

FILM CONSTRUCTION

# HEALTH & SAFETY

FILM PRODUCTION DURING THE COVID-19 PANDEMIC  
NEW ZEALAND

# NEW ZEALAND IS OPEN FOR SHOOTING

The country is back up and running. Most business's are open, and all operating within NZ's Covid-19 Health and Safety Protocols. Large mass gatherings for sports events and concerts are still not permitted. And our borders are currently closed.

**Film Construction** is operating under the NZ Screen Sector Health and Safety Protocols that have been stringently created for Covid-19. We are putting together crews of up to 50, and can move freely about New Zealand. We have unlocked all our amazing locations, and activated crew.

New Zealand works on a Four Level system. We are currently in **Level Two**. Level Four being **Lockdown**, and **Level One** being life in the new normal.

You can learn more about New Zealand's Alert Level System here: <https://covid19.govt.nz/alert-system/covid-19-alert-system/>

## WE TAKE IT SERIOUSLY

The care of our crew, cast, and clients is of the utmost importance to us. We've integrated NZs approved Screen Sector Health & Safety practices specific to Covid-19 into our workflow.

First we **assess** the project and build in necessary work safe practices. Then we **act** on those plans.

While New Zealand's borders are closed we provide a variety of remote access solutions for those who cannot be with us. This includes live onset feeds as well as environmental cameras so you can see what is happening on set, even if you are on the other side of the world.

We also offer **proxy directors** to partner with directors off shore.

**To enquire about remote production services, please contact our Executive Producer, Belinda Bradley: [belinda.bradley@filmconstruction.com](mailto:belinda.bradley@filmconstruction.com)**

# THE BASICS

Our production practises, although very detailed, are based on a few basic principles:

## **BE HYGENIC**

Face masks, gloves, and sanitisers will be available for all crew, cast, and clients. Each department will have its own set of safety protocols, and Production will have additional supplies of PPE gear and sanitiser available. Equipment and work areas will be wiped down and sanitised regularly.

## **KEEP YOUR DISTANCE**

We will work remotely as much as possible in preproduction. On set there will be a formal induction of people onto set, and systems to keep people physically apart as much as possible. Meals will be pre-wrapped - no buffet style meals.

## **PROVIDE CONTACT TRACING INFORMATION**

Should there be a case of Covid-19 it is important to trace any contacts that have been made by that person. Sign in and sign out procedures will be at the production office, and at each location on set. These systems will provide data for health officials to trace all contacts of a case.

## FILM CONSTRUCTION – COVID-19 – WORK SAFETY PLAN GENERAL – NOT SHOOT SPECIFIC

Please see below for considerations when planning a Film Construction (FC) production under COVID-19 Conditions. Please refer to Screensafe Guidelines and Protocols for COVID-19 to be read in conjunction with this work safety plan and Health and Safety Policy.

