

AFTRS

Australian Film Television
and Radio School

AFTRS COVID-Safe Guidelines & Production Protocols

Version 3 – 03/07/2020

AFTRS

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INTRODUCTION

These Guidelines incorporate information set out in the Australian Screen Production Industry’s [COVID-Safe Guidelines](#), which have been developed through guidance provided by the National Screen Sector Round Table and Safe Work Australia. The AFTRS COVIDSafe Guidelines & Production Protocols are designed to support and assist all students and staff in eliminating and minimising the risks related to the transmission of COVID-19 while undertaking Screen and Radio activities at AFTRS.

What is COVID-19?

COVID-19 is an acronym for 'coronavirus disease 2019', a novel respiratory virus which was first identified in December 2019. The World Health Organization (WHO) declared that COVID-19 was a Public Health Emergency of International Concern on 30 January 2020. On 11 March 2020, WHO declared COVID-19 to be a Pandemic.

COVID-19 is part of a family of coronaviruses which can cause illness in humans and animals. COVID-19 is a new strain of coronavirus. So far, there is no vaccine or cure. Individuals with mild cases can generally manage their symptoms through rest and recuperation at home. However, in severe cases, hospitalisation and intensive care may be necessary. Complications of COVID-19 can be fatal. Importantly, COVID-19 is highly infectious as it can be transmitted indirectly, as well as through direct contact.

Symptoms

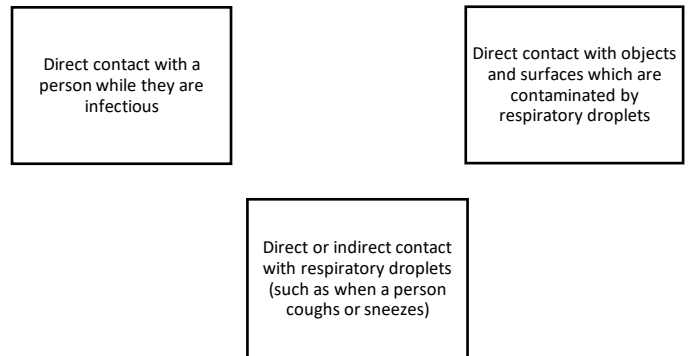
There is no conclusive set of symptoms which will indicate whether a person has COVID-19. At the moment, a test is needed to confirm a diagnosis of COVID-19. However, there are a set of common and less common symptoms which patients generally present with:

Common	Less Common
<ul style="list-style-type: none"> • Fever (at least 38°C) • Dry cough • Tiredness 	<ul style="list-style-type: none"> • Aches and pains • Sore throat • Diarrhoea • Conjunctivitis • Headache • Loss of taste or sense of smell • Skin rash • Discolouration of fingers or toes

Generally, the average time for symptoms to manifest is thought to be five to six days after infection. However, it is important to note that this is only an average. Some people who contract COVID-19 may not present any symptoms at all but will still be able to spread the virus. On the other hand, some individuals will present with symptoms after the sixth day past infection. At the moment, the medical consensus seems to be that where a person with COVID-19 does display symptoms, this will be within a 14-day window.

How COVID-19 Spreads

Currently, it is understood that COVID-19 spreads in the following ways:



As COVID-19 is a new disease, the vectors of transmission are still being studied, including as to whether the virus can be spread through droplets that remain in the air

Vulnerable Groups

Based on the current evidence, the Commonwealth Department of Health has identified that people in the following close contact settings may be most at risk of contracting COVID-19:

- Travellers who have recently been overseas
- Those who have been in close contact with someone who has been diagnosed with COVID-19
- People in correctional and detention facilities
- People in group residential settings

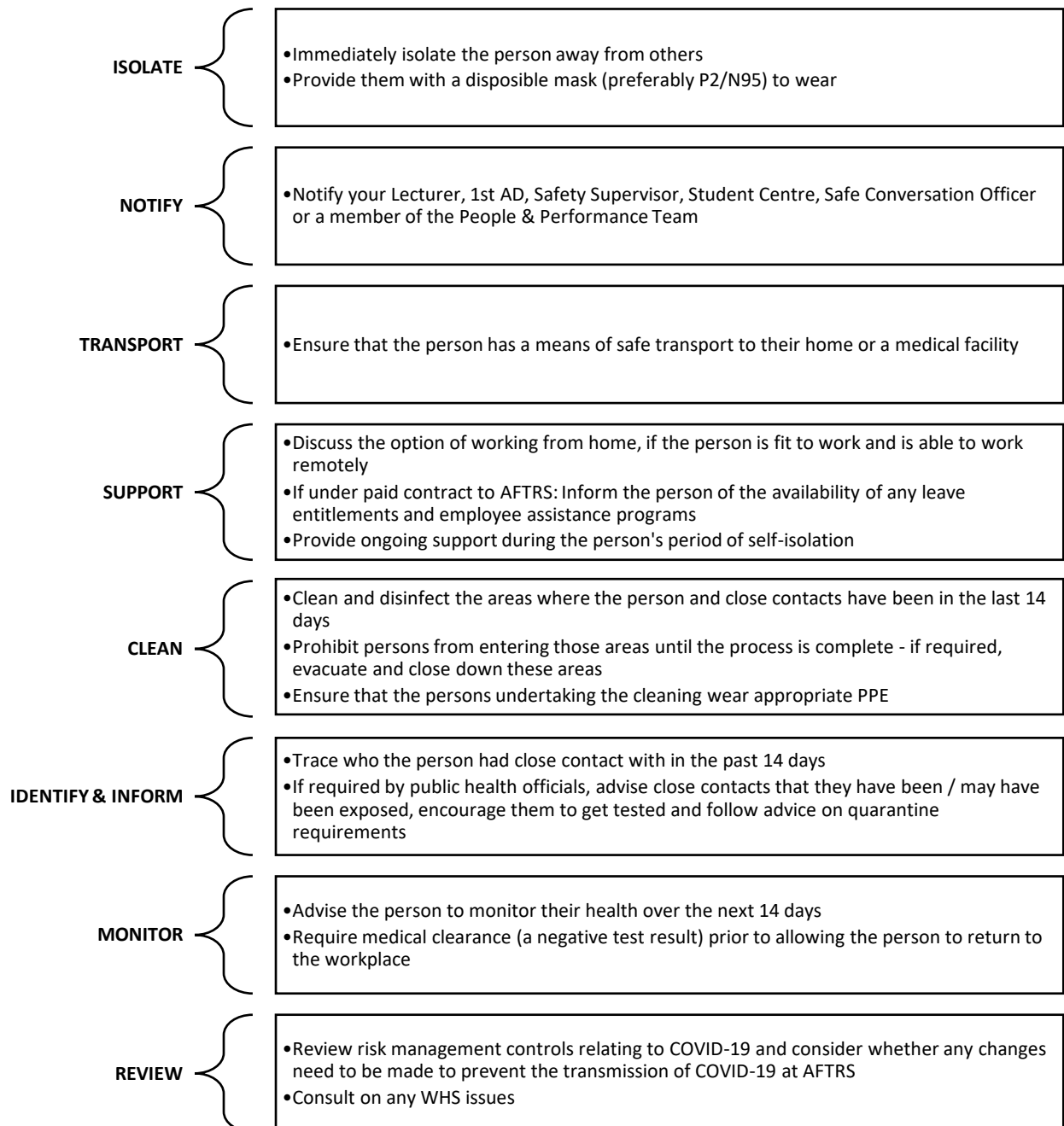
Every person has the same risk of contracting COVID-19, however some persons are at higher risk of serious illness / complications if they are infected with COVID-19. The Commonwealth Department of Health has identified that these persons at higher risk include:

- Aboriginal and Torres Strait Islander people aged 50 years and older with one or more chronic medical conditions
- People aged 65 years and older with chronic medical conditions
- People aged 70 years or older
- People with compromised immune systems

What to do in the event of a Suspected or Confirmed Case of COVID-19

Every AFTRS student and staff must be aware of the steps to take if someone were to become ill while at AFTRS or on an AFTRS production. Below is an incident management plan that outlines what should be done if someone has a suspected or confirmed case of COVID-19:

Covid-19 Incident Management Plan:



Who Should I Contact?

