

Queensland Screen Sector COVID Safe Work Plan



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VERSION 1



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INTRODUCTION

Purpose

COVID-19 has presented a novel and unprecedented health and safety challenge to all industries and workplaces. While the situation is always closely monitored, Queensland continues to experience low COVID-19 infection rates, particularly by global standards. This is largely due to strict controls on border movements and targeted management of transmission pathways within the community.

Queensland is committed to maintaining these high standards. At the same time, a continuation of low infection rates allows more flexibility in workplace arrangements that better meet the unique needs of the screen industry.

To take advantage of this opportunity, employers and worksites in Queensland, including physical production and post-production, should prepare a COVID Safe Work Plan for their workplace that includes activities where accepted social distancing measures are not practical.

These guidelines are a live document which offer up to date practical advice drawing on a range of resources from the screen industry and from the government. The COVID Safe Work Plan is designed specifically for the screen industry to be able to develop an individual risk management approach to COVID-19 and sets out the steps to safeguard cast, crew and the community, in the production environment and workplace.

It will be a requirement for all productions to prepare a COVID Safe Work Plan.

The COVID Safe Work Plan does not need to be submitted for approval by Queensland Health but must adhere to the [Queensland Chief Health Officer Public Health Directions](#) and be consistent with best practice guidance measures identified within these guidelines.

Having a COVID Safe Work Plan will assist in situations where it is necessary for productions to apply for an exemption from the Public Health Directions.

In developing your COVID Safe Work Plan you are encouraged to seek your own professional medical and legal advice.

Important resources

Every person working in the screen industry has a role and responsibility to ensure the health, safety and wellbeing of themselves and others at the workplace. There are a number of important work health and safety laws, obligations and duties your business needs to comply with. It is important that you carefully review the guidance on [Workplace Health and Safety Queensland](#).

Other additional resources include:

- [Safe work Australia Resource Kit](#)
- [Safe work Australia physical distancing checklist](#)
- [Safe work Australia cleaning and disinfection](#)
- [Queensland Health Alerts](#)
- [Australian Government Health](#)
- [Work Safe Queensland](#)
- [Queensland Legislation](#)

All production locations will be required to uphold the principles as outlined in the Australian [Screen Production Industry COVID-Safe Guidelines](#).

COVID CONTROL MEASURES

All screen productions must adopt the key principles for reducing transmission of COVID-19. This includes:

- Physical distancing wherever possible
- Hygiene
- Risk-based work arrangements
- Following the published Queensland Health Chief Health Officer Public Health Directions.

Physical Distancing

Physical distancing (or social distancing) is a measure to be used to limit the transmission of COVID-19 and similar illness by reducing exposure between people. The more distance between people and others, the harder it is for viruses to spread.

The basic principles of physical distancing are to maintain as much as practical:

- 1.5m distance between people. Special consideration will be given to Camera, Hair, Makeup, and Costume departments with extra precautions applied for these practices. Further details on each area of work will be provided below.
- 4 metre square space per person.
- Avoid physical greetings.

To comply with standard physical distancing measures, screen productions should:

- determine the maximum number of people allowed in an indoor room at any one time, by calculating the area of the enclosed (indoor) space (length multiplied by width in metres) and divide by four. The space that is calculated must be operation space and not include non-usable space.
- consider expanding or changing the layout of existing areas to accommodate for physical distancing, such as cordoning-off large areas with temporary fences, moving tables in dining areas further apart and demonstrating with signs or stickers the adequate amount of space to maintain a physical distance (1.5m).
- where possible, hold meetings virtually to minimise the amount of people required in one location at any one time. During filming, only key persons such as key cast members and videographers will be present, and efforts will be taken to accommodate for additional persons to work further away from set, such as relevant personnel receiving split-feed on personal devices (phones, tablets) to reduce the personnel required around a single monitor.

Please refer to the *Specific Control Measures* in this document for additional physical distancing measures along with Risk Management Plans.

Hygiene

Hygiene practices will be paramount to maintaining a safe working environment. Precautions will be taken for all persons involved, with educational posters being placed around sites and hand-washing stations being made available wherever possible. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol will be used. All staff and other involved persons will be advised on proper hand-washing techniques and frequently reminded to uphold good hygiene practices.

All staff working on set should be provided with an induction to safe practice upon arrival on their first day on set. All cast, crew and any other involved persons that are required to be on location at any time will be required to read the Industry COVID Safe Work Plan to understand all precautions that must be taken prior to resuming work. This will also include enclosed information about maintaining good hygiene standards, educational information about COVID-19 and best-practices for respective areas of work. All personnel should sign a declaration they have received and read the COVID Safe Work Plan.

To help keep the workplace safe, those working on site will have their temperature taken daily and asked about symptoms upon arrival to set. Checks should be undertaken in a separate location away from cast and crew to prevent the spread of possible infection. Background artists and non-essential personnel will be allocated a set area to wait and for meals, away from the main cast and crew and maintain a distance of 1.5m at all times.

Cast and crew will be directed to stay home if they feel sick and to go home immediately if they become unwell. They will be required to be tested for COVID-19 if they experience any of the symptoms (cough, sore throat, shortness of breath or a fever). They must remain in isolation at home until they get the result and it is negative for COVID-19.

To maintain high-quality hygiene standards for all persons involved, waste management of all PPE (personal protective equipment) and used goods is integral. Single-use items such as tissues, paper towels, applicators and water bottles will be preferred over multi-use items such as towels and refillable water bottles. Adequate disposal facilities will be provided and there will be dedicated bins for PPE equipment in all areas of work. Each area of work that requires physical contact will have further standards provided below.

Public health authorities and waste management services have advised that normal waste management procedures for worksites can be utilised with the addition of:

- Lining all bins with a plastic bin liner bag which ideally can be tied at the top.
- All disposable tissues, paper towel and cleaning materials are to be placed in a bin immediately after use and not left on surfaces.
- Regular emptying of bins inside the workplace to avoid overflow onto surfaces.
- When emptying bins, staff should wear gloves and dispose of the gloves into a bin after use. Face masks are not required.
- Bags of rubbish which contain materials used to clean, disinfect or tissues etc. are to be placed in a second plastic bag prior to placing in larger bins for removal as per usual waste management.

Additionally, wiping down of all frequently used areas should occur at the end of each day to ensure a clean working space for all persons on location, and for all other areas a regular cleaning schedule will be required to be implemented.

Risk-Based Work Arrangements

All involved persons will be notified that if they are feeling unwell, they are to leave location immediately and work from home where possible (if fit to work). If they are displaying symptoms of COVID-19 (cough, sore throat, shortness of breath or a fever), they will be required to be tested and remain in isolation until they can demonstrate a negative result. All persons on site will be briefed about the appropriate protocol prior to commencing work on their first day, and continuous information and reminders will be provided. For further information please refer to *Incident Management and Response* in this document.

A comprehensive register of all persons on-site must be kept with dates and times of entry and departure. Personal details such as name and contact information must be recorded for contact-tracing purposes. It will be heavily recommended that all persons on location have the COVIDSafe App downloaded on their personal and/or work device. It will also be strongly recommended that all persons on site receive a flu vaccination, and businesses provide this as a service for staff where possible.