LEVEL 3	LEVEL 2
<b>PRE-PRODUCTION</b>	
<p><b>Assessing script/size of project:</b></p> <ul style="list-style-type: none"> <li>• Before any production begins, EP/Producer on job to assess the script, talk to relevant HOD's (production, lighting, camera, art etc) to make sure the script can be produced safely according to FC's policy.</li> <li>• EP/Producer/Director to work with agency/client to ensure script can be achieved within COVID-19 NZ Screensafe Standards.</li> </ul>	<p><b>Assessing script/size of project:</b></p> <ul style="list-style-type: none"> <li>• Before any production begins, EP/Producer on job to assess the script, talk to relevant HOD's (production, lighting, camera, art etc) to make sure the script can be produced safely according to FC's policy.</li> <li>• EP/Producer/Director to work with agency/client to ensure script can be achieved within COVID-19 NZ Screensafe Standards.</li> </ul>
<p><b>Production Office</b></p> <ul style="list-style-type: none"> <li>• Work in isolation from home, if possible.</li> <li>• If working in a production office:                             <ul style="list-style-type: none"> <li>○ Confirmation from FC Office of day and time. Video or phone induction with FC Office prior to arrival.</li> <li>○ FC to keep an online log of who comes to the office and when (sign in/out)</li> <li>○ PPE and hand sanitiser available upon arrival. Signs to direct and instruct personnel of routine. Single use PPE where possible. Masks, gloves and wipes to be disposed of in dedicated rubbish bins after use.</li> <li>○ Personnel must sit a distance of 1m apart. No more than four people upstairs and two people downstairs.</li> <li>○ Personnel must disinfect personal computer equipment before arriving, then every two hours while at office and then upon leaving. Personnel to disinfect their chair and desk upon leaving. Disinfectant wipes to be provided.</li> </ul> </li> </ul>	<p><b>Production Office</b></p> <ul style="list-style-type: none"> <li>• Work from home, if possible.</li> <li>• If working in a production office:                             <ul style="list-style-type: none"> <li>○ FC to keep an online log of who comes to the office and when (sign in/out).</li> <li>○ PPE and hand sanitiser available upon arrival.</li> <li>○ Personnel must sit a distance of 1m apart.</li> <li>○ Personnel must disinfect personal computer equipment before arriving, and desk upon leaving. Disinfectant wipes will be provided.</li> <li>○ Personnel to bring own water bottles, coffee cups, food, snacks and any food related items.</li> <li>○ FC to disinfect toilets, bathrooms, kitchen, toilets, printer and any shared areas at the beginning and end of each workday.</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ Printer to be sanitised after every use. Specific sanitiser wipes provided at printer station.</li> <li>○ Personnel to bring own water bottles, coffee cups, food, snacks and any food related items.</li> <li>○ FC to disinfect toilets, bathrooms, kitchen and any shared areas at the beginning and end of each workday.</li> <li>○ Disinfectant wipes in bathroom to be used by individual after each toilet use (touch points - toilet flush, taps and door handles)</li> <li>○ Wash hands for at least 20 seconds. Don't touch face. Sneeze or cough into arm. Refer to signage in key locations.</li> <li>○ All personnel encouraged to wear face masks.</li> <li>● Meetings (creative, PPMs, Wardrobe, Art, Camera &amp; any general briefs etc). All briefing to be conducted over zoom.</li> <li>● EP or Producer to send health declaration to all people who intend to come to office, completed prior to arrival.</li> <li>● No people to come to office if they have ANY COVID-19 symptoms or EP thinks they could be a risk.</li> <li>● No kissing, hugging, handshakes or hongis.</li> </ul>	<ul style="list-style-type: none"> <li>○ Wash hands for at least 20 seconds. Don't touch face. Sneeze or cough into arm. Refer to signage in key locations.</li> <li>● Meetings (creative, PPMs, Wardrobe, Art, Camera &amp; any general briefs etc) ideally over zoom. If meetings in person, observe social distancing of 1m and sanitation.</li> <li>● EP or Producer to send health declaration to all people who intend to come to office, completed prior to arrival.</li> <li>● No people to come to office if they have ANY COVID-19 symptoms or EP thinks they could be a risk.</li> <li>● No kissing, hugging, handshakes or hongis</li> </ul>
<p><b>Production – Register Shoot and Crew induction (pre shoot):</b></p> <ul style="list-style-type: none"> <li>● Once crew, locations, schedule and risk assessment confirmed, shoot to be registered at: <a href="http://www.screensafe.co.nz/covid19/registration">www.screensafe.co.nz/covid19/registration</a></li> <li>● All HODs to be consulted in creation of a site-specific safety plan with ample opportunity for feedback and comment.</li> <li>● Crew Induction - Crew to be sent job induction the night before shoot (or as early as possible) which has: <ul style="list-style-type: none"> <li>○ overview of job - storyboards, callsheets.</li> <li>○ site specific safety plan (including staggered call times, site entry protocol, on site PPE).</li> <li>○ Video links to how to wash hands, how to correctly wear PPE.</li> <li>○ FC COVID-19 Health Declaration Form which ALL crew must fill out and email back to production before shoot day. All forms to be digital. No crew to print forms and pass to production.</li> <li>○ Lists each crew member's plan to travel to/from site.</li> <li>○ All crew must sign that they have read and understood induction.</li> </ul> </li> </ul>	<p><b>Production – Register Shoot and Crew induction (pre shoot):</b></p> <ul style="list-style-type: none"> <li>● Once crew, locations, schedule and risk assessment confirmed, shoot to be registered at: <a href="http://www.screensafe.co.nz/covid19/registration">www.screensafe.co.nz/covid19/registration</a></li> <li>● All HODs to be consulted in creation of a site-specific safety plan with ample opportunity for feedback and comment.</li> <li>● Crew Induction - Crew to be sent job the night before shoot (or as early as possible) which has: <ul style="list-style-type: none"> <li>○ overview of job - storyboards, callsheets</li> <li>○ site specific safety plan</li> <li>○ COVID-19 Health Declaration Form which ALL crew must fill out and email back to production before shoot day. All forms to be digital. No crew to print forms and pass to production.</li> <li>○ No crew member to be allowed on set until induction has been read and signed and Health Declaration form filled in and emailed to production.</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ No crew member to be allowed on set until induction has been read and signed and Health Declaration form filled in and emailed to production.</li> <li>Ø Note to producers – are there any language or disability concerns which need to be considered for all personnel?</li> <li>● Depending on production size, FC to nominate an existing crew member (producer or prod assist) or employ a dedicated person (safety officer, safety assist or C19 manager) to manage the safety protocols including distributing the induction document, ensuring crew sign the induction document and fill in Health Declaration Form before shoot, brief crew upon arrival at set, sign in/out crew, finalise documentation on wrap.</li> <li>● Callsheets, dailies and storyboards not to be distributed – all to be digital. Printouts to be the responsibility of individual crew member, should they want a hard copy. Producer or safety officer to explore the option of having storyboards and schedule posted to a wall for all crew to view.</li> <li>● Petty Cash to be deposited straight into bank accounts. No cash to be used.</li> <li>● Dedicated production WhatsApp group set up to communicate and update all personnel through pre-production and during filming. Set up and managed by production and/or the safety officer, depending on job size.</li> </ul>	<p>Ø Note to producers – are there any language or disability concerns which need to be considered for all personnel?</p> <ul style="list-style-type: none"> <li>● Depending on production size, FC to nominate an existing crew member (producer or prod assist) or employ a dedicated person (safety officer, safety assist or C19 manager) to manage the safety protocols including distributing the induction document, ensuring crew sign the induction document and fill in Health Declaration Form before shoot, brief crew upon arrival at set, sign in/out crew, finalise documentation on wrap.</li> <li>● Callsheets, dailies and storyboards not to be distributed – all to be digital. Printouts to be the responsibility of individual crew member, should they want a hard copy. Producer or safety officer to explore the option of having storyboards and schedule posted to a wall for all crew to view.</li> <li>● Petty Cash to be deposited straight into bank accounts. No cash to be used.</li> <li>● Dedicated production WhatsApp group set up to communicate and update all personnel through pre-production and during filming. Set up and managed by production and/or the safety officer, depending on job size.</li> </ul>
<p><b>Location scouting:</b></p> <ul style="list-style-type: none"> <li>● To be done by individual scout and images shared digitally.</li> <li>● Part of scout’s brief is to understand COVID-19 restrictions, expected crew size on shoot and to scout for appropriate locations according to restrictions</li> </ul>	<p><b>Location scouting:</b></p> <ul style="list-style-type: none"> <li>● To be done by individual scout and images shared digitally.</li> <li>● Part of scout’s brief is to understand COVID-19 restrictions, expected crew size on shoot and to scout for appropriate locations according to restrictions</li> </ul>
<p><b>Talent / Casting:</b></p> <ul style="list-style-type: none"> <li>● Casting ideally conducted through established company with stringent COVID-19 safety plan (e.g. Catch Casting)</li> <li>● Casting done with self-tapes (follow instruction video) or over zoom. Electronic headsheets and photos.</li> <li>● Stringent screening from a health perspective, with additional COVID-19 questions on casting forms.</li> <li>● Ideally cast within pre-existing bubbles.</li> <li>● Producers to discuss feasible options on standby talent.</li> <li>● Producers to discuss casting of at-risk groups i.e. over 70 upfront with agency/client when script received.</li> </ul>	<p><b>Talent / Casting:</b></p> <ul style="list-style-type: none"> <li>● Casting ideally conducted through established company with stringent COVID-19 safety plan (e.g. Catch Casting)</li> <li>● Casting to observe 2m distancing (where possible i.e. talent don’t interact) and hand sanitiser.</li> <li>● Stringent screening from a health perspective, with additional COVID-19 questions on casting forms.</li> <li>● Producers to discuss feasible options on standby talent.</li> <li>● Producers to discuss casting of at-risk groups i.e. over 70 upfront with agency/client when script received.</li> </ul>