Your **Lecturer or Tutor**

Reception: (02) 9805 6611 / Ext 611

Security (After hours): (02) 9805 6577 / Ext 577

Student Centre: 1300 223 877 / (02) 9805 6444 /Ext 444
studentinfo@aftrs.edu.au

On set - your **1st AD, Safety Supervisor or Producer**

One of the **AFTRS Safe Conversation Officers:**

One of the **AFTRS Safe Conversation Officers:**

FIRST NAME	LAST NAME	POSITION or LOCATION	EMAIL ADDRESS	PHONE NUMBER	Days
Alex	Hardaker	Technical support supervisor Production Office	Alex.hardaker@aftrs.edu.au	(02) 9805 6541	Mon-Fri
Annie	Wright	Senior Props Production area near studios	Annie.wright@aftrs.edu.au	(02) 9805 6536	Mon-Fri
Candis	Diaz	Curriculum Liaison Librarian Library	Candis.Diaz@aftrs.edu.au	(02) 9805 6412	Wed-Fri
EO	Gill	Production Resources Coordinator	EO.Gill@aftrs.edu.au	(02) 9805 6687	Mon-Fri
Frazer	Bull-Clark	Collection Development Librarian Library	Frazer.Bull-Clark@aftrs.edu.au	(02) 9805 6443	Mon, Tue, Thu, Fri
Gary	Paramanathan	Outreach Manager Engagement Team, L2	Gary.paramanathan@aftrs.edu.au	(02) 9805 6486	Mon-Fri
Hayley	Brown	Library Supervisor Library	Hayley.Brown@aftrs.edu.au	(02) 9805 6437	Mon-Fri
Jessica	Anscombe	Curriculum Liaison Librarian Library	jessica.anscombe@aftrs.edu.au	(02) 9805 6447	Mon, Thu
Leuke	Marriott	Production Resources Production Office	Leuke.marriott@aftrs.edu.au	(02) 9805 6544	Mon-Fri
Louise	Hope	Director of People & Performance L2	Louise.hope@aftrs.edu.au	(02) 9805 6466	Mon-Fri
Sue	Elphinstone	Project Officer Indigenous Unit, L2	Sue.Elphinstone@aftrs.edu.au	(02) 9805 6498	Mon-Fri
Taryn	La Fauci	Administrator Radio Radio Office, L1	Taryn.lafauci@aftrs.edu.au	(02) 9805 6671	Mon-Fri

Additional Considerations

It may not be necessary to close down the entire AFTRS Building or set, if it can be confirmed that the person with a suspected or confirmed case of COVID-19 and close contacts only visited specific areas.

Privacy obligations should be considered when informing other persons at the workplace or set that they have been or may have been exposed to COVID-19. In many circumstances, it will not be necessary to disclose the name of the person with a suspected or confirmed case of COVID-19.

WHS LEGISLATION & FRAMEWORK

Every AFTRS set is a workplace and must be treated as such.

All members of the AFTRS community have a role and responsibility to ensure the health, safety and wellbeing of themselves and others, both in the AFTRS Building and on AFTRS productions. Each individual is required to comply with applicable WHS (Work Health & Safety) laws, and it is important that everyone understands their WHS obligations to eliminate or minimise the possibility of exposure to COVID-19 at AFTRS and on location.

At present, each State and Territory (as well as the Commonwealth), has its own WHS legislation. While there are minor jurisdictional differences in between States and Territories, the same general WHS principles, duties and rights apply across all Australian jurisdictions.

AFTRS has a duty to ensure, as a "persons conducting a business or undertaking" (PCBU), so far as is reasonably practicable, the health and safety of everyone while at AFTRS. AFTRS must also ensure that the health and safety of other persons is not put at risk from work carried out as part of coursework or production, by doing the following so far as is reasonably practicable:

- Providing and maintaining an environment without the risks to health and safety of students, staff, visitors and any other persons at AFTRS
- Providing and maintaining safe systems of work (for example, by providing appropriate personal protective equipment (PPE) and modifying schedules to allow for physical distancing and additional cleaning)
- Ensuring that the handling and storage of equipment and facilities does not pose risks to health and safety (such as by ensuring regular cleaning and disinfecting of the Building, as well as equipment used for coursework and production)

- Providing the necessary training, information, instruction and supervision for students, staff, cast, freelance external crew, volunteers and other persons to protect against risks to health and safety (such as through equipment cleaning training, putting up posters and signage in prominent locations)
- Providing adequate facilities for the welfare of everyone at AFTRS and monitoring these facilities in order to prevent the transmission of COVID-19

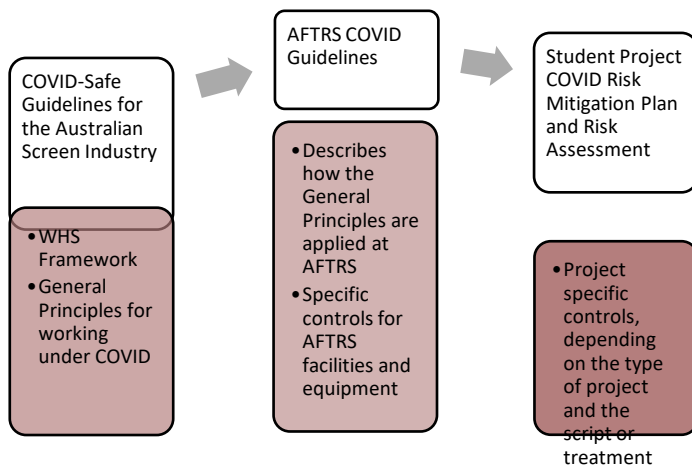
All members of the AFTRS community have a responsibility to ensure that their acts or omissions do not result in another person at AFTRS contracting COVID-19 by:

- Following all directions and instructions given in relation to minimising or eliminating the risk of COVID-19 at AFTRS and on location
- Following any applicable orders / directions given under public health or emergency management legislation
- Following physical distancing (1.5m / 1 person per 4sqm) and hygiene protocols
- Not attending the Building or set location if they are displaying symptoms of COVID-19 or feel unwell
- Reporting any suspected or confirmed case of COVID-19 to an AFTRS staff member, an AFTRS Safe Conversation Officer, Student Centre or the People & Performance Team
- Using PPE where instructed to do so
- Taking reasonable care for their health and safety outside the workplace (in respect of COVID-19 transmission) for the duration of a shoot

RISK ASSESSMENTS & COVID RISK MITIGATION PLANS

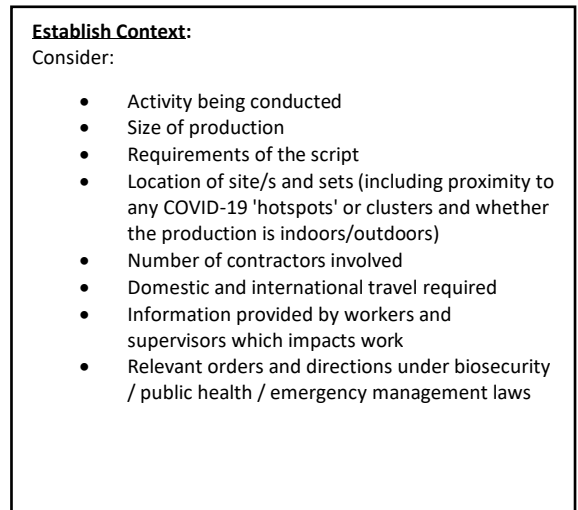
To establish a COVID-safe environment, AFTRS must implement a risk-based approach to both returning to the Building and re-commencing face-to-face coursework and production.

In addition to this, all AFTRS student projects must develop and submit a **COVID Risk Mitigation Plan**, as well as a Risk Assessment on AFTRS template, in order to be deemed feasible and to be approved to shoot.



These steps are depicted in the diagram below:

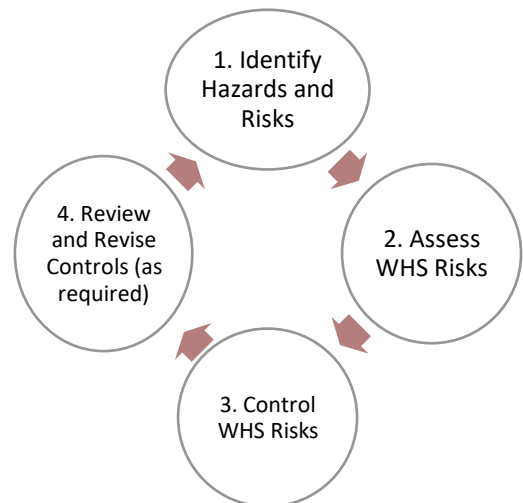
Risk Management Process



A template for the COVID Risk Mitigation Plan will be provided.

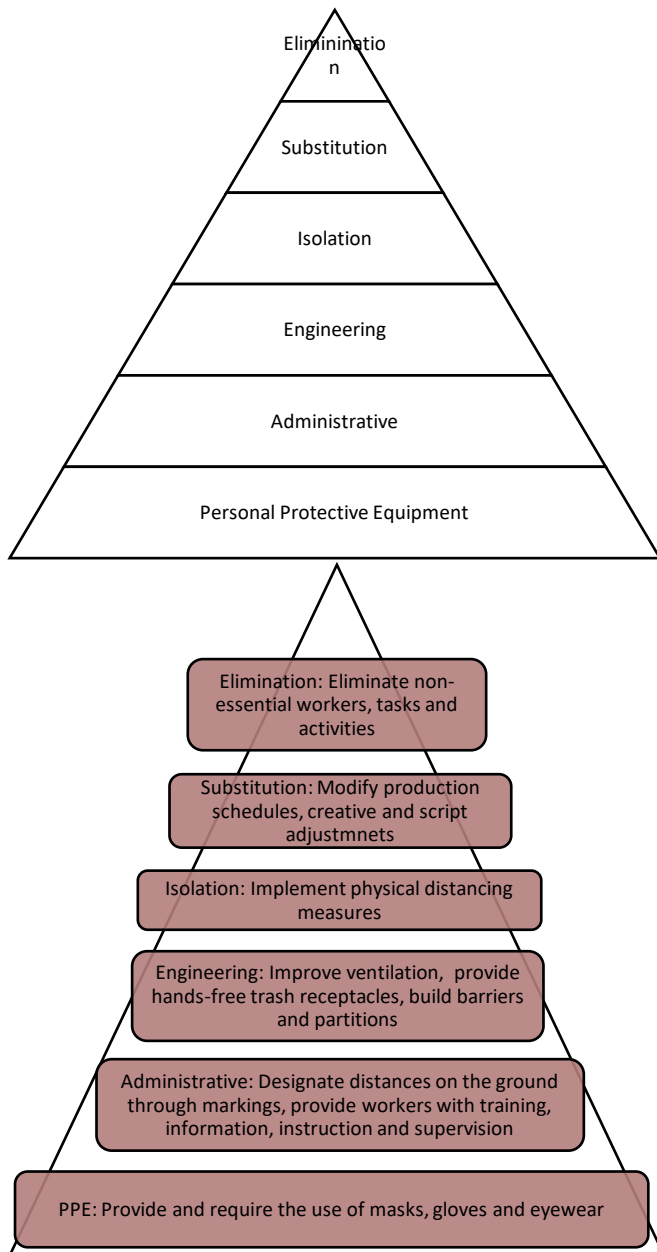
Every project's COVID Risk Mitigation Plan must be based on an assessment of the risks specific to each particular script and the shooting or recording location/s.