Working arrangements will be staggered, including breaks and start and finish times where possible to minimise large gatherings of people in one place at any one time. It will also be encouraged that people on site remain within working groups to limit exposure to others. Filming outdoors will be preferred and undertaken wherever possible. If working indoors or on a closed set is required, physical distancing applies in the allocated area.

Those who are working remotely will be provided information on how to set up an ergonomic work station, and where possible, an employee assistance program should be put in place to support staff with working remotely.

ADDITIONAL MATTERS

Contractors and Supplier Management

All unnecessary visits from outside parties such as contractors or deliveries should be reduced where possible. Any deliveries should be made contactless (e.g. through removing the requirement for signatures) and paid via e-payment wherever possible. If contractors are required on site, they will be required to be temperature checked and must provide their details for contact tracing purposes. They must be provided with the same information all other staff on site are and given access to the appropriate PPE when required. They must be advised to follow the same practices to ensure all persons on site are taking the appropriate precautions to reduce transmission.

Health Monitoring

All staff and involved persons will be provided with the appropriate information regarding the symptoms and transmission methods of COVID-19 and best practices to minimise any transmission. Signage must be placed in prominent locations containing this information, and further information such as hand-washing and social distancing reminders should be placed in the appropriate locations, such as bathrooms, kitchens, hand-washing stations or heavily frequented areas.

All involved persons will be notified that if they are feeling unwell, they are to leave location immediately and work from home where possible (if fit to work). If they are displaying symptoms of COVID-19 (cough, sore throat, shortness of breath or a fever), they will be required to be tested and remain in isolation until they can demonstrate a negative result. Additionally, workplaces should be cleaned and disinfected and all persons on site will be briefed about the appropriate protocol prior to commencing work on their first day, and continuous information and reminders will be provided.

Training

All staff and involved persons are to complete a COVID-19 Infection Control Induction before beginning work on a production (including hygiene protocols, physical distancing requirements including changes in interactions with co-workers). They must also be provided with information about the symptoms and transmission of COVID-19, how to report an illness and a reminder not to work if they are displaying any of the listed symptoms. Information and adequate demonstrations or training must be provided on the proper use of PPE, including how to fit/test a respirator type mask (such as P2/N95).

Personal Protective Equipment

All appropriate measures must be taken to provide adequate and sufficient PPE for all involved persons to reduce the risk of transmission.

In all situations that it is not possible for workers to distance themselves from one-another by 1.5m separation, appropriate PPE must be worn – face masks are optional. Persons working in close proximity (within 1.5m) should stay in these combinations for any close work. To reduce the risk of exposure, do not introduce or change members. These workers may include (for example) makeup artists, sound, medical staff or costume.

Any re-usable PPE should be thoroughly cleaned after use and should not be shared between workers. Single-use PPE must be disposed of immediately after use in the dedicated waste facilities. There must be an adequate supply of PPE available to all involved persons who cannot maintain an appropriate physical distance (1.5m), and all PPE provided must adhere to the relevant Australian Standard or international equivalent.

Planning, Communication and Consultation

Information about current guidelines, posters and infographics on COVID-19 symptoms will be displayed in all areas of the workplace (sourced from Safe Work Australia <https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>).

Specific COVID-19 information must be provided for each particular day's filming requirements on call sheets, which can include protocols, safety practices, guides to using PPE, adequate disinfecting practices and the nearest COVID-19 testing station.

If there are scenes or activities that will compromise physical distancing, all involved parties must be briefed on protocols and safety procedures prior to commencing filming to ensure information is conveyed to involved parties in a timely manner.

It is recommended that a COVID-Safe Supervisor (and appropriate supporting personnel) be appointed who is up to date with all COVID-related information, such as symptoms, safety practices and procedures and will be the main point of contact for information for all involved persons. The COVID-Safe Supervisor will be responsible for creating an appropriate Risk Management Plan for each location.

There must be an emergency procedure outline for each location detailing the process for suspected and/or confirmed cases or outbreaks. This must include the key persons to contact (such as the COVID-Safe Supervisor), a strict register of all persons on site and their personal details, an up-to-date schedule to review all persons who may have come into contact with one-another, a register of the equipment that was used by each person on each day/ for each session, and evidence of cleaning having occurred between sessions.

Where possible, those allocated to groups will remain within their group to minimise any potential transmission. Examples of the potential groups to be provided by the production company.

Insurance

It is recommended that prior to commencing or recommencing work, screen productions should confirm the availability and scope of coverage for a pandemic situation with their insurance provider/s. This includes any coverage in the event of a government order that may prevent work on a production from continuing.

Employment/ HR

For employment and contractual obligations for consideration, review the guidelines provided by Screen Australia or consult your relevant legal provider for more information. It is paramount that legal obligations are appropriately balanced, and all potential risks are effectively minimised to protect the interests of the Business, staff and any other involved persons.

SPECIFIC CONTROL MEASURES

Development and Pre-Production

All involved persons on a project who can work remotely or use remote working tools will be encouraged to do so, such as writers' rooms, meetings or casting sessions. It should be encouraged to perform all casting remotely and via self-tapes or video call where possible.

All efforts should be taken to utilise the extensive technology available today, such as 3D mapping for locations, accounting and payments to be made electronically, and all communications via online methods (such as conference calls or videos) rather than large groups of people. Where possible, pre-production teams should be split so that teams may continue to work in independent streams and reduce the risk of cross-infection.

All considerations should be given to the aforementioned training, hygiene practices, use of PPE and work arrangement practices when planning development and pre-production activities, including but not limited to; work methods, preparation, working in close proximity, physical intimacy and contracts. Any other development and pre-production activities should be considered with the principles outlined in the Australian Screen Production Industry COVID-Safe Guidelines prior to commencing a project.

On-Set Cast and Crew

There will be several provisions put in place to protect on-set cast and crew, such as (but not limited to):

- Review filming protocols so that priority/staggered access to film sets is to be established – to minimise departments working on set simultaneously. (e.g. Lighting, Camera/Grips, Art/Props and department final checks).
- Essential and authorised personnel only on location – at unit base and on set. Strictly no visitors.
- Dressers not to be on set during shoot. Any dressing to be done prior to crew arriving or after crew has left. Scheduled set changes will happen at start or end of day where possible.
- Standby props to only be on set when absolutely required. (i.e. only one standby on set until props/dressings need to be moved.) To be issued with their own split so they don't have to stand with others.
- Only Art department to move props and dressings on set.

All involved persons on set will be encouraged to work in groups wherever possible, to minimise cross-contamination between groups. The appointed COVID-Safe Supervisor and their respective team members will ensure that all persons on-set are educated about physical distancing requirements and any precautions that are required to be taken if physical distancing cannot be maintained.

Studio spaces and location areas should be clearly marked, and safe sections dedicated to facilitate isolating different production groups from one-another and to further restrict movement between areas to essential personnel only.

It is accepted that there will be situations in filming where standard social distancing measures cannot be followed. These must be kept to an absolute minimum. Review scenes that include physical proximity between performers (such as intimacy, action in confined spaces, fighting / action sequences, crowds, party scenes, stunts, multi-person scenes, extras and dialogue that requires singing or shouting) and consider creative alternatives - shot set-ups, camera angles, lenses – or technological solutions that preserve physical distancing and COVID-19 safe sets.