<p><b>Tech recce:</b></p> <ul style="list-style-type: none"> <li>• All tech recce crew to travel to location in individual vehicles.</li> <li>• All storyboards and other documents to be emailed before recce. No printouts handed out. Crew to bring own printouts.</li> <li>• 2m distancing to be observed at all times. All crew to wear facemasks and have hand sanitiser. Individual crew to provide their own masks, sanitiser and other kit required for recce.</li> <li>• DOP, Director, Art and LX + anyone else to share and communicate frame options over WhatsApp message group or similar. Crew not to stare over other's shoulder at frame options/photos on phone.</li> <li>• Allow for more time on tech recce and proceeding prep, as art, camera &amp; LX will need to be instructed exactly the sets before shoot day as there will be staggered set-ups on shoot day.</li> </ul>	<p><b>Tech recce:</b></p> <ul style="list-style-type: none"> <li>• All storyboards and other documents to be emailed before recce. No printouts handed out. Crew to bring own printouts.</li> <li>• 1m distancing to be observed at all times where possible. All crew to wear facemasks and have hand sanitiser. Individual crew to provide their own masks, sanitiser and other kit required for recce.</li> <li>• Allow for more time on tech recce and proceeding prep as required for safety protocol.</li> </ul>
<p><b>Art:</b></p> <ul style="list-style-type: none"> <li>• Art director contracted for job is ideally operating in a pre-existing bubble of colleagues (art assist, props buyer etc).</li> <li>• Art brief to emailed and briefed in by director over zoom. Art to share images digitally only. Art is not to come to production office.</li> <li>• Art department to provide their own safety plan to production for approval before engaging on job.</li> <li>• Art to set up day before shoot where possible, or in the morning before the crew arrives. Art to set and to stream approval via phone/zoom to DOP and director where possible.</li> </ul>	<p><b>Art:</b></p> <ul style="list-style-type: none"> <li>• Art director contracted for job is ideally operating in a pre-existing bubble of colleagues (art assist, props buyer etc)</li> <li>• Ideally director's brief and image sharing done digitally.</li> <li>• Art department to provide their own safety plan to production for approval before engaging on job.</li> <li>• Ideally Art sets up before Camera &amp; LX arrive to set.</li> </ul>
<p><b>Wardrobe</b></p> <ul style="list-style-type: none"> <li>• Under Level 3, ideally there is no MU or Wardrobe. Talent to do own with reference to online tutorials or zoom tutorials with HMUA.</li> <li>• If Wardrobe required, then for prep, the WR Artist to source wardrobe, drop wardrobe to talent, and do fitting over zoom.</li> <li>• If absolutely necessary to fit in person, 2m distancing strictly adhered to. WRA never to touch talent. Wardrobe fitting premise used with plenty of space, and good ventilation. Only wardrobe and cast allowed in their area. Only 1 talent to be in fitting at a time.</li> <li>• Face masks, gloves and hand sanitiser to be used by all personnel.</li> </ul>	<p><b>Wardrobe</b></p> <ul style="list-style-type: none"> <li>• Face masks, gloves and hand sanitiser to be used by all personnel.</li> <li>• Wardrobe fitting premise used with plenty of space, and good ventilation. Only wardrobe and cast allowed in their area.</li> </ul>
<p><b>PRODUCTION / SHOOTING</b>  <i>All specifics of the shoot will be detailed in the Site-Specific Safety Plan</i></p>	
<p><b>Traveling to shoot, entry &amp; exit shoot location:</b></p>	<p><b>Traveling to shoot, entry &amp; exit shoot location:</b></p>



