

Covid-19 Alert Levels and the Photo Industry

Information & Considerations

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AIPA
FOR PHOTOGRAPHERS

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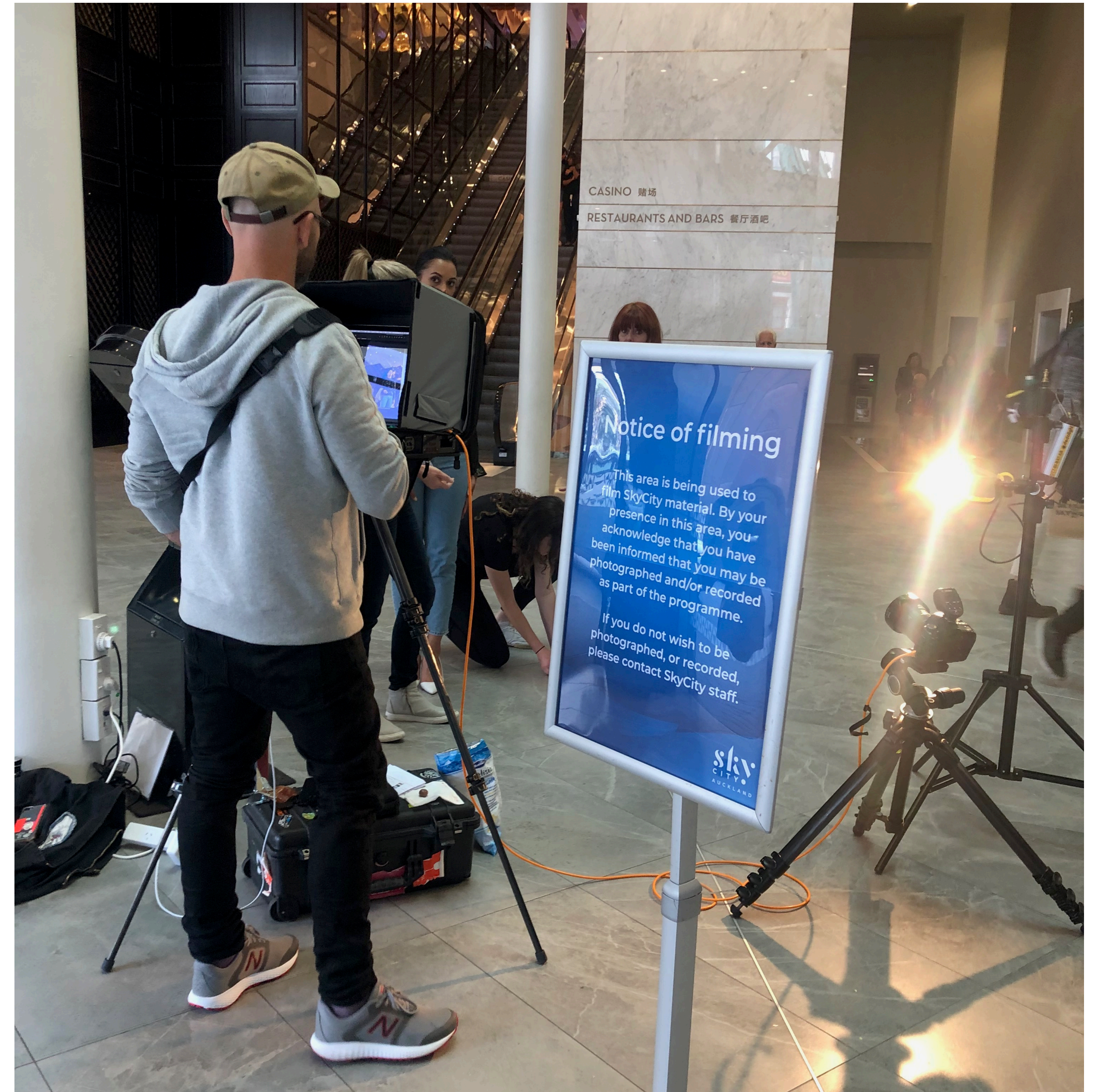
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New Zealand COVID-19 Alert Levels Summary

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

- Different parts of the country may be at different Alert Levels. We can move up and down Alert Levels.
- Essential services including supermarkets, health services, emergency services, utilities and goods transport will continue to operate at any level. Employers in those sectors must continue to meet health and safety obligations.
- Restrictions are cumulative (e.g. at Alert Level 4, all restrictions from Alert Levels 1, 2 and 3 apply).