Where closer physical contact or larger numbers cannot be avoided, the following steps should be taken:

- Ensure performers provide informed consent for their participation in scenes requiring close contact.
- Consider a period of quarantine, counted as time worked, for all persons involved in filming the specific scenes requiring close contact or physical intimacy.
- Apply isolation measures for actors, stand-ins, specialists, and extras.
- Try to avoid performing in a face-to-face position.
- Employ transparent partitions when blocking actors on set.
- VFX crew to wear appropriate PPE when fitting tracking markers on performers.
- Consider how factors such as length of dialogue and direction faced by cast members (for example, whether they speak directly facing one another) can affect risk of COVID-19 transmission.
- Consider amending production schedules to ensure that scenes requiring close contact or physical intimacy are filmed either all together or at a later stage of the production to further minimize risk to timely completion.

Wherever possible, documentation, updates, information and any other items that may be paper based should be transitioned to a digital platform that individuals can access from their personal devices.

All efforts should be taken to have a rigorous cleaning schedule, especially for high-touch, high-frequented areas such as bathrooms, desks, lifts, entries and exits or any other surfaces. Deep cleaning will be undertaken at the end of each shooting day, which should include the set, production office, workshops, kitchens, bathrooms and food service areas.

Performers, Extras and Presenters

All involved persons on set will be provided with adequate information and training on their first day.

To minimise cross-over, cast should be encouraged to perform set checks, dress themselves and do their own hair and makeup where possible. Cast members should be provided with bagged clean towels and laundry bags for used costume items, which are to be thoroughly cleaned prior to next use. Hand-held props should be provided to cast members from sanitised bags and props should be returned to the same bag when finished. If this is not possible, props should be disinfected prior to next use.

Any members of staff who are in close contact with cast members should be wearing adequate PPE. Cast members must be provided with their own space to keep personal items, wardrobe, make up, and props to minimise any cross-contamination. Extra time must be allocated to ensure that cast members can adhere to social distancing requirements. Rehearsals should be limited to essential persons only, and transmitted to other persons via personal devices where possible.

The number of makeup artists should be limited to one per cast member. Visitors to cast trailers should be essential personnel only. Personal items should not be shared between cast members.

Transport and holding areas for extras should be sufficient for allowing social distancing and the storing of personal belongings.

Catering/ Food and Beverage

All measures must be taken to ensure there is a safe environment for staff and involved persons in which to eat. During pre-production, meals are to be provided in a dedicated meal area and can be staggered to comply with physical distancing measures.

All cutlery and utensils must be single use and cast and crew will be required to bring their own (named) refillable water bottles, otherwise single-use plastic bottles must be used and disposed of immediately. If staff are asked to bring a refillable water bottle, a hands-free refill station must be made available.

Sanitation of tables, chairs and other equipment will take place prior to every meal event. Upon entering the meal area, all cast and crew will be required to sanitise their hands. There will be no self-service of food.

Where hand-around meals are required, they will be individually packaged and physically handed to each cast and crew member by a catering staff member wearing gloves and a mask.

Assistant Director/ Director/ Script Supervisor Departments

Assistant Directors, Directors and Script Supervisors will be paramount to ensuring best practices are upheld and staff remain informed. It is their responsibility to ensure key COVID-19 information is distributed among the team, and that call sheets contain this information and daily briefings are given to staff to remain informed.

At start of each day, the COVID Safety Supervisor and 1st Assistant Director to review physical dimensions of all workspaces on location and to advise recommended maximum numbers of personnel in each. This information to be conveyed to crew at daily safety briefing at breakfast.

The 1st Assistant Director must review filming protocols so that priority/staggered access to film sets is established to minimise departments working on set simultaneously, (e.g. Lighting, Camera/Grips, Art/Props and department final checks).

During block-through and rehearsal, physical contact between actors to be avoided where possible. Minimisation of physical contact between actors to be a priority for director, cast, and assistant directors. Additionally, scripts should be reviewed to remove/minimise close and intimate contact or eating on screen. Where relevant, move scenes from confined spaces (i.e. bedrooms, cars) to larger spaces.

Additional measures must include:

- First Assistant Director to include COVID-19 mitigation practices in all daily briefings;
- First Assistant Director to limit interactions with on-set unit only;
- Second Assistant Director (or Second Second Assistant Director) to be the only crew member permitted to travel between set, unit, costume, makeup and hair, where possible;

- Script Supervisor to limit interactions with on-set unit only;
- Runners to limit interactions to off-set crew only;
- Provide individuals who require communications with personal headphones;
- Require individuals to change their own batteries in communications units;
- Require communications boxes to be sanitised upon delivery and return.

Camera, Grips and Lighting

All precautions should be taken to minimise cross-contamination between team members. To reduce transmission, where the camera will be required to be closer than 1.5 metres, or to touch another crew member, disposable gloves and masks should be worn and replaced after each contact.

Additionally, camera gear should be wiped down in between different users and where possible, individuals should be assigned specific equipment to minimise risk of transfer.

All staff that use camera, grip and lighting equipment will be required to be trained in safe working methods and sanitisation processes. The 'groups' policy should apply so that specific crew are allocated to separate tasks and areas, staying within their allocated zones and only coming into contact with the same group of people.

All equipment should be sanitised before use and individuals provided with alcohol-based hand sanitiser to use before and after each use of the equipment. Any workers outside of the lighting, camera or grips departments should be prohibited from handling equipment. There should be a register of cleaning for each piece of equipment and the persons allocated to each piece of equipment. All equipment should be coded with tape or stickers to indicate the equipment allocated to each person. This is especially important for VFX equipment. Markers can also be used to indicate the equipment that has been sanitised and is ready for use.

Teams should have a rolling schedule wherever possible, so that lighting can be completed before the cast is required to enter the set for instance. This should apply to all teams required to be involved on set.

Sound

The Sound department is required to encroach on physical distancing requirements in order to undertake their work, and therefore require the use of PPE. Precautions must include the

Sound department personnel to wear masks and gloves when fitting radio microphones to cast, gloves to be changed for each cast member.

Additional precautions should include:

- Using colour-coded equipment (with tape / stickers) to identify when equipment has been cleaned and is ready for next use;
- Preventing the swapping of radio microphone belts and pouches between cast members;
- Requiring radio microphone transmitters be cleaned with disinfectant wipes by boom operator / sound assistant;
- Prohibiting the handling of sound equipment by anyone outside of the sound department (and where possible, require personnel to only handle their own equipment), noting that in some circumstances, assistance may be required from the costume department in interacting with cast
- Equipping each person in the sound department with their own supply of an alcohol-based cleaner and sanitiser;

- Requiring all time code equipment, including the slate, to be sanitised before installation;
- Providing sufficient additional time at the end of the day to ensure cleaning and sanitisation of equipment used; and
- Dispatching sound cards or drives (cleaned with disinfectant wipes) to the data wrangler only once daily.

Art Department

The Art department's work involves a large number of common touch points, shared equipment and working in close proximity to others. This may include (but not limited to) construction, SFX, armoury and animal wrangling. As such, adequate measures must be taken to reduce the risk of transmission on set.