Under WHS laws, potential hazards must be **identified**, risks associated with those hazards need to be **assessed**, and control measures are required to be **implemented** to eliminate or minimise those risks.



Hierarchy of Controls

WHS risks are managed by selecting a package of control measures specific to each project based on what is reasonably practicable for that particular production, based on the hierarchy of controls. The hierarchy of controls ranks the classes of control measures from the highest level of protection (elimination) to the lowest (PPE). This is set out in the first diagram below. The second diagram below provides examples of controls which fall within the various classes of control measures.



Depending on the specific health and safety risks in relation to the transmission of COVID-19 unique to each project, every project will need to use the hierarchy of controls to select a suite or combination of appropriate control measures to ensure that each identified hazard is either eliminated (where reasonably practicable) or reduced to its lowest possible level.

There is no 'one size fits all' approach – each project must implement a 'package' of measures which is reasonably practicable and tailored to that specific project. Not all control measures will be reasonably practicable. Some control measures may be mandatory according to relevant public health or emergency management orders / directions in place at a given time.

When is a control measure 'Reasonably Practicable'?

Determining whether a control is reasonably practicable requires every project to weigh up all relevant matters, including:

- The **likelihood** of COVID-19 transmission occurring
- The **degree of harm** that might result from a person contracting COVID-19
- What the person concerned knows or ought to reasonably know about risk of contracting COVID-19
- Ways of eliminating or minimising the risk of COVID-19 transmission
- The availability and suitability of ways eliminating or minimising the risk of COVID-19 transmission
- The cost associated with the available ways of eliminating or minimising the risk of COVID-19 transmission (this is not concerned with whether a control measure is 'expensive' or 'cheap' based on the budget for a production, but rather, it is relevant to the extent that implementing a control measure may be grossly disproportionate to the risk)

Before you proceed with any production or project, policies and procedures must be in place to manage the risk of transmission of infection within the workplace. The control measures outlined in this Guideline are intended to assist students and producers to manage this risk.

Physical distancing is of particular concern for production. During pre-production, all shooting and recording locations must be measured and floorplans generated to determine:

- a. The number of people who can be present in a particular area at a time
- b. Where best to mark out areas for different departments to store equipment on set (e.g. lighting to be kept separate from sound, etc), to prevent cross-contamination

AFTRS MANDATORY CONTROL MEASURES

There are a number of control measures that every AFTRS student and staff must follow to reduce the risk of spreading COVID-19. These control measures are required by current Federal, State and Territory public health and emergency management orders. Accordingly, the control measures in this section are mandatory and applicable to all coursework and production activities at AFTRS, and are to be incorporated as part of a every project's COVID Risk Mitigation Plan:

Physical Distancing

There is a maximum number of how many people may be in any room or space at AFTRS at any given time, to ensure physical distancing of **at least 1.5m between persons at all times, and not more than 1 person per 4 square metres of floor space**, as per the Government's requirement current as at 25 June 2020.

You can check the maximum capacity of each room or space at AFTRS [on Moodle here](#) in the Production Centre.

The following strategies will also be in place to ensure physical distancing:

- Rearrange the physical space, facility or set to facilitate physical distancing and use masking tape (or other markings) to indicate 1.5m distance, particularly for areas where people need to stand or queue in close proximity
- Limit the number of people in all areas to essential personnel only
- Minimise the number of people present at AFTRS and on set by using videoconferencing software (e.g. Zoom, Teams) to enable individuals to work remotely where possible, including production meetings, casting, auditions and rehearsals
- Where meetings cannot be held virtually, conduct them in a large space and keep the duration short
- Advise people that they should not greet each other through physical contact
- Film outdoors, rather than indoors, where possible

Hygiene

- Set up hygiene stations with either soap and water or hand sanitiser at AFTRS and on every set
- Display signage with correct hygiene protocols, such as correct handwashing technique
- Supply disinfectant and/or wipes to sanitise equipment, workspaces and any personal property brought to work (such as phones and sunglasses)
- Ensure people do not share tools and equipment, including but not limited to mobile phones, keyboards, headphones, pens, 2-way radios
- Ensure all bathrooms and sinks have hand wash, paper towels and a suitable waste disposal container available
- Implement a regular cleaning schedule to sanitise high touch surfaces
- Advise all staff, students, actors, freelance technical crew, contractors and volunteers on hygienic practices when coughing or sneezing, such as coughing / sneezing into a tissue and disposing it immediately or coughing into an elbow

Being Unwell

- Ensure that anyone who is unwell with any cold/flu symptoms do not attend AFTRS or set
- Put up signage about the symptoms of COVID-19 and inform people who to contact and what to do if they begin feeling any of these symptoms at AFTRS or on set
- Encourage people to get tested if they are showing symptoms of COVID-19 and / or in line with current health advAFTRS' SPECIFIC CONTROL MEASURES

AFTRS SPECIFIC CONTROLS

ENTERING THE BUILDING

Before entering the AFTRS Building or stepping on to any AFTRS set, all persons **must** first complete an online module on infection prevention and control awareness: **CORONAVIRUS (COVID-19) INFECTION PREVENTION AND CONTROL ONLINE TRAINING COURSE**
<https://www.sentrient.com.au/course/ipc.html>

This includes all students, staff, performers, freelance technical crew, volunteers and contractors.

This Infection Prevention & Control e-learning course takes about 15 minutes to complete and provides a good overview of basic hygiene and how to prevent and control the spread of infection in the workplace.

All externals including volunteers, actors and freelance technical crew must also sign the following documents before arriving at AFTRS or commencing work off-site:

- [Volunteer Crew Agreement](#) or [Volunteer Actor Agreement](#) OR Paid Contract (paid contracts are drawn up by staff only)
- [Acknowledgement of the AFTRS Charter of Conduct](#)

Please note:

- The online COVID training module and appropriate paperwork for each person must be completed and submitted before any facility and equipment bookings can be finalised
- If an external crew member requires an ICT account or access to the AFTRS server, requests must be made 1 week in advance
- All Tech Store, Lighting Store and Grip Store equipment bookings must be finalised in EFBS by 1pm the day before pickup day at the latest
- All paperwork must be signed electronically

General Protocols for all AFTRS Facilities and Equipment

- Good handwashing technique is to be observed – hands are to be cleaned with soap and water for thirty seconds or with hand sanitiser provided on or before entry and before exiting rooms
- Hand sanitiser and isopropyl (iso) alcohol wipes will be made available wherever possible
- Observe physical distancing of 1.5m between people or 1 person per 4sqm at all times
- Students and staff are not to use facilities or equipment without a booking
- All facilities must be booked at least one week in advance to plan for technical cleaning
- Personal equipment and tools are not to be shared, such as mobile phones, pens, paperwork, laptops
- Encourage remote meetings and screenings where possible
- Work surfaces and common touch points must be sanitised with isopropyl (iso) alcohol wipes **before** you start work and **after** you have finished work before you exit: desk surfaces, plastic chair armrests, computer keyboards, mouse, mouse pads, light switches, power switches, microphone stands, door handles, production vehicle interiors (including steering wheel, dashboard, door handles and key ignition areas, please see Vehicle Cleaning Guide in Appendix).
- The following items **MUST ONLY** be sanitised by professional technical cleaners: mixing and recording consoles, lighting desks, microphones, monitors, touchscreens, grade balls and equipment switches. Do not attempt to clean these yourself. If you are at all unsure, check with your HOD first.

Every space, resource and facility at AFTRS will also have a number of specific control measures in place to eliminate and / or minimise the risk of an outbreak of COVID-19.