<ul style="list-style-type: none"> <li>• All crew expected to have own vehicles, so can all travel independently to and from set. No car sharing, and no public transport to be used.</li> <li>• Call times staggered.</li> <li>• One entry spot to site, one person dedicated to signing in and signing out crew – stationed at entry (Runner, PA or Safety).</li> <li>• Each crew member entering site is given safety briefing. Upon leaving, each crew member is signed out and briefed about decontamination and referred back to main Induction Document for details.</li> <li>• Face masks, gloves and hand sanitiser available to all crew before entering site.</li> </ul>	<ul style="list-style-type: none"> <li>• Call times staggered where possible.</li> <li>• Crew to sign in and out of site.</li> <li>• Crew member given safety briefing. Upon leaving, each crew member is signed out and briefed about decontamination and referred back to main Induction Document for details.</li> <li>• Face masks, gloves and hand sanitiser available to all crew before entering site.</li> </ul>
<p><b>Crew &amp; Location:</b></p> <ul style="list-style-type: none"> <li>• Crew size kept to a minimum.</li> <li>• All crew to wear face masks. Gloves to be available and encouraged for all crew. Mandatory for some personnel such as Safety, Runner, and Locations who may be touching and moving signs, unit kit.</li> <li>• Use RTs or phones for communication where possible. RTs disinfected and issued to individual crew members at sign-in. If more than 1-day shoot, RT kept by individual for duration of shoot.</li> <li>• Rubbish bins provided for contaminated PPE.</li> <li>• All crew to recognise 2m distancing and 1m distancing for key crew.</li> <li>• FC policy is to ideally not film any interiors during Level 3.</li> <li>• Should interior filming be required and deemed safe, the rule for interiors is 1 crew member per 4m<sup>2</sup> and ONLY the bare minimum people allowed inside (talent, DOP, 1st AC, and grip) and for the minimum amount of time. LX and art to set up and exit. Director to have a remote monitor stationed outside.</li> <li>• The work site should be separated into zones for each production bubble. Refer to ScreenSafe COVID-19 H&amp;S Protocols pg45.</li> <li>• Work that requires close proximity (LX, camera, grip, MU/WR) to be kept to a minimum.</li> <li>• One way in, one way out and one direction of travel around set system to be employed where possible.</li> <li>• Signs, barriers, cones and floor marking used to zone the set, inform crew of areas and direction of travel.</li> <li>• Should there be personnel on set who are high risk (immunocompromised &amp; elderly) then production and safety to take extra care in Site Safety Plan to protect these personnel.</li> </ul>	<p><b>Crew &amp; Location</b></p> <ul style="list-style-type: none"> <li>• RTs disinfected and issued to individual crew members at sign-in. If more than 1-day shoot, RT kept by individual for duration of shoot.</li> <li>• Rubbish bins provided for contaminated PPE.</li> <li>• All crew to recognise 1m distancing where possible</li> <li>• Should interior filming be required and deemed safe ONLY the bare minimum people allowed inside (talent, DOP, 1st AC, and grip) and for the minimum amount of time. LX and art to set up and exit. Director to have a remote monitor stationed outside.</li> <li>• The work site should be separated into zones for each production bubble. Refer to ScreenSafe COVID-19 H&amp;S Protocols pg45.</li> <li>• One way in, one way out and one direction of travel around set system to be employed where possible.</li> <li>• Signs, barriers, cones and floor marking used to zone the set, inform crew of areas and direction of travel.</li> <li>• Should there be personnel on set who are high risk (immunocompromised &amp; elderly) then production and safety to take extra care in Site Safety Plan to protect these personnel.</li> </ul>
<p><b>Handwashing &amp; Cleaning:</b></p>	<p><b>Handwashing &amp; Cleaning:</b></p>