Published 11 May 2020

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

Alert Level	Risk Assessment	Range of Measures (can be applied locally or nationally)	
Level 4 – Lockdown Likely the disease is not contained	• Community transmission is occurring. • Widespread outbreaks and new clusters.	• People instructed to stay at home in their bubble other than for essential personal movement. • Safe recreational activity is allowed in local area. • Travel is severely limited. • All gatherings cancelled and all public venues closed.	• Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics, petrol stations) and lifeline utilities. • Educational facilities closed. • Rationing of supplies and requisitioning of facilities possible. • Reprioritisation of healthcare services.
Level 3 – Restrict High risk the disease is not contained	• Community transmission might be happening. • New clusters may emerge but can be controlled through testing and contact tracing.	• People instructed to stay home in their bubble other than for essential personal movement – including to go to work, school if they have to, or for local recreation. • Physical distancing of two metres outside home (including on public transport), or one metre in controlled environments like schools and workplaces. • People must stay within their immediate household bubble, but can expand this to reconnect with close family / whānau, or bring in caregivers, or support isolated people. This extended bubble should remain exclusive. • Schools (years 1 to 10) and Early Childhood Education centres can safely open, but will have limited capacity. Children should learn at home if possible. • People must work from home unless that is not possible. • Businesses can open premises, but cannot physically interact with customers.	• Low risk local recreation activities are allowed. • Public venues are closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, playgrounds, markets). • Gatherings of up to 10 people are allowed but only for wedding services, funerals and tangihanga. Physical distancing and public health measures must be maintained. • Healthcare services use virtual, non-contact consultations where possible. • Inter-regional travel is highly limited (e.g. for essential workers, with limited exemptions for others). • People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take additional precautions when leaving home. They may choose to work.
Level 2 – Reduce The disease is contained, but the risk of community transmission remains	• Household transmission could be occurring. • Single or isolated cluster outbreaks.	• People can reconnect with friends and family, go shopping, or travel domestically, but should follow public health guidance. • Physical distancing of two metres from people you don't know when out in public is recommended, with one metre physical distancing in controlled environments like workplaces, unless other measures are in place. • A phased approach to gatherings – initially no more than 10 people at any gathering. This applies to funerals, tangihanga, weddings, religious ceremonies and gatherings in private homes. Restrictions reviewed regularly. • Sport and recreation activities are allowed, subject to conditions on gatherings and contact tracing requirements, and – where practical – physical distancing. • Public venues (museums, libraries, etc.) can open but must comply with public health measures. Gatherings rules do not apply to public venues as long as people are not intermingling.	• Health and disability care services operate as normally as possible. • Most businesses can open to the public, but must follow public health guidance including in relation to physical distancing and contact tracing. Alternative ways of working encouraged where possible (e.g. remote working, shift-based working, physical distancing, staggering meal breaks, flexible leave). • It is safe to send your children to schools, early learning services and tertiary education. There will be appropriate measures in place. • People at higher-risk of severe illness from COVID-19 (e.g. those with underlying medical conditions, especially if not well-controlled, and seniors) are encouraged to take additional precautions when leaving home. They may work, if they agree with their employer that they can do so safely.
Level 1 – Prepare The disease is contained in New Zealand	• COVID-19 is uncontrolled overseas. • Isolated household transmission could be occurring in New Zealand.	• Border entry measures to minimise risk of importing COVID-19 cases. • Intensive testing for COVID-19. • Rapid contact tracing of any positive case. • Self-isolation and quarantine required. • Schools and workplaces open, and must operate safely. • Physical distancing encouraged.	• No restrictions on gatherings. • Stay home if you're sick, report flu-like symptoms. • Wash and dry hands, cough into elbow, don't touch your face. • No restrictions on domestic transport – avoid public transport or travel if sick.

Photo Industry Considerations per Alert Level

Document Origins

The intention of this document is to have consolidated Health & Safety considerations for the New Zealand photographic industry as we move through Alert Levels, under the framework of the ScreenSafe documents - Covid 19 Alert Levels - Screen Industry Protocols. Wording has been adapted for the different scale of shooting that we encounter in the photographic industry for ease of comprehension only.

This document is provided by the AIPA as a sample resource to provide general information, and to encourage best practice. It is not a legal document or intended to provide legal advice. Photographers are recommended to seek their own legal advice, and to regularly consult the ScreenSafe website for updates on Health & Safety Protocols - and adapt their own Health & Safety plans to align.