TECH STORE, LIGHTING STORE & GRIP STORE

Access to Tech Store by Appointment Only

Tech Store's COVID-19 Protocols are based on the two following principles:

1. Safety for students:

- Tech Store staff will provide equipment that has been given every consideration in the minimising risk of infection to students
- Small packets of isopropyl (iso) alcohol wipes will be included in every kit

2. Safety for Tech Store staff:

- Tech Store staff will follow protocols that will minimise/eliminate risk to themselves by wearing PPE which can include gloves and masks, depending on the activity, as well as the use of hand sanitiser and isopropyl (iso) alcohol wipes

Tech Store will follow the process of QUARANTINE-CLEAN-SEAL:

QUARANTINE

- On return to the Tech Store, any items of equipment that are suspected to not have been disinfected properly will be held in a quarantine area
- Tech Store staff will disinfect all trolley handles and case handles before handling returns
- No students or staff may enter Tech Store without prior permission

CLEAN

- Equipment will be thoroughly cleaned with isopropyl (iso) alcohol wipes
- Particular attention will be given to 'touch points' such as camera eyepieces and tripod handles
- PPE to be worn by Tech Store staff during all cleaning of equipment including gloves and mask
- Hand sanitiser available at all entry points
- Isopropyl (iso) alcohol wipes available in every room

SEAL

- Equipment will be sealed and marked as 'clean' and returned to shelf, being deemed 'safe'
- Only 'safe' equipment will be considered ready to be dispatched

Tech Store, Lighting Store & Grip Store Equipment

Pick-Up:

- Proceed to the Tech Store one at a time at your pre-arranged pickup time
- Your equipment will be on a table outside the Tech Store with your Store Issue Sheet
- Sanitise your hands with the hand sanitiser provided before you sign the Store Issue Sheet
- If equipment is despatched on a trolley, the handle will be wiped by Tech Store staff between each user
- Your equipment will have been wiped down by alcohol wipes prior to your use

Tech Store, Lighting Store & Grip Store Equipment

Handling:

- Always wash your hands thoroughly with soap or hand sanitiser for thirty seconds before and after using equipment
- When handling equipment it is very important not to share it. If you must share, use isopropyl (iso) alcohol wipes or methylated spirits (metho) and tissues to wipe down eyepiece covers, tripod pan handles, case handles, etc yourself – *avoiding the lens*
- When working with colleagues it is very important to employ physical distancing techniques

Tech Store, Lighting Store & Grip Store Equipment

Return:

- Proceed to the Tech Store one at a time at your allocated return time
- Your equipment trolleys should be left outside Tech Store
- If you have only a few items that are not on trolleys, leave the item/s in the marked space provided outside the Tech Store
- If you require a trolley, request one from the Tech Store staff. The trolley handle will be wiped clean and you should sanitise your hands before touching the trolley
- If equipment is returned on a trolley, the handle will be wiped by Tech Store staff

PROPS & STAGING

Props & Costume Store

- Prop Store and Costume Store access is via appointment only, and must be supervised by Props & Staging staff
- Wait in the designated 'waiting zone' to access Props & Costume Store
- Hand sanitiser will be provided at entry to each area, and disinfectant wipes and sprays available in each area
- Each person must clean their hands with hand sanitiser when entering
- Maximum two students at a time in all spaces
- Limit of one person at a time in the Goods Lift
- Each borrowed item must be registered to keep track of all borrows and returns
- Students will be inducted into the proper prop and costume cleaning and returns protocols
- Cleaning station set up in Props & Costume Store for students and staff to use before returning props to the shelves
- Sheets, cushion covers and furniture covers to be washed before being returned to shelves
- Couches and armchairs have coverings that can be taken off and washed
- Costumes to be washed before returning to shelves
- Costumes that can't be washed are to be hung in the designated quarantine area in Costume Room 2 on the Mezzanine Level with the date of hanging recorded – e.g. for men's suits and leather jackets
- Costumes used on productions are to be washed every night where possible, and if not, each costume should be put into an individual garment bag to stop cross-contamination

Workshop

- Clear markings on the floor in the runway for 'waiting zones' to enter Workshop
- Hand sanitisers available in Workshop entrance, tool room, paint room and for each machine
- Each person cleans their hands thoroughly with hand sanitiser before entering the Workshop
- Physical Distancing rules apply:
 - Maximum five students in the Workshop at one time
 - Maximum two Props & Staging Staff in the workshop (in addition to maximum of five (5) students)
 - Maximum two students in paint room at one time, paint room area to be divided up with floor markings
 - No students in the tool room
 - No more than one Props & Staging Staff at a time in tool room
 - Maximum two Props & Staging Staff in the office at a time
 - Alternate meal breaks
- Props & Staging Staff to have their own locker or space to keep their personal PPE and tools and brushes to stop cross contamination and anyone handling or using the wrong equipment
- Tools, brushes and PPE allocated to students individually with removable nametags
- No sharing of tools or brushes
- All tools and brushes to be cleaned at the end of each day at designated cleaning station

VIDEO POST

[Access to Video Post is by Appointment Only](#)

Video Post is an area in which two staff members work all day and is also a facility in which staff and students visit to work. Any work undertaken in the Grading and Online Suites and Video Post facility must follow the [AFTRS Room Capacity Under COVID Guide](#) on Moodle.

As a shared workplace and with shared equipment, Video Post has multiple points of exposure to COVID-19, including the Grade & Online Suites, grading panel and DVD Ripping Station, as well as shared desk spaces.

Controls for the Video Post area include:

- No entry to Video Post without an appointment or booking
- All visitors to Video Post must observe physical distancing at all times (1.5 m / 1 person per 4sqm) and must follow the [AFTRS Room Capacity Under COVID Guide](#).
- Staff to make bookings to use the DVD Ripping Station through the Booking System to ensure physical distancing is maintained at all times. Users to sanitise station before and after use.
- Live streaming restricted to approved personnel only
- Hand sanitiser, isopropyl (iso) alcohol wipes, facial tissues and no-touch rubbish bins will be available
- Wear masks when working in Video Post for extended periods to minimize air droplets on shared workstations and equipment which is difficult to sanitise
- Settings and power buttons to be handled only by Video Post staff to minimise handling of equipment
- Monitors to be powered on and off at the power switch to minimise risk. Power switches to be cleaned before and after touching by Video Post and anyone using switches after hours
- Personal equipment and tools are not to be shared
- When working in Video Post, the Grade & Online Suites and Animation Lab, all work surfaces and common touch points must be sanitised with isopropyl (iso) alcohol wipes **before** you start work and **after** you have finished work before you exit: desk surfaces, plastic chair armrests, computer keyboards, mouse, mouse pads, light switches, power switches, door handles
- The following items **MUST ONLY** be sanitised by professional technical cleaners: monitors, touchscreens, grade balls and equipment switches. Do not attempt to clean these yourself. If you are at all unsure, check with your HOD first.
- Extra keyboards, mice and mouse pads should be supplied for when other staff, crew or students are working in Video Post. These should be cleaned and disinfected before and after use
- Minimise short bookings between users so to minimize the need for professional technical cleaning of the technical equipment
- Grade bookings for professional colourists or students who are colour grading are preferably to be booked as a block of hours/days until completion as much as possible

Equipment Drop-Off for Video Post:

- Sanitise all equipment before dropping off
- All media including hard drives, camera cards, DVDs and tapes to be dropped off in the Video Post IN box
- Sanitise hands with the hand sanitiser provided before signing the IN Sheet or handling the box.
- Fill and sign the IN Sheet
- Inform Video Post via email of delivery
- All paperwork to be electronically scanned and sent to project editors/leads where possible. Any paperwork will be quarantined for 24 to 48 hours between handlers. Hand sanitising to be practiced before and after any paper handling

Video Post Equipment Handling:

- Always wash your hands or sanitize thoroughly before and after touching equipment
- When handling equipment it is very important not to share it. If you must share, use isopropyl (iso) alcohol wipes or methylated spirits (metho) and tissues to wipe down
- Sanitise equipment with isopropyl (iso) alcohol wipes or methylated spirits (metho) and tissues to wipe down where practicable
- Hand sanitizing to be practiced before and after handling any equipment that cannot be sanitized

Equipment Drop-off from Video Post:

- Video Post staff to drop off sanitised equipment to the OUT box
- Video Post staff to sanitise hands with hand sanitiser provided before signing the OUT Sheet or handling the box
- Video Post staff to fill and sign the OUT Sheet
- Video Post staff will inform relevant students and staff via email that equipment is ready for collection

Inductions

Video Post staff will include COVID-19 protocols and mitigation practices in all inductions to students, freelance technical crew and volunteers working in Video Post on their first day of work:

- for those working in Video Post for grading or extended periods
- a briefer induction of protocols in Video Post to all persons on entering Video Post for the first time, and refreshers on re-entry if required, e.g. "maintain a safe physical distance of 1.5m at a minimum. There can be no more than x number of people in this space, and we can work in this room together for x amount of time"

Post Production workflows are to be adjusted to minimise the need for face-to-face interaction:

CONFORM - Video Post staff to provide any feedback notes to the editor via email or/and video sharing call.

CREDIT CREATION – Students will provide a [Credit List](#) via email with font preferences. Video Post staff will send mp4 versions via Cloudstor and/or Production Storage to relevant staff and students for checking. Feedback should be by email, phone or video call.

PRE-MASTERING – Video Post staff will create the Premaster File and send a low res QT with BITC for the editor to check in their edit suite. Video Post will create a high res with QT BITC to be delivered via Production Storage or Cloudstor if necessary, to the Final Mix if schedule permits.