<ul style="list-style-type: none"> <li>● Disinfectant cleaning supplies available for each department to wipe down equipment. Cleaning of equipment to be the responsibility of each department. As a general rule, kit to be wiped down every 2 hours.</li> <li>● Dedicated hand washing stations and ample hand sanitiser stationed around location.</li> <li>● Depending on production size, a dedicated cleaner employed for the duration of the shoot day.</li> <li>● Depending on the location, certified COVID-19 cleaners to be employed to clean location upon wrap.</li> </ul>	<ul style="list-style-type: none"> <li>● Disinfectant cleaning supplies available for each department to wipe down equipment. Cleaning of equipment to be the responsibility of each department. As a general rule, kit to be wiped down every 2 hours.</li> <li>● Dedicated hand washing stations and ample hand sanitiser stationed around location.</li> <li>● Depending on production size, a dedicated cleaner employed for the duration of the shoot day.</li> <li>● Depending on the location, certified COVID-19 cleaners to be employed to clean location upon wrap.</li> </ul>
<p><b>Toilets:</b></p> <ul style="list-style-type: none"> <li>● Toilets to be cleaned and disinfected before shoot.</li> <li>● Disinfectant spray and disposable wipes available in bathrooms. Before and after each toilet use, each person to clean flush button, tap handles and door handles. Signs instructing this displayed clearly.</li> </ul>	<p><b>Toilets:</b></p> <ul style="list-style-type: none"> <li>● Toilets to be cleaned and disinfected before shoot.</li> <li>● Disinfectant spray and disposable wipes available in bathrooms. Before and after each toilet use, each person to clean flush button, tap handles and door handles. Signs instructing this displayed clearly.</li> </ul>
<p><b>Eating, Unit &amp; Craft Services:</b></p> <ul style="list-style-type: none"> <li>● Break times staggered to reduce congestion.</li> <li>● Dedicated eating area/s set up.</li> <li>● Tables thoroughly cleaned before and after each sitting by dedicated person (runner, unit manager, safety).</li> <li>● Hand wash and sanitiser available at entry to meal areas.</li> <li>● Ideally crew to bring their own meals to the shoot and recognised in their invoice – Breakfast \$10, Lunch \$20, Dinner \$20, Snacks \$10. However, when catering available, it will be pre-wrapped.</li> <li>● Disposable utensils used.</li> <li>● Individual crew member’s responsibility to put own rubbish in bin.</li> <li>● When drinks and snacks available, drinks individually bottled and snacks in individual wrap (nuts, crisps, muesli bars etc). All to be displayed on table, so crew members don’t rummage through stock to find what they want.</li> <li>● Limit access and use of coffee machines, they should only be operated by one person who is using adequate hygiene measures.</li> </ul>	<p><b>Eating, Unit &amp; Craft Services:</b></p> <ul style="list-style-type: none"> <li>● Break times staggered to reduce congestion.</li> <li>● Dedicated eating area/s set up.</li> <li>● Tables thoroughly cleaned before and after each sitting by dedicated person (runner, unit manager, safety).</li> <li>● Hand wash and sanitiser available at entry to meal areas.</li> <li>● Catering to be prewrapped.</li> <li>● Disposable utensils used.</li> <li>● Individual crew member’s responsibility to put own rubbish in bin.</li> <li>● Limit access and use of coffee machines, they should only be operated by one person who is using adequate hygiene measures.</li> </ul>
<p><b>Departments: Camera, LX, Grip, Playback/DIT:</b></p> <ul style="list-style-type: none"> <li>● Departments to operate in bubbles. Refer to ScreenSafe COVID-19 H&amp;S Protocols pg43.</li> </ul>	<p><b>Departments: Camera, LX, Grip, Playback/DIT:</b></p>