Photography is as diverse as the many industries that utilise it and Photographers are encouraged to also reference any other industry information that may pertain to their business - be it Real Estate or Sporting Events - to help inform their health & safety plans.

This is a living document that will be updated, please contact us with any feedback or suggested additions.



Obligations as a PCBU

The plan you need for your business

A PCBU is defined as a Person Conducting a Business or Undertaking.

To operate safely at all alert levels during the COVID-19 pandemic, businesses must comply with:

- settings for the current alert level (including public health measures), **and**
- any appropriate public health requirements for their workplace (e.g. physical distancing), **and**
- all other health and safety obligations.

At all alert levels, businesses need to meet all public health guidelines. These include the following, although they may change over time:

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

Visit covid19.govt.nz for the [full public health guidance and restrictions on activities \(external link\)](#) at different alert levels.

The Ministry of Health also has [infectious disease control advice for workplaces \(external link\)](#).

Businesses should carefully consider how to safely operate at each alert level based on their individual circumstances.

Under Alert Level 3 and Alert Level 2 there are restrictions in place to do with keeping workers safe, and interacting with customers. Businesses must self-assess their ability to meet those rules and to operate safely, just as they would normally to meet their duties under the Health and Safety at Work Act. Government agencies won't make these decisions for businesses.

Under Alert Level 3 and Alert Level 2 all businesses that are permitted to resume operations need to have a COVID-19 safety plan that sets out how they'll operate safely. This plan will need to be discussed and shared with everyone at work, including workers, contractors and suppliers, before the work starts. The WorkSafe website has general and sector specific guidance that will help businesses determine if they should open, and how they can operate safely.

[COVID-19 safety plan – what you need to think about \(external link\)](#) — WorkSafe

[Advice for businesses operation at alert level 2 \(external link\)](#) - WorkSafe

If a business determines it cannot operate safely, or make the necessary changes to do so, it should not open.

Industry organisations will also be issuing specific guidance for certain sectors and kinds of workplaces. This will be available on the WorkSafe website.

ScreenSafe, the closest industry body to the photographic industry have created protocols and guidelines that can inform your Health & Safety planning and documents with information relating to treatment of locations etc. Utilising the ScreenSafe endorsed standards and registering your shoot shows WorkSafe that you have followed industry guidance and best practise in the event of a governmental audit.

screensafe.co.nz/covid-19-coronavirus/ (external link) - ScreenSafe

If in doubt, you can contact WorkSafe, your industry organisation or your local chamber of commerce or BusinessNZ.

WORKSAFE
Mahi Haumaru Aotearoa

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safe return to work here: worksafe.govt.nz

You **don't** need to send this plan to WorkSafe for review or comment.

Company details

Business name:

Division/group:

Date completed: / /

Date distributed: / /

Revision date: / /

Manager approval:

Name of manager:

Worker representative consultation:

Name of worker representative:

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems. <i>Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.</i>	Engineering supervisor
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review. <i>Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</i>	Administrator

