New Zealand that are at different Alert Levels and there will be Police checkpoints to stop unnecessary travel. You can find boundary maps [HERE](#).

4. Essential Work

If you are carrying out a permitted (essential) activity, you are already allowed to cross the boundary provided you have evidence that your activity is permitted. Getting the official Business Travel Document will make the process of crossing a boundary much quicker and easier. For information about how to apply please refer to this [Business.govt page](#).

Please note: A Business Travel Document is for essential services only. Apart from essential news or media services, the screen industry is NOT classified as essential work. Information about essential work can be found [HERE](#).

5. Travel Exemptions

You can apply for an exemption for business travel via the [Business Travel Register](#), but there is a very high threshold for exemptions. Requests will need to meet criteria and many requests will not be approved.

PLEASE NOTE: As per September 2021 we do not know of any instances of screen productions or screen workers (apart from the news media) getting a Business Travel Document or a travel exemption for business travel during levels 3 and 4.

6. Mandatory COVID-19 testing

Workers who need to cross Alert Level Boundaries will have to get a weekly COVID-19 surveillance test. Before crossing a boundary, workers will need to show proof that they've had a test in the last week, but not proof that they are COVID-19 free. As surveillance testing is different from symptomatic testing, essential workers will not need to quarantine while waiting for their test result.

From 11.59pm on 9 September 2021, employers of essential workers who need to cross regional boundaries for work must have a process in place to enable these employees to be tested for COVID-19.

7. Public Transport

A face covering is mandatory for everyone 12 years and older on public transport at all Alert Levels.

Drivers of taxi and ride-share services legally must wear face coverings. While passengers do not need to, we strongly encourage you to.

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

Face covering exemptions rules can be found [HERE](#).

Practise good hygiene habits. Wash your hands before and after travelling. Cough and sneeze into your elbow. Where possible, use hand sanitiser before and after you enter or exit public transport.

When you get home, wash your hands for at least 20 seconds with soap and water and dry them thoroughly. Scan the QR code or keep a record of which service you travelled with and when. This will help with contract tracing for any cases in your community.

8. Personal Travel

Requests relating to personal or individual travel during Level 3 and 4 will be processed by the Ministry of Health. Information can be found [HERE](#).

9. Resources

<https://covid19.govt.nz/travel/permitted-travel-at-different-alert-levels/business-travel-permissions-over-an-alert-level-4-and-3-boundary/>

<https://covid19.govt.nz/travel/domestic-travel/>



Manager's Checklist

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



Safe Practices When Using Face Masks On Site



Wash hands first

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



Masks

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



The right side

There is a metal clip at the top of the mask.



Placement

Place the metal clip across the top of your nose.



Attach the mask

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



Stretch down

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



Adjust

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



Taking off the mask

Pull the elastic bands away from your ears.



Disposal

Always place the used mask in a closed rubbish bin for secure disposal.



Safe Practices When Using Gloves On Site

You will need to use gloves:

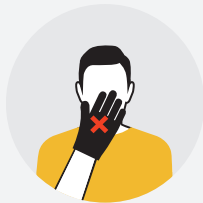


Any time you are completing a manual task use your usual work safety gloves.



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

Remember to:



Avoid touching your face while wearing gloves



Remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping



Practice good hand hygiene and good cough and sneeze etiquette while wearing gloves



Site Transportation Protocol

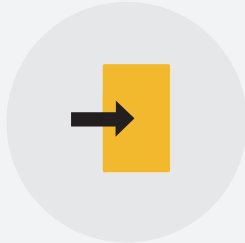
Alert Level 3

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



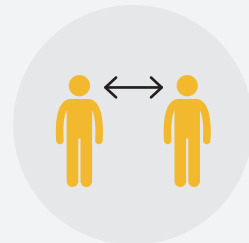
Deliveries to site should be delivered by one person only where possible.



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.



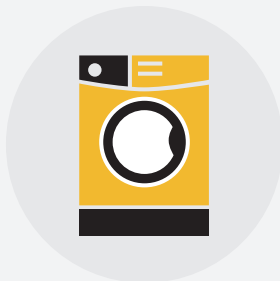
Shoes

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



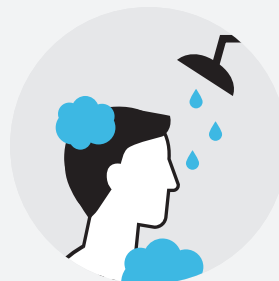
Items

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**

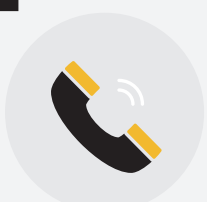
Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.
- **5. Identify**


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.



Face coverings are highly recommended for helping stop the spread. Please make sure it is fitted correctly and covering both your nose and mouth.



Because it attacks the lungs, if you smoke, stop now. There's never been a better time!



Clean and disinfect frequently touched surfaces such as doorknobs and railings.



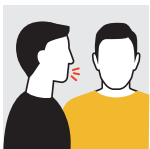
Wash your hands. Ordinary soap is even better than expensive hand sanitisers. A 20 second wash with soap will dissolve the virus's protective coating. Ensure that hands are thoroughly dried. Keep plenty of soap, water and disposable hand-towels on site.



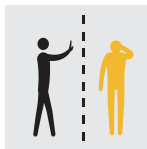
Stay home if you are sick. The Ministry of Health wants people suspected of having the virus to stay home and quarantine themselves for 14 days so make sure you have enough supplies to last that long. If one of your team is sick, send them home.



Cough into your elbow, not your hands. This helps stop the spread.



If you have been in contact with someone who has the disease, assume you may have it and stay home. Stopping the spread is our best weapon to stop our medical system getting swamped.



Follow the physical distancing and hygiene protocol. Staying one metre away from others whenever possible as this is an effective measure to stop the spread.

Self-isolation

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

COVID-19 Protocols

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