Prior to commencing a job, the business should work with locations to plan for the impacts of COVID-19 measures in relation to building, dressing, shooting and striking of sets. A plan should be outlined prior to the start of each shoot which details the potential risks and mitigating actions (e.g. close contact, mitigated by crew wearing PPE), and is to be communicated to all involved persons on set at the start of each shooting day. All precautions should be upheld to properly sanitise props and record the people allocated to each of these items.

The Art Department should also look to take additional precautions, such as:

- Establishing groups within the department and notifying of allocated 'safe' areas and locations to conduct work;
- Each new item of dressing to be cleaned and sanitised as soon as it comes to the office or before it is loaded into the van on pick up;
- Dressers not to be on set during shoot. Any dressing to be done prior to crew arriving or after crew has left. Scheduled set changes will happen at start or end of day where possible;
- Standby props to only be on set when absolutely required. (i.e. Only one standby on set until furniture needs to be moved.) To be issued with their own split so they don't have to stand with others;
- Only team members of the Art Department are to move furniture and dressing on set;
- All locations to be deep cleaned prior to dressing, and again prior to shoot, and again before art department strike;
- Planning purchases to minimise trips to and from stores;
- Sanitise high touch set surfaces before use and between takes, where possible;
- Establish a preparation team to act as a separate unit to the on-set unit, where possible;
- Limit handling of art department objects to art department crew and cast, where possible, and ensure that hands are washed between each take;
- Equip each individual with their own supply of disinfectant and hand sanitiser
- Set up a separate cast table as part of the standby's equipment area, to be cleaned at regular intervals;
- Disinfect props prior to sealing until on-set or with the standby;
- Minimise the use of shared props and sanitise shared props between takes, including between cast and stunt performers (in the case of shared props, performers to wash hands between each use);

- Use colour-coded props / equipment (with tape / stickers) to identify when equipment has been cleaned and is ready for next use;
- Disinfect goods in the prop store where necessary; and
- Maintain a record of props used for the purposes of contact tracing if there is an infection.

Locations

The work undertaken by the location department involves a high level of risk due to the unknown elements of the working environment, potential space restrictions, and possible exposure to persons outside of the workplace or allocated groups. To minimise the risk for members of the Locations Department, businesses must comply with the following:

- Liaising with all other on-set departments to ensure there is enough space to dress, shoot and strike locations while adhering to physical distancing requirements;
- Providing additional time to book locations and backup locations (allowing for increased challenges to gaining access and permissions);
- Vetting locations for suitability prior to crew arrival on-site;
- Considering each location's specific COVID-19 Management Plan;
- Where a location is residential, providing alternative housing for all occupants (including animals) for the duration of the shoot;
- Minimising reconnaissance visits and crew in attendance at a location where remote pre-filming visits are not sufficient;
- Ensuring locations are deep cleaned prior to bump-in and after bump-out;
- Isolating crew from public where possible during location use;
- Digitising paperwork wherever possible;
- Ensuring that putting up and taking down location signage is undertaken by one person;
- Ensuring travel to locations is in accordance with current public health advice.

Costumes

The Costume Department can face many challenges when trying to implement physical distancing. This will be mitigated by implementing the following precautions:

- Only costume crew – and cast – are allowed to enter the dedicated costume facility;
- Where disposable gloves and/or masks are worn for fitting, after each contact, they are to be discarded safely in a bin and replaced with a fresh set;
- Assigning cast to specific sections of the costume facility to minimise the need to go into other spaces;
- Cleaning frequently touched areas and surfaces at least hourly with detergent or disinfectant;
- Allowing additional time after casting to allow online purchases, deliveries and separate individual fittings;
- Conducting in-person fittings with only one cast member and one stylist/ designer per fitting area;
- Allowing for additional time to brief and advise extras on costume choices remotely when they are supplying their own costumes;
- Cleaning and sanitising high-touch surfaces between fittings;
- Ensuring that costumes are stored in bags and travelled separately to set;
- Ensuring that a mask is worn when handling costumes and accessories that are to be worn within 24 hours;

- Keeping on- and off-set units separate;
- Providing hand washing facilities or hand sanitising stations at the entry of all costume areas;
- Ensuring there are sufficient laundry facilities for additional cleaning of costumes;
- Prohibiting non-essential cast and crew from entering the costume truck;
- Wiping down costume trucks at regular intervals during the shooting day;
- Ensuring costume and cast members wash hands before / after fitting or dressing cast;
- Equipping each individual with their own supply of an alcohol-based disinfectant and hand sanitiser;
- Permitting assisted styling for featured cast only;
- Requiring extras to wear their own clothes from home, where possible;
- Preventing costume pieces from being shared, including for stunts, unless they are washed and dried (or otherwise sufficiently cleaned) between uses by different cast members;
- Supplying cast with laundry bags for used costume items;
- Sanitising accessories before and after use;
- Storing each cast member's costume separately, where possible, to prevent multiple handling
- Using colours (for example, tape / stickers) to code costume pieces, such as shoes and accessories, to identify when a costume / piece has been used and needs to be cleaned ready for the next use;
- Stunt performers to provide their own pads and to clean and sanitise them after each use;
- Requiring cast to be dressed in full costume before travelling to the set, where possible; and
- Putting signs and posters up to remind workers and others of the risk of COVID-19.

While there are many precautions that are required to be taken, once clear procedures are developed and communicated to staff, the process will become more efficient and will significantly reduce the risk to all persons involved on set.

Hair and Makeup

Work conducted by the hair and makeup department involves breaking the physical distancing protocols, and as such, adequate measures are required to be put into practice to minimise the risk of transmission for all parties involved.

These precautions should include:

- Only hair and makeup artists – and cast – are allowed to enter the dedicated hair and makeup facility;
- Hair and makeup artists will be required to use disposable, single use applicators. Where disposable gloves and masks are worn, after each contact, they are to be discarded safely in a bin and replaced with a fresh set;
- Hand washing/sanitising must occur before and after working on hair and/or makeup;
- Assigning cast to specific workstations to minimise the need to go into other spaces;
- Cleaning frequently touched areas and surfaces at least hourly with detergent or disinfectant;
- Stations are to be spaced in truck to maximise social distancing. Review maximum number of people in truck depending on government regulations. Potential use of makeup station in a pop-up to reduce numbers in truck;
- Strict hygiene rules around use of makeup, brushes, equipment (i.e. no re-use of applicators, particularly for mascara and lipstick) etc. are to apply at all times;