New Zealand Government

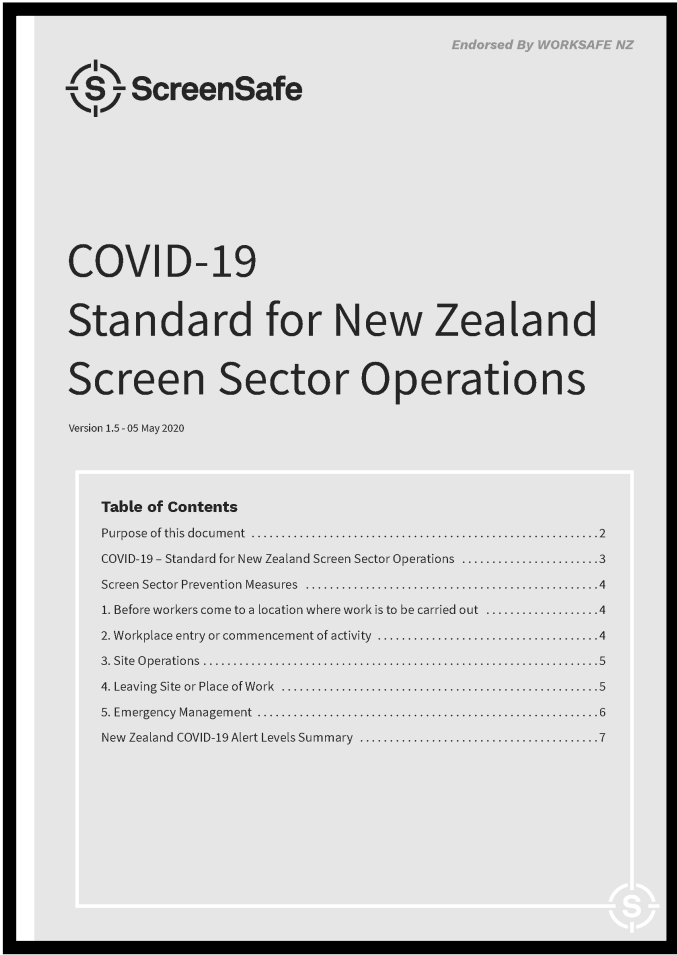
worksafe.govt.nz 0800 030 040 1/3

ScreenSafe Covid-19 Health & Safety Standards and Protocols

Information for all alert levels

ScreenSafe - the closest industry body to the photographic industry - have created protocols and guidelines that can inform your Health & Safety planning and documents, with information relating to treatment of locations, travel, remote shooting, equipment, styling crew etc in the Covid-19 environment.

Aligning with the ScreenSafe endorsed standards and registering your shoot conveys to WorkSafe that you have followed industry guidance and best practise in the event of any governmental audit.



The Health & Safety Standards are the “What” we are all working within

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

The Health & Safety Protocols are the “How” we can achieve these standards

Screen Sector Production COVID-19 Registration

Screen Sector Production COVID-19 Registration

ScreenSafe maintains a simple register of productions, in order to assist Ministry of Health with contact tracing and WorkSafe with monitoring.

Every production is expected to submit the simple registration form below.

Information Required

Production company name*

Production company name

Production company contact *

First Name*

First name

Last Name

Last Name

Email*

Email*

Mobile number*

Mobile number*

Project Name *

Project Name*

Shoot Dates

Start date

Start date

End date

End date

☐ I confirm that this production's H&S plan is aligned to the ScreenSafe Health and Safety COVID 19 Standard and Protocols.

Submit

The Shoot Registration confirms your alignment with these standards, and assists Ministry of Health tracing

Photo Industry Considerations

Alert Level 2

Pre Shoot

- Prepare a Covid-19 Safety Plan specific to your business. Use the ScreenSafe Health & Safety Standards & Protocols as reference for your Covid-19 Safety Plan.
- Any client briefings or meetings, hold via phone or video conferencing if possible. Discuss a closed set and minimising people on the shoot.
- Register your shoot and location with ScreenSafe.
- Before shoot - send out H&S Plan and any site specific risk & controls (distancing measures etc) to everyone coming to set - give them an opportunity to feedback. This to include a declaration of health from all crew/attendees that they are not going to come to work sick and help identify if they are in an 'at risk' group.
- Any shoots that could impact the general public or are shot on public land will require a Regional Film Office location permit. Low impact provisions have changed - so permits are mandatory no matter the shoot size. You will need to complete a shoot specific JSA (Job Safety Analysis) and of course register your shoot with ScreenSafe. A local Producer or Film Safety Officer can assist in this process.

On the Day

- Sign in and out people coming on and off set, contactless if possible. See the contacts tracing log examples. Hold these records securely for 2 months before deleting - note privacy laws apply to this information.
- Safety Briefing / Induction - held on arrival of everyone to the shoot. Talk through any distancing measures or site specific requirements to keep everyone safe.
- Advise if anyone is high risk on set and will be working with further distancing.
- Hand washing / sanitation stations must be available - everyone thoroughly wash or sterilise hands before coming onto set, and regularly through the day, at the end of day.
- Posters regarding best hygiene practices and info up around your set (if practicable).
- Everyone encouraged and reminded to wash hands after coughing / sneezing and before and after meal breaks.
- No shared meals, snacks or eating areas. All separately boxed or bottled. Stagger lunch breaks when possible.
- Maintain appropriate 1m distancing requirements (4m for workstations, 2m from public), including around toilet facilities.
- Regular cleaning of high traffic areas and surfaces.
- Keep your bubbles as small as you can and keep them distanced. (ie. Talent & Styling bubble. Photographer & Camera Assistant bubble. Art Director & Client bubble.)
- Have multiple monitors/screens for viewing so no gathering. Where possible screen share or remote view with non essential people to minimise numbers on set.
- PPE (masks and gloves with appropriate instructions for use) available for any close contact work, and if any crew want or require them.
- Be prepared and budget for slower shooting to address Covid-19 measures (ie. sanitising hair & mu stations between talent, cleaning high traffic surfaces during the day, longer h&s inductions, staggering talent so 'no waiting rooms')

Always

- Keep your home safe by always removing work shoes / clothes and sanitising when coming in from work.
- Remember to be kind and keep everyone safe.