<ul style="list-style-type: none"> <li>• Each department/HOD to have their own Safety plan which details packing/loading kit at lockups, vehicle movement, working on set, working with assists - to be supplied to production before commissioning of job.</li> <li>• Ideally work with crew who are working in existing bubbles (e.g. DOP who uses same Focus Puller)</li> <li>• Wireless/contactless and remote streaming and review to be employed at all times when possible. Refer services offered by Rebel Fleet or Halcyon.</li> <li>• One department only at a time setting up and packing out. Allow for ample set up time. Producers/1st AD to liaise with department HODs to schedule time.</li> <li>• Each department responsible to wipe down their own kit and surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Departments to operate in bubbles. Refer to ScreenSafe COVID-19 H&amp;S Protocols pg43.</li> <li>• Each department/HOD to have their own Safety plan which details packing/loading kit at lockups, vehicle movement, working on set, working with assists - to be supplied to production before commissioning of job.</li> <li>• Wireless/contactless and remote streaming and review to be employed when possible. Refer services offered by Rebel Fleet or Halcyon.</li> <li>• Each department responsible to wipe down their own kit and surfaces</li> </ul>
<p><b>Sound:</b></p> <ul style="list-style-type: none"> <li>• Ideally non-contact and boom sound when possible.</li> <li>• If radio mics required, sound operator to wipe down mic, leave for talent to pick up and direct the talent to mic themselves.</li> <li>• Sound to observe 1m distancing at least and must never touch talent.</li> <li>• All kit to be disinfected before and after use.</li> </ul>	<p><b>Sound:</b></p> <ul style="list-style-type: none"> <li>• Sound op much have face mask and gloves and reduce contact to a minimum when micing talent.</li> <li>• All kit to be disinfected before and after use.</li> </ul>
<p><b>Make-Up (MU) &amp; Wardrobe (WR) Department:</b></p> <ul style="list-style-type: none"> <li>• When there is talent, ideally no MU/WR on set and talent to do their own hair and make-up.</li> <li>• MU/WR in advisory role for prep, over zoom meeting/s (with talent and producer/s), but they are not on set.</li> <li>• If MU/WR artists essential on set, they must provide own detailed safety plan to be approved by production before engaging crew member. MU/WR can only be in advisory role and must observe 1m distance. No touching talent.</li> <li>• Talent to have staggered call times (longer than usual) to avoid congestion.</li> <li>• Wardrobe / Make-up Room size to consider number required. Use outside and Ezi-ups where possible for good ventilation. Dedicated chairs and seating areas for talent.</li> </ul>	<p><b>Make-Up (MU) &amp; Wardrobe (WR) Department:</b></p> <ul style="list-style-type: none"> <li>• MU/WR must provide own detailed safety plan to be approved by production before engaging crew member.</li> <li>• Talent to have staggered call times where possible (longer than usual) to avoid congestion</li> <li>• Wardrobe / Make-up Room size to consider number required. Use outside and Ezi-ups where possible for good ventilation. Dedicated chairs and seating areas for talent.</li> </ul>
<p><b>Agency/Client:</b></p> <ul style="list-style-type: none"> <li>• Ideally no agency or client on set at any time. All filming to be streamed using Playback/DIT operators (refer to Halcyon or Rebel Fleet systems).</li> <li>• When agency/client is necessary on set, they will have dedicated seats, 2m apart and separate from set. All playback streamed to their phones or monitor/s. One dedicated contact person between client/agency and crew. Likely to be the producer or a dedicated assist.</li> </ul>	<p><b>Agency/Client:</b></p> <ul style="list-style-type: none"> <li>• Encourage reduced numbers of agency/client on set. Offer streaming options to off-site agency/client. (refer to Halcyon or Rebel Fleet systems).</li> <li>• When agency/client on set, they will have dedicated seats, 1m apart and separate from set. All playback streamed to their phones or monitor/s. One</li> </ul>