- Makeup & hair artists to wear masks and use hand sanitiser between each cast member;
- Workspaces to be cleaned down after each actor;
- Where more space is required, ensure that additional work areas are adequately set up (for example, hard flooring, electricity, ventilation, shelter and appropriate lighting);
- Providing sharps disposal and autoclave cabinets in makeup areas;
- Supplying personal toiletry bags for makeup removal by cast in green room;
- Minimising equipment kept on benches and ensure that anything not in use is kept in sanitised containers with lids or covers;
- Separating hair and makeup into on-set and off-set units to minimise cross contamination;
- Sanitising and bagging hair and makeup kits (tagging kits as such);
- Ensuring makeup applicators, towels, hair wraps and removal supplies are single-use and disposed of properly;
- Washing / sanitising reusable equipment between uses;
- Ensuring that any used equipment is placed in a lidded container until it can be cleaned;
- Purchasing separate makeup kits for each cast member (including combs / brushes) and prohibit the sharing of equipment between cast and crew;
- Ensuring that key cast have their own personal makeup, or a personal makeup artist;
- Requiring cast to touch up and remove their own makeup, where possible;
- Preventing makeup supplies from being handled by anyone outside of the makeup department (ideally, makeup supplies will be handled by only one person within the makeup department);
- Requiring wigs and hair extensions to be covered overnight and cleaned and disinfected before being applied to cast (wigs may only be handled by person applying and removing them);
- Reserving hair and makeup for feature cast, if practicable;
- Maintaining a 1.5m distance between hair and makeup stations;
- Scheduling time between cast members to allow for adequate cleaning of any tools, equipment or furniture, as required;
- Wiping down makeup chairs with disinfectant wipes between uses by different cast members;
- Spraying all surfaces and interiors with disinfectant at regular intervals when in use;
- Providing a hygiene station near the entrance of the makeup area;
- Washing cast member's hair prior to styling, where possible (alternatively, require cast members to wash their own hair prior to arrival on set);
- Using digital tools to share continuity notes and photographs;
- Scheduling camera tests to one cast member at a time;
- Requiring extras to arrive with their own hair and makeup done, and with their own basic personal makeup supplies (extras may be requested to remove facial hair prior to arrival);
- Prohibiting bringing any additional items into the makeup area (including the consumption of food);
- Putting signs and posters up to remind workers and others of the risk of COVID-19.

Safety and Medical

There must be adequate safety and medical provisions in place prior to the commencement of work, given the inherently risky nature of some filming activities in addition to the close proximity in which team members need to work.

Prior to commencing work, each business should review standard emergency procedures so that they can be followed whilst also maintaining COVID-Safe measures. This also includes ensuring that additional protocols exist as outlined in the *Control Measures* of this report. Appropriate personnel (such as a nurse, safety supervisor, or COVID-19 Officer) should be employed on production sets to ensure that all protocols and procedures are adhered to on- and off-set.

Appropriate safety measures should be outlined and planned, including for all medical personnel wearing adequate PPE when treating any person for injury or illness, removing any person who is displaying cold or flu symptoms and access to appropriate hand washing/sterilising facilities. As previously mentioned, any person who displays cold or flu symptoms must be removed from the workplace and seek medical advice. To return to work, they should provide evidence of medical clearance, which may include the results of a COVID-19 test.

Transport

Transport services inherently do not provide room for physical distance, so adequate precautions must be put in place to minimise any transmission in travelling to and from the set. Key measures that should be taken include:

- Ensuring that workers required to travel in vehicles are travelling separately where possible and maintain a physical distance (such as having a maximum occupancy of 50% of seats);
- Cleaning hired vehicles, such as trucks and vans (in particular, high touch zones);
- Opening windows where possible for ventilation;
- Ensuring all persons in a vehicle have access to hand sanitiser, disinfecting wipes and appropriate PPE;
- Prohibiting runners from picking up or delivering outside their designated areas; and
- Requiring crew to wash hands or use sanitiser prior to entering vehicle to and from base.

Unit

The Unit department plays a major role in the provision of workspaces, common areas and hygiene. To enable them to enact the appropriate measures for all team members, the following practices should be observed:

- Ensuring that trucks are well-ventilated;
- Liaising with each on-set department to ensure sufficient additional working space and facilities at each location to maintain physical distancing;
- Requiring unit crews to work in separate teams to minimise likelihood of cross-contamination;
- Ensuring that unit department personnel are trained in COVID-19 safe cleaning methods;
- Ensure hand sanitiser, PPE and hygiene stations are present in any area provided for cast or crew;
- Ensuring that stools, pop up frames, benches, tables, toilets and all communal equipment are regularly sanitised;
- Providing additional shade and shelter areas to facilitate physical distancing; and
- Providing dedicated chairs for key personnel, such as the Director, as required.

Workshops

To ensure appropriate measures are taken in a workshop environment, the following measures will be taken:

- Conducting a daily toolbox talk to discuss COVID-19 safety measures;
- Ensuring delivery and visitor protocols set down by the production are adhered to;
- Ensuring sufficient spacing between workstations to maintain social distancing;
- Ensuring that workstations are cleaned and disinfected at the end of each day;
- Providing crews with their own personal safety equipment (for example, where needed, crew members should be provided with their own welding masks);
- Providing disinfectant wipes and/or hygiene stations located in the immediate vicinity of shared equipment to facilitate cleaning before and after use;
- Providing hygiene stations in each work area which can be easily accessed;
- Staggering breaks and mealtimes;
- Establishing separate on-set teams where possible;
- Buyers and runners to have limited interactions between sites. Drop off zone can be established to enable sanitizing / quarantining equipment products as they arrive on site;
- Construction workshops where set pieces are fabricated;
- Set up a quarantine zone for potential contaminated equipment / props / set pieces or decorations;
- Social distancing controls for crew in place. i.e. one- way foot traffic, barriers or floor markings; and
- Set up hygiene facilities, including hand washing and / or sanitiser stations.

Offices

Offices provides their own set of risks related to COVID-19 as there may be ventilation concerns, shared equipment and working within confined spaces. To mitigate the risk involved, the following precautions should be practiced:

- Providing adequately spaced individual workstations and workstation equipment to prevent sharing of equipment;
- Placing disinfectant wipes, paper towels and a closed receptacle for waste disposal in the immediate vicinity of common touch areas, such as printers, doors and cupboard handles (ensuring that they are wiped down and cleaned after each use);
- No meals are to be prepared by staff in office kitchen. Limited use of appliances for re-heating. Office crew to be catered for lunch, with provision of individually portioned meals.
- Bottled/boxed water only;
- Couriers to have drop-point at front door to office. Access to office area in the building strictly controlled and limited to essential personnel. Visitors not permitted;
- Each office-based crew member is to sanitise their phones, desks and laptops at the end of every day;
- Nightly cleaning of production office;
- Where practical, all office workers or personnel supporting a project are to work remotely. It must be essential to their role that they are on site; and
- Digitising paperwork where possible.

Post-Production

Post-production work may involve areas that have high-touch or high-frequent zones and shared equipment in limited spaces. In order to mitigate the risk of transmission, the following measures need to be put into place:

- Continued use of remote workflows and remote screening;
- Implement COVID-safe operations as per the Queensland Chief Health Office public health directions (https://www.covid19.qld.gov.au/__data/assets/pdf_file/0024/129039/COVID-Safe-Plan-Guidance-for-Industry.pdf) and, the Australian Screen Production Industry COVID-safe Guidelines (<https://www.screenaustralia.gov.au/production-during-covid-19>);
- Where work is not performed remotely, ensuring that the premises / room is well-ventilated;
- Limiting work in suites at post-production houses to one person per suite or not more than one person per four square metres of floor space (noting that this will be dependent on the size of the editing suite);
- Requiring musicians to record separately, or alternatively, in larger recording spaces which facilitate physical distancing if separate recording is not possible;
- Delivering footage via cloud services, if possible, or alternatively, via hard drives which can be sanitised; and
- Providing technical support remotely, where possible.