Photo Industry Covid-19 Checklist

When planning a shoot under Covid-19 conditions

Health & Safety

- Review the [ScreenSafe Health & Safety Standards & Protocols](#) for general health & safety guidance and for any specific Alert Level information that might be applicable for your shoot.
- Consider how you will manage the risk of infection transmission - both to yourself and your client and crew, but also to the public or anyone you interact with.
- Consider how your shoot could be affected if the lockdown level changed during planning, or if you or a member of the team get sick before the shoot. (ie. backup assistant / standby talent)
- Draft a shoot specific Covid-19 H&S plan covering issues such as travel (ie. 1 person per vehicle / [p29 ScreenSafe Protocols](#)), site safety and hygiene measures, [physical distancing](#).
- Ensure you have the appropriate documentation prepared, including [H&S policies](#), [health declarations](#) and a [contract tracing register](#).
- Consider how you track your own movements, and people you come into contact with if multiple shoots and sites per day.
- Scheduling considerations - allowing time for additional health & safety measures, operating sequentially and within physical distancing guidelines.
- [Register your shoot and location with ScreenSafe](#). This is a WorkSafe requirement, and prompts you to warrant that you have a H&S policy and site or shoot specific H&S plan.

Insurance

- Check with your provider regarding any Covid-19 exclusions, and communicate those to client / discuss liability.

Agency & Client for Consideration

- Is the brief / imagery requests possible under current lockdown or physical distancing requirements?
- Health & Safety Protocols - Is additional time required to ensure physical distancing and on set hygiene?
- Potential for additional cost to client relating to Covid-19? (ie. longer prep & shoot time with Covid-19 measures in place / less shots per day etc)
- Model or talent backups on standby in case of illness? Need to cover related standby talent rates.
- If Covid-19 Lockdown levels change during shoot planning, is a contingency plan required?
- Covid-19 Insurance Policy exclusions.
- Remote shoot attendance - minimising agency / client numbers on set (per level guidelines)
- Remote pre & post shoot meetings / approvals.

Shoot Planning

- Review Safety Protocols with those attending shoot - ask for feedback and add anything that will make the team safe (ie. *client prefers wearing of masks for all etc*).
- Adjust shooting or location plan as required to accommodate physical distancing & other health and safety requirements.
- Establish best sequential practice for work operations that minimise contact. (ie. *leave home | collect hire equipment | wipe down all equipment | go to shoot set | unload to one spot | shoot | wrap equipment back into car | wipe down all equipment | drop hire equipment | back home*)
- Catering and snacks - consider what catering is possible (ie. *individual boxed lunch, no shared chips or snack bags or bowls, no shared cups - bringing own water bottles from home etc*)
- [Source or plan hand washing and sanitiser stations](#).
- Define shoot cleaning protocols and who is handling

Crew

- Contact crew - share safety protocols and discuss risk factors & responsibilities.
- Ensure [Health Declarations](#) completed before shoot day.
- What happens if they need to swap out due to illness / symptoms.
- Review PPE requirements as needed.
- Use same crew for multi day jobs to reduce contact.
- Safety Briefing - what will happen if anyone has symptoms on set.

Documentation

- [Health Declarations](#) for those attending.
- [Contact Tracing](#) methods, for the shoot site - and/or for photographers themselves if doing multiple shoots per day and visiting multiple sites.
- [Covid-19 Safety Plan](#) for your business and any site specific or shoot specific JSA

Checklist Continued...

Locations

- Ensure that you have registered your shoot with ScreenSafe (this will be required before applying for permits).
- Location Permits & ScreenSafe Shoot Registration mandatory for those that impact public or public space regardless of shoot size. Under 9 persons low impact shooting no longer applicable. Contact Film Office once you have BOTH a H&S policy and specific procedures, AND have registered your shoot with ScreenSafe. Consider contacting a Producer or Safety Office to assist with these applications.
- Consider a location release with Covid-19 clauses.
- Ensure you have a plan for appropriate consultation, documentation and signage around any interaction with the public, including letter drops, appropriate posters etc.
- Cleaning - Consider cleaning requirements before, during, after the shoot and related costs.
- Consider Health Declarations from property owners also, if shooting in private locations.
- Rental Studios & Private Locations will have considerations around maximum numbers attending the shoot to work in with distancing guidelines.