If students need to check any files or sequences in Video Post facilities, Video Post staff will set up an Online Suite with sequence and monitors etc set ready to play and then sanitise the keyboard, mouse, desk and chair armrests. Students will sanitise the keyboard, mouse, desk and chair armrests prior to commencing work in the Online suites and before exiting.

GRADE – Any handover from the colourist to Video Post should ensure physical distancing of 1.5m whenever possible. Colourist will sanitise the keyboard, mouse, desk and chair armrests prior to commencing work in the Grade Suites and before exiting as instructed

EDIT SUITES

- All persons to observe 1.5m physical distancing during general use of all Edit Suites and must follow the [AFTRS Room Capacity Under COVID Guide](#).
- Hand sanitiser, isopropyl (iso) alcohol wipes, facial tissues and no-touch rubbish bins to be made available wherever possible
- Work surfaces and common touch points must be sanitised with isopropyl (iso) alcohol wipes **before** you start work and **after** you have finished work before you exit: desk surfaces, door handles, plastic chair armrests, computer keyboards, mouse, mouse pads, light switches, power switches
- The following items **MUST ONLY** be sanitised by professional technical cleaners: monitors, touchscreens and equipment switches. Do not attempt to clean these yourself. If you are at all unsure, check with your HOD first.
- MAS Editing students have their own suite allocated to them, and are the only person to use the equipment in their suite
- Picture Editors to use the larger suites where possible, to allow a second person to be present for the allotted time period
- Edit Suites allocated to MAS Editing students and Edit Suites that are block booked for multiple weeks are to be deep cleaned by technical cleaners once a week
- Edit Suites with shorter bookings and multiple users to be deep cleaned by technical cleaners between users for shared rooms

Picture Edit Review Screenings

- All Picture Edit Review Screenings must observe safe physical distancing (1.5m between people or 1 person per 4sqm)
- Picture Edit Reviews can be conducted in the Main Theatre, or by uploading a file for people to review remotely. Main Theatre use would require sanitising touch points before and after using the cables, lectern, touch screen interface, volume and light controls
- Spotting sessions may be conducted over Zoom

VFX LAB

- Use of the VFX Lab is by appointment only, to be booked as a block of hours/days until completion of work wherever possible
- All persons to observe 1.5m physical distancing during use of the VFX Lab and must follow the [AFTRS Room Capacity Under COVID Guide](#).
- Hand sanitiser, isopropyl (iso) alcohol wipes, facial tissues and no-touch rubbish bins to be made available in every suite
- Work surfaces and common touch points must be sanitised with isopropyl (iso) alcohol wipes **before** you start work and **after** you have finished work before you exit: desk surfaces, door handles, plastic chair armrests, computer keyboards, mouse, mouse pads, light switches, power switches
- The following items **MUST ONLY** be sanitised by professional technical cleaners: monitors, touchscreens and equipment switches. Do not attempt to clean these yourself. If you are at all unsure, check with your HOD first.

MIX THEATRE & RECORDING STUDIOS

- All persons to observe 1.5m physical distancing during general interaction in Recording Studios and adjacent areas, and must follow the [AFTRS Room Capacity Under COVID Guide](#).
- Hand sanitiser, isopropyl (iso) alcohol wipes, facial tissues and no-touch rubbish bins to be made available in every room
- Work surfaces and common touch points must be sanitised with isopropyl (iso) alcohol wipes **before** you start work and **after** you have finished work before you exit: desk surfaces, door handles, plastic chair armrests, computer keyboards, mouse, mouse pads, light switches, power switches
- The following items **MUST ONLY** be sanitised by professional technical cleaners: mixing and recording consoles, faders, microphones, monitors, touchscreens and equipment switches. Do not attempt to clean these yourself. If you are at all unsure, check with your HOD first.
- Short bookings of a few hours between other users are to be avoided wherever possible to minimise the need for professional technical cleaning of the technical equipment
- Minimise what needs to be physically touched to power up workstations, e.g. monitors and desks powered up at rack switch

Music, Foley and ADR Recordings

- These sessions require extra equipment to be both set up for the artist and packed up after the recording
- The handling of shared equipment poses extra risk that needs to have careful hygiene process and handling to minimise risk
- Foley recording uses multiple props that are shared so you must thoroughly wash or sanitise hands at the beginning and end of each Foley recording session.

Mix Review Screenings

- All Mix Review Screenings must observe safe physical distancing (1.5m / 1 person per 4sqm) and must follow the [AFTRS Room Capacity Under COVID Guide](#).
- Mix Review Screenings to be conducted remotely wherever possible, with file uploaded in advance for viewing to allow enough time for feedback
- If Mix Review cannot be held remotely, consider the purpose of the review to minimise to essential people in the space with mixer and to adhere to maximum number of people allowed in the space

Music Recording Sessions

- All persons must observe 1.5m physical distancing during general interaction in the Recording Studio areas and follow the [AFTRS Room Capacity Under COVID Guide](#).
- If the number of musicians exceeds studio floor space physical distancing requirements (1 per 4sqm) then musicians are to be spread across additional studio floors (Recording Studio 2 or 3). This would then require video and audio monitoring between studio floors and conductor in Recording Studio 1
- If physical distancing between conductor and musicians cannot be achieved across multiple studio floors, or adequate video and audio monitoring cannot be provided, sessions to be conducted in Shooting Studio 1 or 2 (if available and feasible) and using the Audio Control Room to record
- Recording of singers is limited to one singer per studio
- Printed scores to be prepared and handled by AFTRS Music student only prior to recording session
- Printed scores for each instrument to be placed on music stands on the day prior to recording session during studio bump-in and setup
- Instrument scores to be removed from studio floor by musicians at the end of the session and disposed of in provided bins in recording studio foyer area on their way out
- Under no circumstances are brass instrument water keys (condensation valves) to be emptied on studio floor or any open area on AFTRS premises. Water key protocols to be implemented in line with industry guidelines
- Recording Studio floors to be mopped and sanitized at end of brass and woodwind recording sessions.
- Conductor and musicians to be placed in 4sqm 'zones' marked out on studio floor
- Studio Control Room staff limited to maximum of three people and may comprise of the following people only:
 - Recording Engineer
 - Score Producer / 'Booth' supervisor
 - Director
 - Composer (if not Conducting)

Items to be provided by Conductors and Musicians:

- Pens / Pencils / Erasers etc. for score changes and mark-ups
- Conducting Baton(s)

Music-specific Studio Equipment to be cleaned and sanitised:

- Headphones (singled-eared)
- Music Stands
- Music Stand Lamps
- Headphone Amplifiers (1 per musician/conductor)
- Piano Keyboards (RS1 Steinway Grand / RS2 Yamaha Upright) – check piano cleaning protocol first with Screen Music HOD or Senior Lecturer

RADIO & PODCAST

Safe Radio Studio Principles & Teaching Area

- All Radio Studio bookings must be made in advance, no 'drop-ins'
- All Radio students and staff must use their own headphones from AFTRS Media Kits and will be issued with a personal microphone popper stopper / mic sock
- Maximum two people per session inside Radio Studio 1, with a maximum of one person at the desk and one person sitting on the 'stadium seats' at back of room
- Maximum one person per session inside Radio Studio 2 and Radio Studio 3
- Teaching and mentoring to take place using Studio intercoms, outside of Studios or video conferencing where possible
- Maximum two people per session inside the Radio Office Meeting / Podcast Room
- Students will be learning and collaborating face-to-face in smaller groups, i.e. four at a time in a round robin scenario: one group in Studio, one in Computer Lab, one in Radio teaching space
- No use of touchscreens
- Time limits on classes is 45 minutes per session, rotating between Studios and Labs
- Deep cleans will be conducted regularly and surface cleaning will be required by all users before and after each use
- Work surfaces and common touch points must be sanitised with isopropyl (iso) alcohol wipes **before** you start work and **after** you have finished work before you exit: desk surfaces, plastic chair armrests, computer keyboards, mouse, mouse pads, light switches, power switches, door handles

Additional Safety Measures

- No face-to-face interviews, all interviews to be conducted virtually via phone, zoom or RINGR
- Personal equipment and tools to not be shared, such as mobile phones, pens, paperwork, laptops, drink bottles, swipe cards
- All shared items in studios and rooms including spare microphone stands, headphones, pens, whiteboard markers, cups and any non-essential items removed
- Clear inductions and communication of safety protocols to all students and staff will be a priority, including the importance of good hand hygiene, maintaining physical distancing and no sharing of equipment
- Printers and shared computers to have access to cleaning products and hand sanitiser
- No access to communal cutlery or crockery

PRODUCTION

PRE-PRODUCTION, PRODUCTION & ON-SET PROTOCOLS

By their nature, screen productions are collaborative and involve numerous persons interacting in a designated area, which may create issues with maintaining physical distancing in line with Government recommendations as well as a need for strict hygiene control measures.

All students are strongly encouraged to read the Australian Screen Production Industry's COVID-Safe Guidelines, available on the Screen Australia website:

<https://www.screenaustralia.gov.au/production-during-covid-19>. The Industry Guidelines form a comprehensive summary of controls currently being used in the industry by productions at all levels.