	dedicated contact person between client/agency and crew. Likely to be the producer or a dedicated assist.
<b>Vehicles:</b> <ul style="list-style-type: none"> <li>• Crew to travel in individual vehicles.</li> <li>• If sharing a vehicle, strict cleaning practices must be in place and procedure submitted to production for approval.</li> <li>• Each HOD is expected to have their own safety protocols in place for loading, passengers and vehicle movement.</li> </ul>	<b>Vehicles:</b> <ul style="list-style-type: none"> <li>• Strict cleaning practices must be adhered to.</li> </ul>
<b>POST- PRODUCTION</b>	
<b>MU, WR, Art &amp; Production wrap:</b> <ul style="list-style-type: none"> <li>• All documents (PC, receipts, Health Form etc) to be emailed and individuals are required to file originals until further notice.</li> <li>• Cones, signs, barrier arms, etc – dedicated Locations or Runner who collected equipment and moved it on set, to sanitise all equipment before returning.</li> <li>• Dedicated C19 Protocol Manager to make sure Induction and sign in/out Document is complete.</li> </ul>	<b>MU, WR, Art &amp; Production wrap:</b> <ul style="list-style-type: none"> <li>• All documents (PC, receipts, Health Form etc) to be ideal emailed and individuals with originals dropped off.</li> <li>• Cones, signs, barrier arms, etc – dedicated Locations or Runner who collected equipment and moved it on set, to sanitise all equipment before returning.</li> <li>• Dedicated C19 Protocol Manager to make sure Induction and sign in/out Document is complete.</li> </ul>
<b>Editing:</b> <ul style="list-style-type: none"> <li>• Editor entry to FC offices followed as above.</li> <li>• Only editor + 1 in the edit suite for viewing. To keep 2m distance – editor at desk and viewer on couch.</li> <li>• Live stream viewing from FC offices to client/agency.</li> <li>• When using external post facilities, producer to review facilities safety plan before commissioning to ensure safety standards are met. All FC staff to abide by facilities safety standards.</li> </ul>	<b>Editing:</b> <ul style="list-style-type: none"> <li>• Viewings allow editor + 3 people in FC edit suite</li> <li>• Offer live stream viewing from FC offices to client/agency when possible.</li> <li>• When using external post facilities, producer to review facilities safety plan before commissioning to ensure safety standards are met. All FC staff to abide by facilities safety standards.</li> </ul>
<b>Audio:</b> <ul style="list-style-type: none"> <li>• FC to only use studios who can offer robust COVID-19 safe facilities.</li> </ul>	<b>Audio:</b> <ul style="list-style-type: none"> <li>• FC to only use studios who can offer robust COVID-19 safe facilities.</li> </ul>
<b>HEALTH &amp; EMERGENCIES</b>	
<ul style="list-style-type: none"> <li>• COVID-19 has presented a unique situation and everyone will deal with this differently. Even before COVID-19, the FC family took a lot of care and concern for its wide production family. We need to look out for one another beyond checking a box. FC producers to hold regular meeting to discuss how to keep an eye out for the wellbeing of others.</li> </ul>	