Casting, Talent & Styling

- Remote casting & slower call backs (*ie. no 'waiting rooms' schedule talent casting so no time overlap*)
- Booking for back up talent if required, discuss with client.
- Action and interaction between talent in front of camera, do they cover social distancing protocols.
- Establish hair, makeup and wardrobe styling review requirements - 4m area for styling workstations, limit access to styling areas, PPE for close contact crew etc.
(see Hair & MU protocols for reference courtesy of Kath Gould under Resources)
- Consider sanitising wardrobe or hand held props as required.
- Health Declarations from talent to be completed before shoot day.

Post Production

- Consider remote feedback and presentations.

Equipment, Props & Product

- Minimise those sharing or touching equipment, props & product. (*ie. Photographer handles all camera, Assistant handles all lighting, Stylist handles all product or props*)
- Prepare in / out cleaning plans for hire equipment, props and products.
- Minimise movement of gear, props or products around shoot area. (*ie. keep gear stashes / workspaces small and product in one place.*)
- Keep majority of equipment inside workstations / vehicles.

Transport

- Review travel arrangements to avoid close contact. (*ie. 1 person per vehicle / p29 ScreenSafe Protocols*)
- Note any distancing rules that apply to other vehicles. (*ie. Helicopter shooting etc*)

Further Reference & Resources

Useful Links



[Workplace operations at Covid-19 Alert Levels](https://business.govt.nz), from business.govt.nz

Latest [Ministry of Health](#) updates

Information from [WorkSafe](#) & [Employment New Zealand](#) to reference if you are feeling unsafe at work.

[Posters / contract tracing & Alert Level guidance and resources for businesses](#)

[Screen Sector Covid-19 Action Group](#) the driving force behind the ScreenSafe protocols

Definition of a [PCBU](#)

[Definition of NZ Regions](#)

[Filming Abroad during Covid-19 - where shoots are happening](#)

[White Studios \(Auckland\) Covid-19 Information](#)

[Kingsize Studios \(Auckland\) Covid-19 Update](#)

Sanitation Station rental and purchase via [Craft Services](#)

[Guide on risk assessment and how to approach](#)

Where to [find a Safety Officer](#) for your shoot

[Ministry of Health - Tracking App Info](#) for businesses

[Auckland Film Permit information](#)

[Location cleaners / fogging](#)

Reference from Related Industries

Real Estate Authority rules and guidelines in relation to photographers entering homes.

Weddings and Events - governmental information on maximum numbers

New Zealand Institute of Professional Photography NZIPP Covid-19 Living Document has great reference info for those that specialise in portrait and wedding photography

AOP (UK Association of Photographers) Coronavirus Info

Sport New Zealand current Alert Level information

Advertising Industry happenings via the Commercial Communication Council

Health & Safety Consultants for businesses - All About People - Covid-19 info

See as reference, Hair & Makeup Artist Health & Safety considerations - c/o Katherine Gould, collated by Kath from her own research and experience.

Note that this document is provided as a sample resource to provide general information, and to encourage best practice.

It is not a legal document and should not be read as such.

KATHERINE GOULD
MAKEUP & HAIR

HEALTH & SAFETY GUIDELINES

- Makeup artists and models to have showered that morning with freshly washed hair and clean clothes
- Hands to be washed upon entry to studio by all crew
- Makeup station and chairs fully sanitised before set up

MAKEUP KIT FULLY SANITISED:

- Brushes washed with warm soapy water and sterilised with alcohol. Absolutely no spot-cleaning of brushes on set or overnight.. deep thorough cleaning only
- Talent to be designated their own brushes for the day/duration of the shoot. Labeled and kept separate from other brushes
- Strict adherence to a 'clean' and 'used' area on the makeup stations. Clean brushes stored away from dirty brushes, used mascara wands/disposables placed directly in the bin. Gloves changed between models etc.
- Each artist to use a clean towel to lay makeup and brushes on - protecting them from potentially infected surfaces. As an added precaution use paper towels on top of the towel which must be replaced for every new model/cast member
- All makeup products and tools wiped down with disinfectant and sprayed with Isopropyl Alcohol
- Isopropyl Alcohol at 70% or higher is to be used
- No sharing/lending of tools or brushes
- Towels freshly washed and sanitised daily
- Use of disposable items including tissues, mascara wands, lip wands. No double-dipping of any of these into product
- Station to be re-set and re-sanitised between models
- Masks (and gloves when necessary) to be worn when applying makeup
- Hands washed regularly and always as the final step before touching a models face
- Strictly no makeup artist to turn up unwell to a job. Should always have a back-up waiting to take over if necessary
- As usual at the end of each shoot I will be disinfecting my kit and product as well as deep cleaning my brushes
- **I currently have all the correct sanitising products and PPE needed to keep myself and talent safe**