Every AFTRS screen project's COVID Risk Mitigation Plan should consider a combination of the following controls at each stage of the production process as well as specific to each department, please see below:

Development and Pre-Production

- All pre-production work must observe physical distancing and good hygiene practices including frequent hand washing
- All production-related meetings should be held virtually where possible, or physically distanced if they must be face-to-face at 1.5m / 4sqm per person
- All casting, auditions and rehearsals are to be conducted virtually
- All location scouts, tech reces and camera tests must observe physical distancing
- Consider locations that best enable physical distancing, such as those that are outdoors and well-ventilated, and ensure there is enough space to store gear, dress, shoot and strike while adhering to physical distancing requirements
- Ensure that additional time is factored into the production and shooting schedules to accommodate matters such as regular hygiene breaks and consultation with cast and crew

- No sharing of equipment including mobile phones, laptops, pens, headphones
- Costume fittings are to be physically distanced and conducted one at a time if not able to be done virtually.
- All production paperwork must be completed and signed electronically, including agreements and releases, schedules, shot lists and call sheets – no hard copies
- All petty cash and money to be handled electronically

Close Proximity between Actors, including Physical Intimacy

- There must be no physical touching or proximity within 1.5m between actors while the Government's physical distancing directive is in place
- Any and all cast members involved with close contact or physical intimacy must self-isolate for a period of 14 days before the shoot and undergo initial COVID-19 testing prior to self-isolation. Self-isolating or quarantining of any persons on any AFTRS production must first be approved by Acting Head of Producing and Production
- Review scenes that include physical proximity between performers, such as physical or sexual 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 or technological solutions that allow for physical distancing and COVID-safe sets

General Controls for Shooting on Location and in Studio

Before the shoot day:

- Sets must be cleaned before bumping in, after bumping out and at the end of each shooting day, including the set areas, gear storage areas, kitchen and food service areas and unit areas, paying particular attention to high-touch surfaces such as door handles
- Mark on-set and off-set areas into safe sections to isolate different gear storage areas for each department and restrict movement between areas to essential personnel only, with appropriate signage on display
- Handwashing stations and / or hand sanitiser and clear signage must be set up prior to cast and crew arrival

On shoot days:

- Ensure all cast and crew observe physical distancing of 1.5m / 1 person per 4sqm at all times
- COVID safety briefings are to be conducted at every crew call by the safety supervisor and/or 1st AD and again on arrival at each new shooting location
- Student and external crew HODs must brief their department's crew about protocols specific to their department, e.g. camera assistants to be briefed by cinematographer on appropriate disinfecting techniques for lenses
- All cast and crew to sanitise or wash hands upon arrival on set, before and after eating and taking breaks, after all cleaning and disinfecting of equipment and before leaving set
- No sharing of equipment or tools including mobile phones, slates, pens, tape measures, 2-way radios, laptops, headphones and eating utensils
- Undertake cleaning throughout the shoot day, especially in common areas and high-traffic areas
- Monitor supplies of isopropyl (iso) alcohol wipes, cleaners and personal hand sanitiser supplies during the shoot
- Open doors and windows between setups and during breaks to allow ventilation

- Perform work on set one department at a time, where possible
- Limit unnecessary and casual contact between individuals
- Monitor and limit cast and crew gathering between takes
- Provide designated spaces on or off set for crew members on standby
- Provide non-touch entry and exit doors where possible, noting that fire doors are not to be wedged open in any circumstance
- No unauthorised visitors to set
- Isolate crew from members of the public where possible during filming in public spaces
- Consider separating cast and crew into teams with separate entry and exit points, where possible
- All production paperwork to be completed, signed and submitted electronically, including agreements and releases, schedules, shot lists and call sheets
- On away shoots, ensure that processes are in place to eliminate or minimise the risk of COVID-19 in on-set accommodation, such as ensuring people are accommodated in single rooms, that there is an adequate supply of soap and/or sanitiser available and that high risk areas such as bathrooms and food preparation areas are cleaned between each user

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 also include construction, special effects (SFX), armoury and animal wrangling. In order to control these risks, a suite of the following control measures should be considered as part of every project's COVID Risk Mitigation Plan, particularly in relation to dressing, shooting and striking sets:

- Work with producers, 1st ADs and HODs in pre-production and during shooting to plan for the impacts of COVID-19 measures, such as cleaning and physical distancing, in relation to building, dressing, shooting and striking sets and studios
- Allow for additional time for cleaning of sets, dressing and props, including crew from different departments accessing sets separately if necessary
- Minimise number of crew working in groups or pairs to install or move furniture
- Require the use of PPE for crew working in close proximity
- Set up a separate cast table with clear signage as part of the standby props person's gear dump, to be cleaned at regular intervals
- Permit only the on-set dresser, props person and cast to handle art department objects and props and ensure that hands are sanitised or wash between takes
- Maintain an inventory trail of props for the purposes of contact tracing if there is an infection
- Disinfect props prior to sealing in separate bags or containers before delivering to set
- Minimise the use of shared props and sanitise shared props between takes, including between cast and stunts (in the case of shared props, performers to wash hands between each use)
- Require cast to handle hand-held props out of a sanitised bag and return the prop to the same bag when finished
- Use colour-coded props / equipment (with tape / stickers) to identify when equipment has been used and needs to be cleaned before next use
- Sanitise high touch set surfaces before use and between takes, where possible
- Thoroughly clean items before returning to AFTRS Props Store (see Section: Props & Costume Store)
- Plan purchases to minimise trips needed to brick and mortar stores
- When visiting a location to view an item, particularly where the location is unknown, arrange for the owner of the item to bring it outside if possible
- Facilitate use of credit/debit cards and online payments when making purchases

Cast – Actors, Performers, Extras & Presenters

Actors interact with a variety of people on a film set on a regular basis, and frequently work on projects back-to-back with little break time in between, so they are of particularly high risk of contracting COVID-19. In order to maintain the health and safety of all actors, extras and performers, the following controls should be considered as part of every project's COVID Risk Mitigation Plan:

- All casting, auditions and rehearsals are to be conducted virtually
- Require cast to do their own makeup, hair and dress themselves wherever possible, including through virtual tutorials with hair and makeup artists
- Ensure cast are provided with sufficient space to keep their personal belongings, costumes and makeup separate, and ensure that additional time is allocated to allow cast to adhere to the physical distancing requirements
- Cast areas should have clear signage indicating different areas
- Limit block-throughs and rehearsals on set to essential personnel only
- Require cast to handle hand-held props out of a sanitised bag and return the prop to the same bag when finished. Where this is not possible due to prop size, props to be sanitised before and after use
- Prohibit sharing of comfort and "keep-warm" items such as hot water bottles, jackets and slippers
- Stagger arrivals for extras and ensure that sufficient facilities are set up for costume, hair and makeup to allow for physical distancing and that facilities are sanitised between uses
- Performers must supply their own equipment wherever possible, e.g. headphones for sound work, towel if required to take a shower on set

Catering

Catering is an important part of film production, especially where the work involves long hours, tight schedules and remote locations. The provision of food and drinks involves many risks, including the risks of breaches of hygiene protocols, violating physical distancing requirements with large gatherings and interaction between numerous people, including food suppliers. In order to eliminate or minimise these risks so far as is reasonably practicable, producers should consider an assortment of the following control measures surrounding food and drink in developing their project's COVID Risk Mitigation Plan:

- Ensure that hygiene stations are available at the entrance of the area where food is served
- Prohibit the service of buffet-style meals
- Require all meals to be pre-prepared and individually packaged (including fruit, where fruit is not individually wrapped, require individuals to wash fruit with water prior to consumption)
- Encourage cast and crew to bring their own food to set where possible, which must be stored safely on set and refrigerated if necessary
- Require all crockery, cutlery and napkin packs to be disposable
- Any food preparation cutlery or crockery which is not able to be disposable must be preferably washed in a dishwasher on hot setting, or washed thoroughly with plenty of hot water and dishwashing detergent
- Brief all persons on set to bring enough water for themselves for the whole shoot day
- Require all drinks to be in single serving containers
- Make markings on the ground where people will queue to facilitate physical distancing during meals
- Ensure regular cleaning of unit / catering tables and chairs, including before and after meals
- Stagger mealtimes and rest breaks between departments, where possible

Camera, Lighting & Grips

The work undertaken by the camera, lighting and grips departments involves handling shared equipment and the potential for violating physical distancing requirements to safely undertake work. Producers and camera, lighting and grips HODs should consider implementing a package of the following controls as part of the project's COVID Risk Mitigation Plan:

- Heads of Departments (HODs) to ensure that all crew are trained in, and adhere to, safe working methods and risk mitigation measures
- Prohibit crew outside of each department from handling that department's equipment, including data wrangling equipment such as hard drives
- Sanitise all cameras, lighting and grip equipment with appropriate sanitiser before use
- Sanitise hands after cleaning pieces of equipment
- HODs to allocate specific crew to separate tasks and areas where possible
- Use colour-coded equipment (with tape / stickers) to identify when equipment has been used and needs to be cleaned before next use
- Restrict viewfinders to individual use only, and mandate thorough sanitisation after each use
- Require use of remote camera focus pulling equipment wherever possible
- Require that the 2nd camera assistant is the only person to handle and mark up the slate
- Provide additional time at the end of the day to ensure cleaning and sanitisation of equipment used
- Consider calling lighting department to set for pre-light after the art department has finished dressing to minimise numbers on set