Domestic and International Travel

From 25 March 2020, Australian Citizens and Permanent Residents were prohibited from travelling overseas unless they are granted an exemption (these generally relate to the provision of essential services, obtaining medical treatment and for compassionate reasons).

From 29 March 2020, all arrivals in Australia (by air or sea) are required to isolate in mandatory quarantine accommodation for 14 days. This mandatory quarantine will take place in the city of arrival, regardless of whether it is the traveller's final destination.

An exemption will be required for individuals travelling from overseas countries. Upon their arrival in Queensland, they will be tested for COVID-19 and quarantined for 14 days as per the Queensland Health requirements. Following a negative result and the completion of quarantine, individuals will be allowed to commence work on set. There will be daily temperature checks and consistent monitoring, as well as encouragement to only stay on set or within the accommodation premises.

From 10 July 2020, subject to Queensland public health directions, any person from New South Wales, Western Australia, South Australia, Tasmania, the Australian Capital Territory and the Northern Territory may enter Queensland subject to completing and signing a border declaration. For further information please visit <https://www.qld.gov.au/border-pass>. Any person entering Queensland from a declared hot spot during the past 14 days, including Victoria, may not enter. Limited exemptions apply.

Border controls will change from time to time in response to expert health advice. Please go to the Commonwealth Home Affairs website <https://covid19.homeaffairs.gov.au/> and the Queensland Health website <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/border-restrictions> for the latest information and advice.

Aboriginal and Torres Strait Islander Peoples

There should be extra considerations taken when working with Aboriginal and Torres Strait Islander Peoples, as evidence demonstrated that this group of Peoples have experienced poorer health outcomes in previous pandemics. The precautions outlined in this COVID Safe Work Plan should ensure the safety of Aboriginal and Torres Strait Islander Peoples, however, a proactive approach should be taken when engaging these Peoples as members of cast, crew or when production is taking place within these communities.

For further information and additional resources, refer to the Australian Screen Production Industry COVID-Safe Guidelines:

(<https://www.screenaustralia.gov.au/getmedia/d8ec53c2-5a19-4651-a0da-65abf0577837/COVID-Safe-Guidelines.pdf>)

Mental Health

It should be taken into consideration that all precautions listed in this document will take a mental and physical toll on staff, as well as the significant impact the global pandemic is having on all persons. The following must be considered to maintain a safe environment:

- Informing workers of the resources available to support their mental health, including an employee assistance program, where available (this information may be provided on documents provided to cast and crew, such as call sheets);
- Providing workers with a point of contact to discuss any concerns;
- Ensuring that workers have regular team-based interaction (such as a daily meeting or a scheduled videoconference), and assess the overall team's mental health during this time;
- Ensuring that workers have regular check-ins with a supervisor;
- Ensuring that new policies, procedures and expectations relating to preventing the transmission of COVID-19 are clearly and ethically communicated to workers, and that there are sufficient resources for workers to meet these policies, procedures and expectations;
- Ensuring that policies and procedures are in place to prevent discrimination, harassment and bullying of a worker who has contracted COVID-19;
- Ensuring that supervisors and team leaders receive training in identifying mental health issues with a specific COVID-19 emphasis so that they can refer affected individuals to, and assist in providing support. Training may be delivered by way of a formal course, such as Mental Health First Aid Training;
- Ensuring that a plan is in place to address return to work concerns from workers and their families (for example, over handling of COVID-19 shutdown experience, working from home arrangements and continuing concerns about contracting the virus);
- Ensuring that a crisis care plan is in place (such a plan may be created in collaboration with the Safety Supervisor / Officer, Set Nurse and/or Mental Health Co-ordinator);
- Introducing or continuing access to employee assistance programs, with content tailored to supporting workers experiencing mental distress from the impacts of COVID-19; and
- Implementing workplace initiatives with a holistic approach to mental health (as well as initiatives to address the above, such initiatives may also address aspects of wellbeing such as nutrition, mindfulness and exercise).

Resources relating to anxiety, depression, suicide and wellbeing are available from:

- Beyond Blue: <https://www.beyondblue.org.au/>
- Lifeline: <https://www.lifeline.org.au/>
- Safe Work Australia: <https://www.safeworkaustralia.gov.au/topic/mental-health>
- SANE Australia: <https://www.sane.org>
- Head to Health: <https://headtohealth.gov.au/>
- Support Act: <https://supportact.org.au/>

The following organisations are available to provide assistance over the phone:

- Lifeline: 13 11 14
- Kids Helpline: 1800 551 800
- MensLine Australia: 1300 789 978
- Suicide Call Back Service: 1300 659 467
- Beyond Blue: 1300 22 46 36
- Headspace: 1800 650 890
- Support Act: 1800 959 500