MANY OF MY CURRENT CLIENTS HAVE IMPLEMENTED THE FOLLOWING:

- Sanitiser, touch-free hand towel and soap dispensers. Gloves and masks for any crew that wish to wear them
- Persons entering a workspace must be registered
- Creating a bubble between model, makeup artist & stylist with a 2 mtr distance kept from the rest of the crew
- Makeup and styling areas to be only entered by model, makeup and stylist
- Temperature of crew, models and makeup/hair artists to be monitored on arrival, lunchtime and departure
- More than one monitor while shooting to avoid people crowding around one screen
- Stricter cleaning protocols before and after each shoot day
- Enabling distancing on set and during lunch breaks
- Any person exhibiting cold or flu-like symptoms must not come to work and notify their HOD, Production Manager or senior staff member.
- Code of conduct adhering to some or all of the above signed by crew/staff

We will always aim to work as fast and efficiently as possible but please bear in mind we will need a small window of time to at the beginning of the day, between models and after meals etc to make sure that health and safety guidelines are being adhered to.

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Talent Addendum

via Screensafe 21st May 2020



Screensafe Health and Safety Protocols Addendum

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

Context:

Please ensure that this addendum is read within the context of the overall Health and Safety Protocols - the addendum will be incorporated back into the main Protocols at the first opportunity.

Please also note a more detailed departmental breakdown based on working with actors and a more detailed ‘intimacy guide’ as related to Covid-19 conditions will be released as soon as possible. Informed consent, individual circumstance and absence of coercion will be key here.

Overall:

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, and close contact scenes can be undertaken if a scene calls for unavoidable close contact, and it can be done in a controlled environment.

These close proximity or close contact 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. Consider the option of minimising the social interaction of the cast and crew involved in the scene; it would be ideal if this could happen for 14 days.

Each production should look to specifically assess close contact scenes. 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:

13 Specific proximity requirements for businesses and services

(1) This clause applies to the extent that a business or service cannot operate without physical contact, or close proximity, between people, such as massage and hairdressing services, small passenger services, and professional or semi-professional sports.

(2) Businesses and services must —

(a) ensure that all people who enter the workplace or use its services remain 1 metre away from each other and from workers (to the greatest extent practicable), **except for workers and the people they are required to have physical contact with, or close proximity to, in order to carry out the activities of that business or service;** and

(b) keep records to enable contact tracing of people who enter the workplace or use its services.

Link: <http://legislation.govt.nz/regulation/public/2020/0084/latest/LMS345274.html>

Below are some example guides based on 2 scripted scenarios to assist with the creation of the 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, and it is essential that all ‘close proximity’ scenes are looked and assessed individually under the whole circumstances of the who what and where of the project.

Look at creating a close proximity bubble that provides the 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 Alert Level 2 physical distancing, hygiene and cleaning protocols.

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

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

Scenario 1:

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

Considerations;

- How close are they
- How long are they in the car together at any one time
- How much dialogue is there
- Do they look towards each other
- Pressure on the cast re performance in ‘close proximity’ situation
- What additional distancing, hygiene and cleaning measures should be implemented

Guidance;

- If possible use a larger vehicle to increase the actual physical distance between actors.
- 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 vehicle and get some fresh air, and having continuous airflow in the vehicle.
- To assist the actors ability to focus and reduce stress utilise services and equipment that enables them not to have to actually operate the vehicle.
- Create an on-set bubble for the actors, maximise distancing with all other crew, cast and extras.
- Have one make up and costume person to look after both the actors.
- Reduce the dialogue wherever possible, and reduce the dialogue whilst looking towards each other.
- Sanitise the vehicle thoroughly directly before they enter / exit the vehicle.
- Consider the actors, and anyone else in the bubble, e.g. Make-Up, minimising their respective social bubbles prior to and after filming. 14 days minimisation is ideal.

- Maintain all 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.
- All persons involved in ‘close proximity’ scene must agree to be involved directly prior to the scene so that it is reaffirmed in their mind that the proper processes have been put in place prior to the filming.
- 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

Guidance;

- The couch should be sanitised directly before the actors take up their positions.
- Use camera positions and set ups 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 an on-set bubble for the actors, 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 on 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.
- Consider the actors, and anyone else in the bubble, e.g. Make-Up, minimising their respective social bubbles prior to and after filming. 14 days minimisation is ideal.
- Maintain all 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 end of day if reusing.