Data Wrangling

Every project's COVID Risk Mitigation Plan should pay special attention to the handling of data wrangling equipment, as there is a high risk for possible contamination to spread from the set to AFTRS or the editor's place of work:

- Hard drives, camera cards, sound cards and drive cases must only be directly handled by the project's nominated data wrangler
- Hard drives, cards, and cables must be sanitised at drop-off to the AFTRS Reception Rushes Box (for MA projects) or editor's place of work
- Hard drives, cards, and cables must be sanitised before handling by Video Post staff as much as possible
- All data wrangling equipment is to be clearly labelled and colour coded with tape or stickers to identify whether it has been used and if it requires cleaning before next use
- Always wash hands after sanitising and handling hard drives
- Some hard drive cases are difficult to be sanitised, so good hand hygiene must be practised at all times
- All production paperwork is to be delivered electronically

Directing, Assistant Directors & Continuity

- 1st ADs must include the project's specific COVID-19 mitigation practices in all daily safety briefings and inductions
- Multiple safety briefings may be required per day if staggering call times of cast and crew, and on arrival at each new shooting location
- Ensure call sheets contain key COVID-19 information and contact details
- 1st ADs to ensure that physical distancing protocols are maintained, including monitoring number of people on set and their entry / exit
- 1st AD or safety supervisor to remove anyone displaying cold or flu symptoms to an isolated space, inform AFTRS and seek medical advice (refer to section: What to do in the event of a Suspected or Confirmed Case of COVID-19)
- The director should be consulted and briefed on the logistical effects of COVID-19 safety measures and the resulting limited capacity for last-minute changes
- 1st ADs should limit interactions with off-set crew where possible
- Where possible, the 2nd AD should be only crew member permitted to travel between set, unit and costume and makeup areas
- Require individuals to change their own 2-way radio batteries
- Require 2-way radio boxes and cases to be sanitised upon pickup and return

Costume

- Conduct costume fittings remotely or virtually where possible
- Clean and sanitise high-touch surfaces in costume areas and between fittings
- Ensure costume crew and cast wash hands before and after fitting or dressing cast
- Require cast including extras to be dressed in full costume before travelling to set wherever possible
- Where dressing or changing costumes on set is necessary, require this to occur in a designated space for the performer (never on set in view of crew)
- Prevent costume pieces from being shared, unless they are washed and dried between uses by different actors
- Use colour-coded costume pieces with tape or stickers to identify when a costume or item has been used and needs to be cleaned before next use
- For borrowing and returning items to the AFTRS Costume Store, refer to section above on AFTRS Props & Costume Store
- Extras are briefed over the phone & turn up dressed as per brief & could also bring an alternative outfit if required
- Costumes are left in the costume fitting room, either at AFTRS or on location, for the actors to put on by them selves
- The costume designer then instructs the actor to alter the costume if necessary, roll up sleeves, etc. but doesn't handle the costume or get close to actor
- At end of day costumes are put into plastic garment bags
- Garment bags are sprayed with disinfectant
- If the project is a "period" film, Victorian, Colonial, etc. then extras must get dressed at AFTRS or designated location in correct costumes

The provision of hair and makeup services involves encroaching on physical distancing requirements. In preparing a COVID Risk Mitigation Plan, producers and Hair & Makeup crew should employ a group of the following controls in combination to ensure health and safety so far as is reasonably practicable:

- Makeup artists must supply separate makeup kits for each cast member, including combs / brushes, which must not be shared and must be individually bagged and labelled
- Ensure makeup applicators and removal supplies are single use and disposed of properly
- Require cast and extras to come to set already made up, including hair, wherever possible, and to bring their own basic personal makeup supplies
- Provide a hygiene station with hand sanitiser near the entrance of the makeup area
- Makeup and hair artists to wash or sanitise hands prior to beginning any work on a cast member, and immediately after
- Minimise time in close contact when applying makeup or prosthetics, where possible
- Require hair and makeup artists to wear PPE if physical distancing cannot be observed
- Sanitise reusable equipment between use
- Require cast to do touch-ups on set and remove their own makeup at the end of the day, wherever possible
- Prevent makeup supplies from being handled by anyone outside of the makeup department
- Maintain a 2-metre distance between hair and makeup stations
- Wipe down makeup chairs with disinfectant wipes between uses by different cast members
- Use digital tools to share continuity notes and photographs
- Prohibit bringing any additional items into the makeup area, including food and drinks

Hair & Makeup

Sound

Sound crew are often required to be within 1.5m of actors in order to undertake their work. A variety of options for managing these risks should be implemented as part of every project's COVID Risk Mitigation Plan, including:

- Prohibit crew outside of the sound department from handling the sound department's equipment, including data wrangling equipment such as SD cards
- Lapel microphone transmitters should be cleaned with disinfectant wipes by sound crew before and after fitting to actors
- Require actors to apply and remove their own lapel microphones wherever possible, or in situations where this is not possible require sound crew to wear masks when fitting lapel microphones, and sanitise hands before and after
- Prevent swapping of lapel microphone belts and pouches between cast members
- Colour-code sound equipment with tape or stickers to identify when items have been used and need to be cleaned before next use
- Sanitise hands after cleaning all pieces of equipment
- Ensure the sound crew have adequate supplies of hand sanitiser available on set
- Require all timecode gear, including electronic slates, to be jammed by the sound recordist and sanitised before delivery to the camera department
- Provide additional time at the end of the day to ensure cleaning and sanitisation of equipment used
- Dispatch sound cards (cleaned with disinfectant wipes) to the data wrangler only once daily
- Require that the 2nd camera assistant is the only person to handle and mark up the slate, or appropriate crew member if no 2nd camera assistant

Unit, Locations & Transport

- Liaise with all other on-set departments to ensure there is enough space to dress, shoot and strike locations while adhering to physical distancing requirements
- Ensure hand sanitiser, PPE and hygiene stations are present at any area where crew are working for general use
- Ensure that putting up and taking down location signage is undertaken by one person
- Ensure that stools, pop up frames, benches, tables, toilets and all communal equipment are regularly sanitised
- Provide a dedicated chair for the director and continuity person
- Open windows on set, where possible, to ensure ventilation
- Ensure that cast and crew required to travel in vehicles travel separately where possible and maintain physical distancing inside vehicles
- Ensure interiors of all AFTRS vehicles, hired vehicles and action vehicles are cleaned at the end of the day and between different drivers, paying particular attention to high-touch surfaces such as door handles, ignition areas, the steering wheel and seat belt clasps – please see AFTRS van cleaning procedures in Appendix
- AFTRS to provide fire extinguishers, First Aid Kits and KD canopies/marquees from Unit Equipment Store only
- Unit equipment to be picked up by appointment only

Shooting in AFTRS Studios

The mandatory controls and controls specific to each department outlined in the sections above should also be considered and applied, where applicable, while shooting in AFTRS studios. These controls must be outlined in each project's COVID Risk Mitigation Plan.

This includes facilitating and maintaining physical distancing, no sharing of equipment and good hygiene practices whilst in all AFTRS studios and areas surrounding the studios.

In addition, the studio lighting desks are of particular concern:

- Only AFTRS-approved gaffers and nominated lighting assistants are to operate lighting desks and lighting controls
- Lighting desks **MUST ONLY** be cleaned professional technical cleaners, do not attempt to clean lighting desks yourself. If you are at all unsure, first check with Head of Production Operations.

DOCUMENTARY

There are additional ethical and technical issues to discuss when making a documentary, please consult with Documentary HOD or Senior Lecturer prior to submitting your COVID Risk Mitigation Plan.

TRAVEL

All travel for production must be covered in the project's COVID Risk Mitigation Plan, ensuring that physical distancing and hygiene are maintained whilst away on location.

All projects shooting further than 25km from AFTRS must complete a Travel Authorisation Form with full travel details, including address of accommodation and mobile phone numbers for all crew, and submit this document for approval alongside the project's COVID Risk Mitigation Plan and Risk Assessment.

The Travel Authorisation Form must be approved by AFTRS before any crew or cast may embark on an away shoot.

On away shoots, crew and cast must not share bedrooms in their accommodation – one person per room only. Bathrooms may be shared, but all surfaces must be appropriately cleaned between each user.

POST-PRODUCTION

Post-production work activities may involve close proximity, common touch areas and the use of shared equipment.