Confidentially producers to share any concerns FC Executive Producer/Director. Crew will have circumstance or situations that are unique, and need be kept private. So, producers need to find respectful ways to enable crew to continue how they wish. For example, crew could have limited childcare or be high-risk category. Producers need to tailor the production to keep crew working at full capacity where possible.

- On callsheet and Induction document, crew encourages to contact producer who they feel comfortable with any issues or concerns they may have concerning mental wellbeing, financial issues, safety concerns, etc.
- The process of reporting issues to be clearly stated on Callsheet and Induction Document.
- Procedure for dealing with emergencies.
  - Should any crew member feel sick before the shoot, they must let the producer know. Producer to encourage them to call their local GP or Healthline 0800 611 116
  - Should any crew member feel sick at the shoot, they must leave set immediately. Production to ensure they have safe and isolated travel home.
  - Should any crew member test positive for COVID-19 following a shoot, production to:
    - Contact the MOH COVID-19 Healthline 0800 611 116
    - Inform every person who was on set (but keep the identity of the person private).
    - Prepare documents for MOH (Induction document with Sign in/out information).

## TRAVEL

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>● Crew can travel within region only for filming. Production to employ only crew who are in shoot region.</li> <li>● No international travel at this time under Levels 3 -1. FC protocol to be revised once borders are open.</li> </ul> | <ul style="list-style-type: none"> <li>● Minimise travel between the regions.</li> <li>● Ideally use local crew where possible.</li> </ul> |
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## LINKS TO RESOURCES

[health.govt.nz](http://health.govt.nz)

[covid19.govt.nz](http://covid19.govt.nz)

[worksafe.govt.nz](http://worksafe.govt.nz)

[screenindustry.nz/covid19](http://screenindustry.nz/covid19)

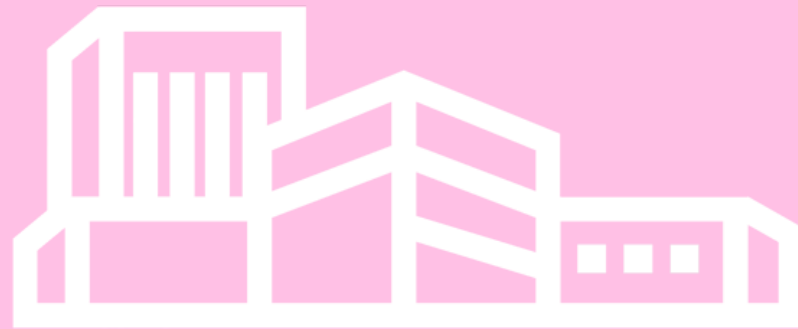
[screensafe.co.nz](http://screensafe.co.nz)

[screensafe.co.nz/covid-19-coronavirus/](http://screensafe.co.nz/covid-19-coronavirus/)

[nzapg.co.nz](http://nzapg.co.nz)

[aucklandscreenalliance.com](http://aucklandscreenalliance.com)

<https://www.filmconstruction.com/covid-19>



FILM CONSTRUCTION