- All persons involved in ‘close proximity’ scene must agree to be involved directly prior to the scene so that it is reaffirmed in their mind that the proper processes have been put in place prior to the filming.
- 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.

Health Declaration Form Example

via Screensafe

Personal Health Flowchart

NO

Feeling unwell?

YES

Are you a vulnerable person?
Do you live with a vulnerable person?

YES

NO

Do you have history of travel to areas with travel restrictions?

YES

NO

Have you had close contact with a person with symptoms (suspected or confirmed)?

YES

NO

Have you had indirect contact with a person with symptoms (suspected or confirmed)?
ie. Being in the same area for a prolonged period (open office, classroom, hospital waiting room etc)

YES

NO

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

Self isolation not required?

RETURN TO WORK

Notify your HOD and/or Production and follow MoH guidelines for vulnerable people.

Do you have any of these symptoms?

A high temperature.
(At least 38°C)

Coughing

Breathing problems

YES

NO

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

Advised to self isolate?

Not COVID-19?

ISOLATION FOR 14 DAYS

Keep on the side of caution and stay home.
Notify your employer and do not return to work until you are completely well and advised to do so by your manager.

ScreenSafe

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COVID-19 Health Declaration

In line with New Zealand's Ministry of Health guidelines and **NAME YOUR PRODUCTION HERE** commitment to ensure the safety of all our personnel and a safe filming environment, we need to ask you to truthfully answer the following questions. Depending on your responses, we reserve our right to not engage your services for current productions ("Productions").

Your responses to these questions will only be used for the purpose of **NAME YOUR PRODUCTION HERE**. Everyone must complete this form or, if they are minors, have the form completed on their behalf.

Name/s: _____

Address: _____

Contact Email: _____ Contact Phone Number: _____

1. Have you or anyone you immediately know had a confirmed case of COVID-19? YES / NO
If yes please elaborate _____

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

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

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

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

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

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

I agree to comply with all reasonable requests and measure to ensure I do my part to keep the workplace COVID free.

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

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

Signature: _____ Date: _____

(And for and on behalf of): _____
Being minors

ScreenSafe

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Contact Tracing Form Example

via covid19.govt.nz

Business name: _____ Date: / / 20 Sheet no: _____

CONTACT TRACING REGISTER

Signing this form acknowledges that:

You do not have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)

You do not have COVID-19 nor are you awaiting the results from being tested for COVID-19

You have not been in contact with any known or suspected cases of COVID-19 in the past 14 days

You have not returned, or been in contact with anyone else who has returned, from overseas in the past 14 days

Full name	Phone	Email	Date	Time IN	Time OUT	Signature
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New Zealand Government

Unite against COVID-19

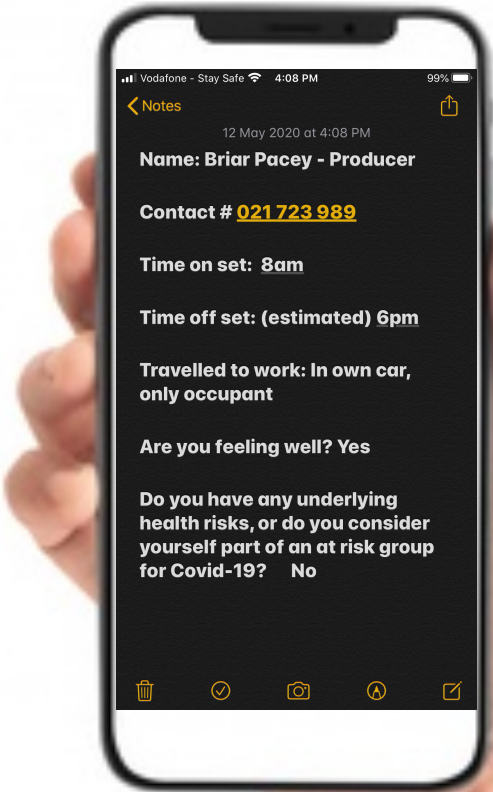
L3_ContactTracingReg-Form_30/04

More info on Contact Tracing [here](#).

[MoH contact tracing app](#) info here

Other simple methods of contactless Contact Tracing include [scan in/out apps](#) or taking a photograph of all people on set with their phones displaying the [ScreenSafe](#) required info.

Note that [privacy laws](#) apply to this info. Keep on file for 2 months then destroy.



AIPA

FOR PHOTOGRAPHERS