For controls specific to AFTRS Facilities, see the above sections on:

- Video Post, including Grade & Online Suites
- VFX Lab
- Edit Suites
- Mix Theatre & Recording Studios
- Music Recording
- Radio & Podcast

General controls include:

- Ensure work is performed remotely, where possible
- Limit work in suites 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)
- Deliver footage via sanitised hard drives (See Section: Data Wrangling) or by cloud services, if possible
- Provide individual workstation equipment and dedicated workstations to editors, assistants, producer and the director, and sanitise all touch points and equipment between users
- All persons, including actors, must supply own headphones for sound work

MENTAL HEALTH

Taking care of the mental health and wellbeing of everyone at AFTRS is critical during COVID-19 pandemic conditions, and this may be done by:

- Informing every one of the resources available to support mental health (this information may be provided on documents provided to cast and crew, such as call sheets)
- 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 there are policies and procedures in place to prevent discrimination, harassment and bullying of any person who has contracted COVID-19
- Ensure that a crisis care plan is in place

AFTRS Safe Conversation Officers

[Safe Conversation Officers](#) is a network of specially trained staff who will listen to you and help you access information about support and reporting. They are not counsellors but can provide an appropriate initial response to your concerns and guide you to the right services.

- Confidential, non-judgmental listening and support
- Information and referrals
- An opportunity to chat with staff who are trained
- Advocacy on behalf of you if required, for example, could be the first responder to complaints
- Alerting Student Centre to developing issues if permission is given by you to disclose

The following is the list of staff and their contact details:

FIRST NAME	LAST NAME	POSITION or LOCATION	EMAIL ADDRESS	PHONE NUMBER	Days
Alex	Hardaker	Technical support supervisor Production Office	Alex.hardaker@aftrs.edu.au	(02) 9805 6541	Mon-Fri
Annie	Wright	Senior Props Production area near studios	Annie.wright@aftrs.edu.au	(02) 9805 6536	Mon-Fri
Candis	Diaz	Curriculum Liaison Librarian Library	Candis.Diaz@aftrs.edu.au	(02) 9805 6412	Wed-Fri
EO	Gill	Production Resources Coordinator	EO.Gill@aftrs.edu.au	(02) 9805 6687	Mon-Fri
Frazer	Bull-Clark	Collection Development Librarian Library	Frazer.Bull-Clark@aftrs.edu.au	(02) 9805 6443	Mon, Tue, Thu, Fri
Gary	Paramanathan	Outreach Manager	Gary.paramanathan@aftrs.edu.au	(02) 9805 6486	Mon-Fri

		Engagement Team, L2			
Hayley	Brown	Library Supervisor Library	Hayley.Brown@aftrs.edu.au	(02) 9805 6437	Mon-Fri
Jessica	Anscombe	Curriculum Liaison Librarian Library	jessica.anscombe@aftrs.edu.au	(02) 9805 6447	Mon, Thu
Leuke	Marriott	Production Resources Production Office	Leuke.marriott@aftrs.edu.au	(02) 9805 6544	Mon-Fri
Louise	Hope	Director of People & Performance L2	Louise.hope@aftrs.edu.au	(02) 9805 6466	Mon-Fri
Sue	Elphinstone	Project Officer Indigenous Unit, L2	Sue.Elphinstone@aftrs.edu.au	(02) 9805 6498	Mon-Fri
Taryn	La Fauci	Administrator Radio Radio Office, L1	Taryn.lafauci@aftrs.edu.au	(02) 9805 6671	Mon-Fri

Student Centre: 1300 223 877 / (02) 9805 6444

studentinfo@aftrs.edu.au

Counselling

For Students:

AFTRS Student Centre has a Student Engagement Manager Counsellor to provide free and confidential counselling to students. These sessions can take place at AFTRS or remotely. To arrange an appointment students can email rachel.roberts@aftrs.edu.au or phone 02 9805 6464.

For Staff:

Please see the intranet for further information.

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

- BeyondBlue: <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/>

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

FIRST NATIONS

The Australian Screen Production Industry's COVID-Safe Guidelines, in collaboration with Aboriginal and Torres Strait Islander Peoples, staff at AFTRS and Screen Australia, consultants and organisations, sets out the following guidelines which have been developed for use when working with Aboriginal and Torres Strait Islander Communities.

Aboriginal and Torres Strait Islander Peoples of Australia have experienced poorer health outcomes than the rest of the Australian population during recent pandemics. The vulnerability of Aboriginal and Torres Strait Islander Peoples to COVID-19 is well understood by community leaders and non-Aboriginal policy makers and clinicians alike, for a number of inter-related factors: an already high burden of chronic diseases; long-standing inequity issues related to service provision and access to health care, 20% of Aboriginal and Torres Strait Islander Peoples live in remote and very remote areas; and pervasive social and economic disadvantage in areas such as housing, education and employment.

One of the lessons learned from the H1N1 swine flu pandemic in 2009 was that a 'one size fits all' approach to infectious disease emergencies is unlikely to work. Partnerships between Aboriginal and Torres Strait Islander communities, community organisations, government agencies, and cast, crew and production companies will be important moving forward to ensure Aboriginal and Torres Strait Islander Peoples feel safe in their respective roles in the screen sector. While there may be some extra considerations to ensure the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, it is important that the screen sector continues to support the employment of Aboriginal and Torres Strait Islander cast and crew, which will ensure ongoing Indigenous representation on Australian and International screens.

Working with Aboriginal and Torres Strait Islander Cast and Crew

Aboriginal and Torres Strait Islander Peoples are at greater risk of serious illness if they are infected with coronavirus if they:

- are aged 50 years and over with chronic medical conditions
- have a weakened immune system
- are aged 70 years and over

All of the guiding principles set out in these Guidelines should ensure the health and wellbeing of Aboriginal and Torres Strait Islander Peoples involved in screen production. However, with these issues in mind it is important to take a proactive approach when engaging

Aboriginal and Torres Strait Islander cast, crew and when production is taking place in locations where there is a large Aboriginal and Torres Strait Islander population.

Filming in Remote and Regional Communities

The National Indigenous Australians Agency website has information about travel restrictions into remote communities, including maps of the restricted areas.

If you plan to or are shooting in an area with large Indigenous populations, considerable communication about production locations should be shared with local key Indigenous Organisations. Consultation with these First Nations community organisations should take place as early as possible.

Returning Home Protocols

If you have hired Aboriginal and Torres Strait Islander cast or crew, and they are returning to their extended families after a shoot, it is important that all measures are taken to ensure they are in a safe and transmission free work environment.

If returning home to remote communities, regional centres or interstate, follow all travel restrictions and COVID-19 directives regarding health and hygiene. If someone is from a remote community, they may be issued a special exception to leave and return. If they are exposed to an outbreak outside of their community, there might be requirements for a quarantine period.

APPENDICES

- i. How To: [Wash Hands, Hand Sanitize](#)
- ii. [Types of Face Masks & Correct Use](#)
- iii. Links to COVID-19 Signage and Posters can be found [here](#)
- iv. Vehicle Cleaning and Sanitising Guidelines - attached

Cleaning and sanitising guideline for Coronavirus (COVID-19)



This Vehicle Cleaning and Sanitising Guideline is provided to help you manage the cleanliness of your fleet. It covers: -

1. General clean & sanitisation
2. Managing contaminated vehicles
3. Link to FREE COVID-19 hygiene awareness for drivers training course

1. HOW TO CLEAN AND SANITISE VEHICLES

Clean all common areas *before* and *after* a vehicle is used, such as:

• Door handles (internal and external)	• Boot lid	• Remote/Key
• Internal Grab handles above doors	• Steering wheel	• Indicator Stalks
• Seats includes Head Rests	• Dashboard	• Mirror Controls
• Seatbelts	• Control buttons	• Hand Brake lever
• Window controls	• Gear selector	• Media Touch Screen
• Grab handles	• Cup holders	• Centre console

While using the vehicle, the vehicle's air-conditioning should be set to *fresh air*, not recirculated air.

Vehicles can be cleaned with cleaning wipes, which are safe to use and meet the [World Health Organisation's cleaning advice](#); or cleaned with a hospital grade (**non-bleach**) disinfectant solution. Ensure you follow the product's instructions and Personal Protective Equipment (PPE) advice.

Wash your hands thoroughly after cleaning the vehicle using soap and water and dry your hands. If water is not available, clean your hands by using an alcohol-based hand sanitiser.

2. HOW TO MANAGE A CONTAMINATED VEHICLE

If you become aware that a person/s has been diagnosed with coronavirus (COVID-19) and has **recently driven** or has **been a passenger in a vehicle**, it's recommended the following steps are taken:

- Isolate the vehicle ASAP (make it unavailable by removing from service)
- Report it to your supervisor ASAP and inform your Fleet Administrator
- Hire a professional hygienist to clean and sanitise your vehicles. Grid Group are an AfMA supplier member and can assist in many areas across Australia and New Zealand. Call +61 (0) 246 477 155 or email info@gridgroup.com.au, website <https://www.gridgroup.com.au/> or contact your local vehicle detailer.

3. LINK TO FREE COVID-19 HYGIENE AWARENESS FOR DRIVERS TRAINING COURSE

For more general information a free online training course is available, relating to hygiene awareness, visit: [COVID-19 Hygiene Awareness For Drivers training course](#).

More information

While coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness—not coronavirus.

For the latest advice, information and resources, go to www.health.gov.au

The phone number of your state or territory public health agency is available at www.health.gov.au/state-territory-contacts

Acknowledgement:

AfMA thank QFleet for sharing the information used to create this guideline.

The information contained in this document is accurate as at 16/4/2020. This is a general guide only and you agree not to hold AfMA liable for any damages due to using the information contained within.