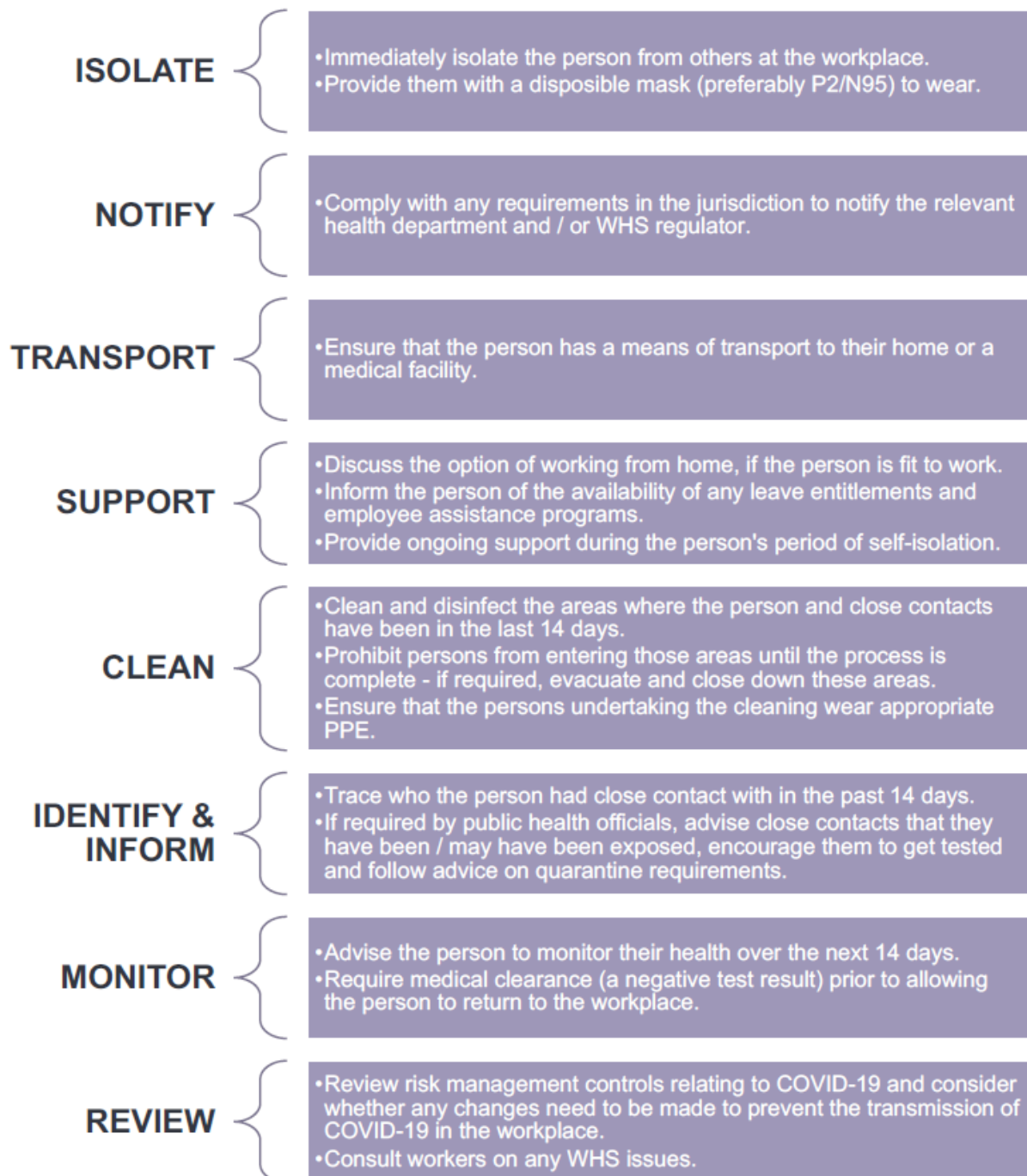
CONTACT DETAILS

For further information or guidance please contact Gina Black, EVP - Production Incentive & Attraction, Screen Queensland on +61 7 3248 0500 or email gblack@screenqld.com.au

INCIDENT MANAGEMENT AND RESPONSE

For a suspected or confirmed case of COVID-19

Each screen production must have an incident management and response plan in place in the event of a suspected or confirmed case of COVID-19. The provisions outlined in this document should minimise this occurring, however, businesses must remain prepared.



POSTERS FOR DISPLAY IN PROMINENT LOCATIONS ON PRODUCTION SITE

CLEAN HANDS SAVE LIVES

12 steps to successful everyday handwashing

Queensland Health

Duration of hand-wash

15-20
SECONDS

STEPS 3 TO 10

Researchers think that if everyone washed their hands properly, about 1 million lives would be saved every year.¹

When performed correctly, hand hygiene results in a reduction of microorganisms on hands. Poor hand hygiene contributes to the spread of pathogens, which can cause health issues such as gastrointestinal and respiratory infections.



1 Wet hands with water.



2 Apply enough soap to cover all hand surfaces.



3 Lather thoroughly.



4 Rub hands palm to palm.



5 Rub hands palm to palm with fingers interlaced.



6 Rub back of hand using the palm of the other with fingers interlaced.



7 In a circular motion rub the tips of fingers in the palm of the opposite hand.



8 Clean thumb by holding it in the other hand and rotating.



9 Rub wrist with the opposite hand.



10 Interlock fingers and rub back of fingers on opposite palms.



11 Rinse hands with water.



12 Dry hands with clean paper towel and use paper towel to turn off tap.

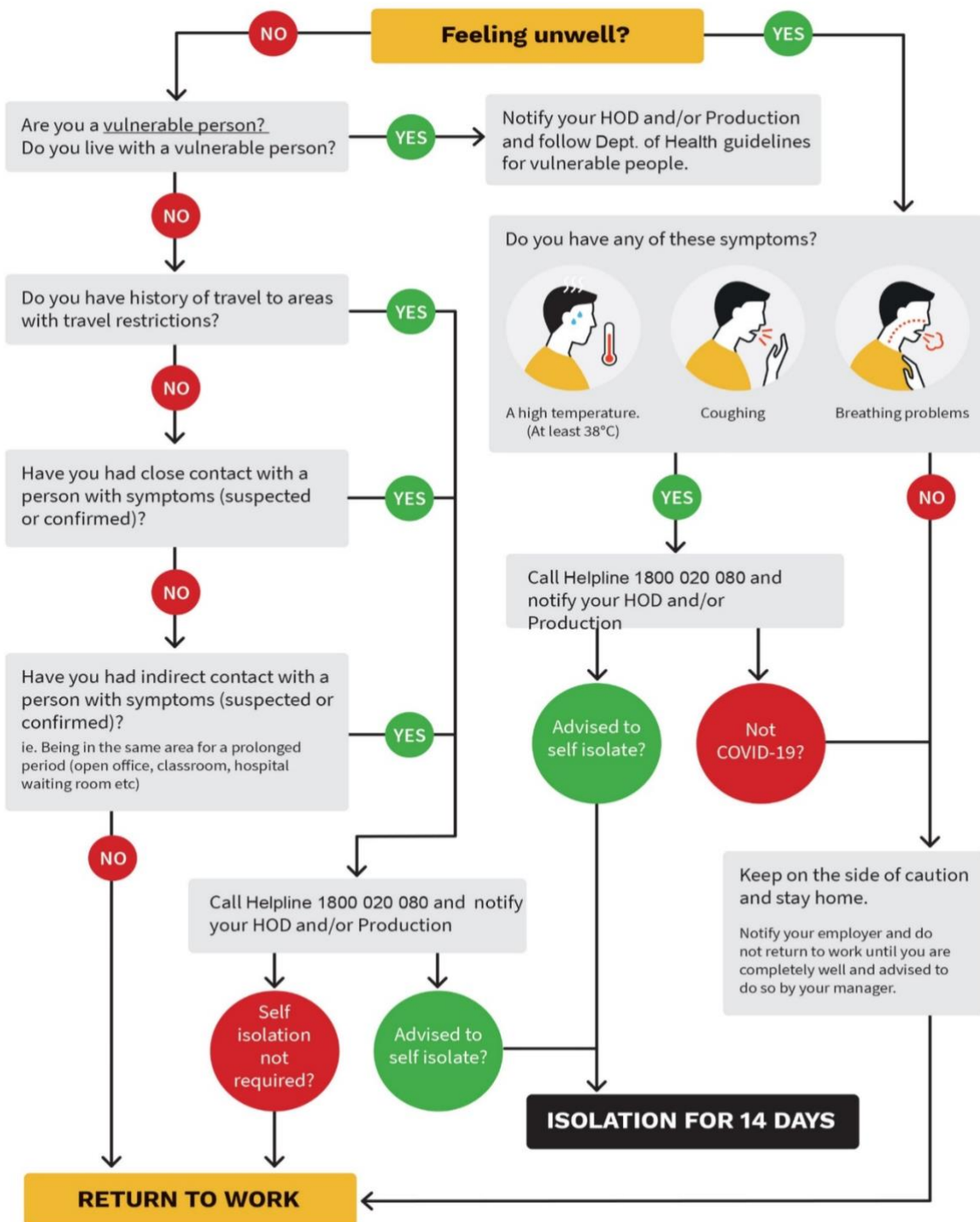
Please note: These guidelines are for social handwashing only, such as after toilet use and before touching food. This poster is not intended for use in clinical settings.

¹ L. Caletto, V. 2009, "Effect of washing hands with soap on diarrhoeal risk in the community: a systematic review" Lancet Infect Dis, Retrieved 29 March 2009, www.ncbi.nlm.nih.gov/pubmed/19226993

² Based on the "How to HandWash Poster" © World Health Organization 2009.

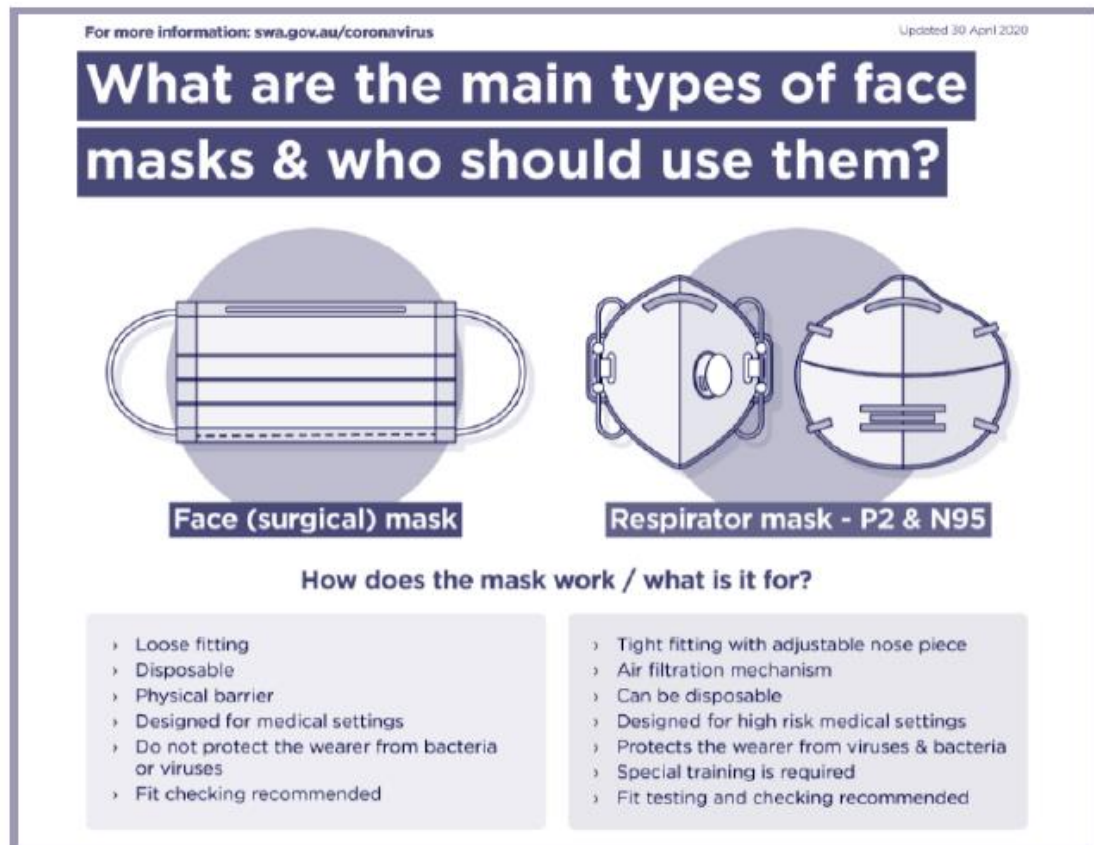


**Queensland
Government**



Types of Face Masks

Source: Types and Uses of Face Masks Infographic, Safe Work Australia



How to Put on a Face Mask

Source: Adapted from 'How to Put on a Face Mask', Safe Work Australia

1. Thoroughly clean hands and dry them before opening the mask from packaging.
2. Ensure that the mask does not have any obvious holes, tears or faults.
3. Identify the top of the mask (usually by a stiff, bendable edge).
4. Secure the mask to face using ear loops, ties or band.
5. Pinch the stiff nose piece to the shape of your nose.
6. If your face mask has ties, take the bottom ties and tie at the nape of your neck with a bow.
7. Adjust the bottom of the mask over your mouth and under your chin.

How to Put on, Use, Take Off and Dispose of a Mask

Source: World Health Organization



World Health Organization


How to **put on**, **use**, **take off** and **dispose** of a mask

- 

Before putting on a mask, wash hands with alcohol-based hand rub or soap and water
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Cover mouth and nose with mask and make sure there are no gaps between your face and the mask

Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water
- 

Replace the mask with a new one as soon as it is damp and do not re-use single-use masks
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To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water

COVID-SAFE WORK PLAN CHECKLIST

Checklist for businesses to follow

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- ☐ Read/complete the Safe Work Australia COVID [resource kit](#) to the industry
 - ☐ Assess supply needs (particularly sanitisation) and explore options for sourcing additional supplies required.
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Workforce and training

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- ☐ Read Safe Queensland for an overview of Workplace Health and Safety Requirements for employers and staff [Workplace Health and Safety Queensland guide](#)
 - ☐ Consult with staff and their representatives on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.
 - ☐ Provide personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines. For more information view the [Workplace Health and Safety Queensland guide](#)
-
- ☐ Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.
 - ☐ Implement measures to maximise the distancing between cast and crew and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.
 - ☐ Modify processes to limit workers having to be in close contact, as much as possible. For example: assign cast and crew to specific areas to minimise the need to go into other spaces.
 - ☐ Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID-19 as outlined in **the** [Workplace Health and Safety Queensland guide](#).
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Communication

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- ☐ Update or develop communications plan with existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.
 - ☐ Ensure staff have been informed and trained about the conditions/restrictions of re-starting
 - ☐ Ensure decision making and implementation of decisions is clear within your organisation in the lead up to and during the return to activity.
 - ☐ Ensure everyone within the business understands their duties and role.
 - ☐ A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.
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Physical distancing

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- ☐ Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.

 - ☐ Use signage and communicate separate entry and exit points and separate participation space areas to minimise contact and maintain the required physical distancing.

 - ☐ Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons in communal areas.

 - ☐ Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.

Keeping people healthy

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- ☐ Maintain a record of people in attendance, for a period of at least 56 days so you have accurate records in the event of an outbreak.

 - ☐ Where possible, avoid changing participants between groups so as to limit exposure.

 - ☐ Promote BYO water bottle to limit water bubbler/tap use.

 - ☐ Direct members, staff, contractors and visitors to stay at home if they are sick, and to go home if they become unwell.

 - ☐ Put signs and posters up to remind people of the risk of COVID-19.

 - ☐ Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, and elderly).

 - ☐ Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.

Wellbeing of Workers

-
- ☐ Read and implement Work Safe Queensland – Keeping your workplace safe, clean and healthy during COVID-19 for information and advice

 - ☐ Implement measures to maximise the distancing between staff and members to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.

 - ☐ Modify processes to limit staff and members having to be in close contact, as much as possible.

 - ☐ Consult with staff on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.

Hygiene and cleaning

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- ☐ Read and implement Safe Work Australia's hygiene guidelines
<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>
 - ☐ Instruct everyone to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.
 - ☐ Provide hand washing facilities including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.
 - ☐ Reduce the sharing of equipment and tools and establish cleaning protocols or restrict use of shared equipment.
 - ☐ Clean frequently touched areas and surfaces regularly with detergent or disinfectant.
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Deliveries, contractors and visitors attending the premises

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- ☐ Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction.
 - ☐ Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.
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Review and monitor

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- ☐ Regularly review your risk management plan and systems of operation to ensure they are consistent with current directions and advice provided by health authorities.
 - ☐ Regularly review health. This is a live document and will be updated in accordance with public health directions.
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