

AFTRS

Australian Film Television
and Radio School

AFTRS COVID-Safe Guidelines & Production Protocols

Version 5 – 16/05/2021

AFTRS

INTRODUCTION.....	3	Mix Review Screenings.....	21
What is COVID-19?	3	Music, Foley and ADR Recordings	21
Symptoms.....	3	Music Recording Sessions	22
How COVID-19 Spreads.....	3	Items to be provided by Conductors and Musicians:22	
Vulnerable Groups	4	Music-specific Studio Equipment to be cleaned and sanitised:.....	22
What to do in the event of a Suspected or Confirmed Case of COVID-19.....	5	RADIO & PODCAST	23
Covid-19 Incident Management Plan.....	5	Safe Radio Studio Principles & Teaching Area.....	23
Who Should I Contact?.....	6	Additional Safety Measures.....	23
Additional Considerations	7	PRODUCTION	24
WHS LEGISLATION & FRAMEWORK	8	PRE-PRODUCTION, PRODUCTION & ON-SET PROTOCOLS	24
RISK ASSESSMENTS & COVID RISK MITIGATION PLANS .	9	Development and Pre-Production	24
Hierarchy of Controls	10	Close Proximity between Actors, including Physical Intimacy.....	24
When is a control measure 'Reasonably Practicable'?	11	General Controls for Shooting on Location and in Studio	25
AFTRS MANDATORY CONTROL MEASURES.....	12	Before the shoot day:	25
Physical Distancing.....	12	On shoot days	25
Hygiene.....	13	Art Department.....	26
Being Unwell.....	13	Cast – Actors, Performers, Extras & Presenters.....	27
AFTRS' SPECIFIC CONTROL MEASURES.....	13	Catering	27
ENTERING THE BUILDING.....	14	Camera, Lighting & Grips	28
General Protocols for all AFTRS Facilities and Equipment.....	15	Data Wrangling	28
TECH STORE, LIGHTING STORE & GRIP STORE	16	Directing, Assistant Directors & Continuity	29
Tech Store, Lighting Store & Grip Store Equipment Pick-Up:	16	Costume	30
Tech Store, Lighting Store & Grip Store Equipment Handling:.....	16	Hair & Makeup.....	30
Tech Store, Lighting Store & Grip Store Equipment Return:.....	16	Sound	31
PROPS & STAGING.....	17	Unit, Locations & Transport	32
Props & Costume Store.....	17	Shooting in AFTRS Studios	32
Workshop.....	17	DOCUMENTARY	33
VIDEO POST	18	TRAVEL.....	33
Equipment Drop-Off for Video Post:.....	19	POST-PRODUCTION.....	34
Video Post Equipment Handling:	19	MENTAL HEALTH.....	35
Equipment Drop-off from Video Post:	19	AFTRS Safe Conversation Officers	35
Inductions.....	19	Counselling.....	36
Post Production workflows	19	FIRST NATIONS.....	37
CONFORM.....	19	Working with Aboriginal and Torres Strait Islander Cast and Crew	37
CREDIT CREATION.....	19	Filming in Remote and Regional Communities	37
PRE-MASTERING.....	19	Returning Home Protocols	37
GRADE	19	APPENDICES	38
EDIT SUITES.....	20		
Picture Edit Review Screenings.....	20		
VFX LAB.....	20		
MIX THEATRE & RECORDING STUDIOS.....	21		

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 COVID-Safe 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

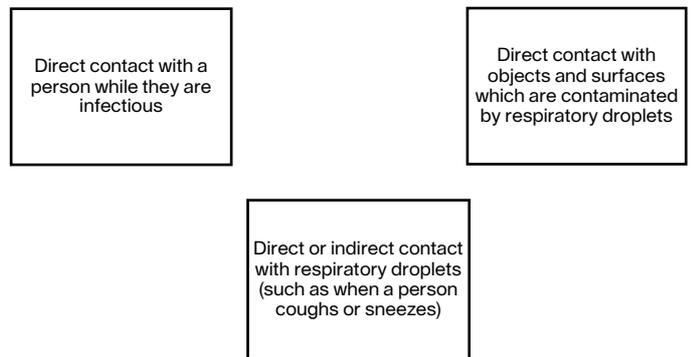
There is no conclusive set of symptoms which will indicate whether a person has COVID-19. At the moment, a test is needed to confirm a diagnosis of COVID-19. However, there are a set of common and less common symptoms which patients generally present with:

Common	Less Common
<ul style="list-style-type: none">• Fever (at least 37.5°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

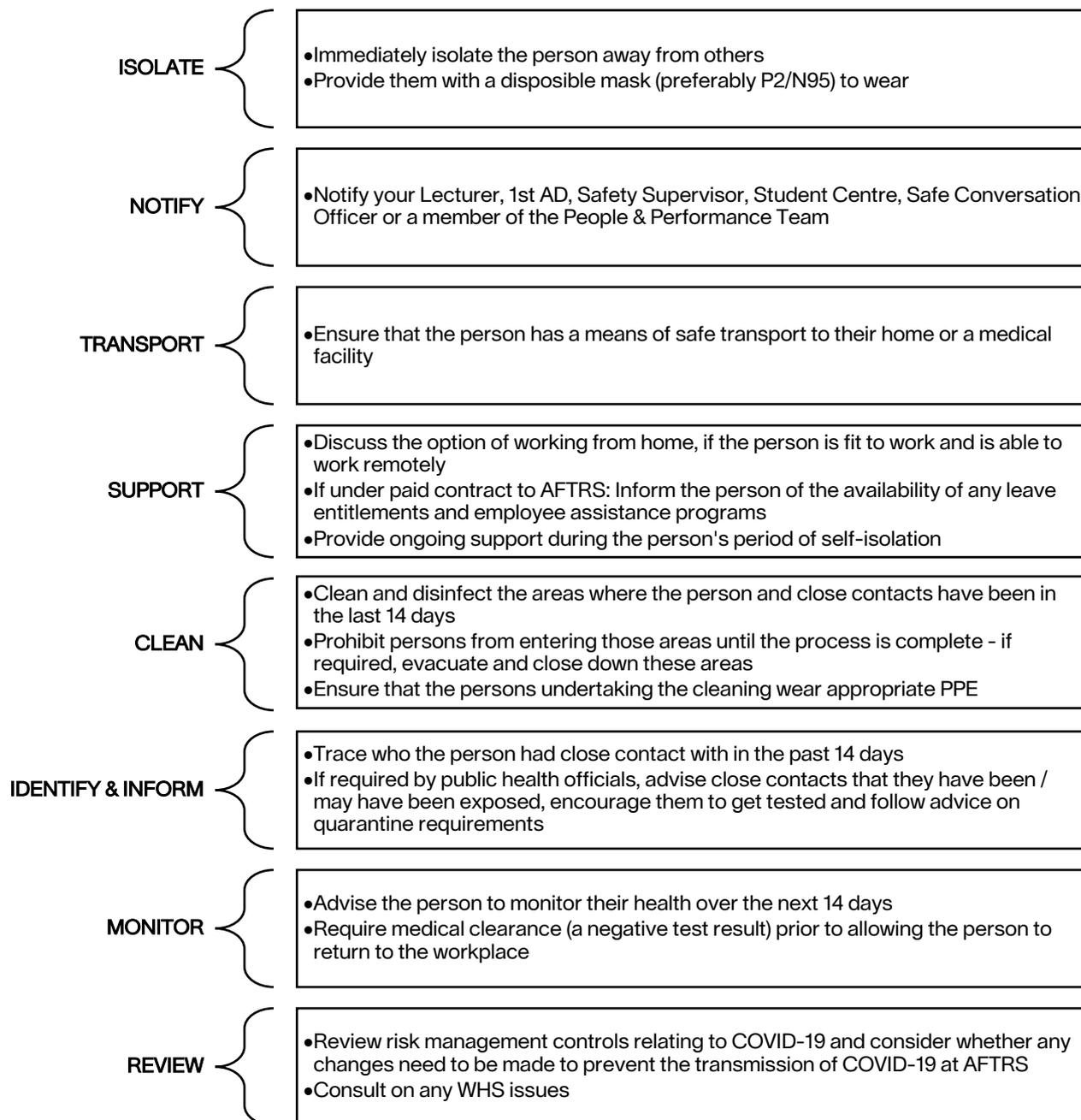
Every person has the same risk of contracting COVID-19, however some persons are at higher risk of serious illness / complications if they are infected with COVID-19. The Commonwealth Department of Health has identified that these persons at higher risk include:

- 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

Security (After hours): (02) 9805 6577

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

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

One of the AFTRS Safe Conversation Officers:

FIRST NAME	LAST NAME	POSITION or LOCATION	EMAIL ADDRESS	PHONE NUMBER
Alex	Hardaker	Technical support supervisor Production Office	Alex.hardaker@aftrs.edu.au	(02) 9805 6541
Annie	Wright	Senior Props Production area near studios	Annie.wright@aftrs.edu.au	(02) 9805 6536
Candis	Diaz	Curriculum Liaison Librarian Library	Candis.Diaz@aftrs.edu.au	(02) 9805 6412
EO	Gill	SDIN Project Officer - Monday, Wednesday (First Nations & Outreach, Level 2)	EO.Gill@aftrs.edu.au	(02) 9805 6687
Frazer	Bull-Clark	Collection Development Librarian Library	Frazer.Bull-Clark@aftrs.edu.au	(02) 9805 6443
Gary	Paramanathan	Outreach Manager Engagement Team, L2	Gary.paramanathan@aftrs.edu.au	(02) 9805 6486
Hayley	Brown	Library Supervisor Library	Hayley.Brown@aftrs.edu.au	(02) 9805 6437
Jessica	Anscombe	Curriculum Liaison Librarian Library	jessica.anscombe@aftrs.edu.au	(02) 9805 6447
Louise	Hope	Director of People & Performance L2	Louise.hope@aftrs.edu.au	(02) 9805 6466
Sue	Elphinstone	Project Officer Indigenous Unit, L2	Sue.Elphinstone@aftrs.edu.au	(02) 9805 6498
Dejay	Nguyen	Industry Manager (Students) - Level 2	dejay.vinguyen@aftrs.edu.au	(02) 9805 6447
Taryn	La Fauci	Administrator Radio Radio Office, L1	Taryn.lafauci@aftrs.edu.au	(02) 9805 6671

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

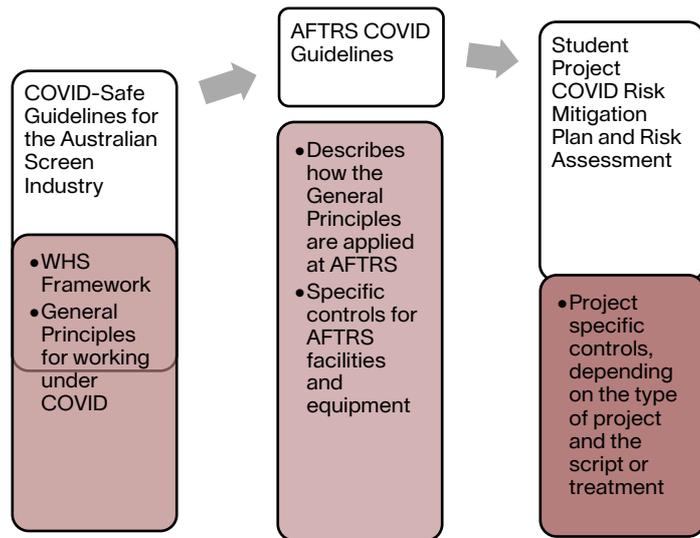
All members of the AFTRS community have a responsibility to ensure that their acts or omissions do not result in another person at AFTRS contracting COVID-19 by:

- 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 of 1.5m 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.



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. These specific COVID Safe controls to be included in the Risk Assessment prepared for each project.

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.

These steps are depicted in the diagram below:

Risk Management Process

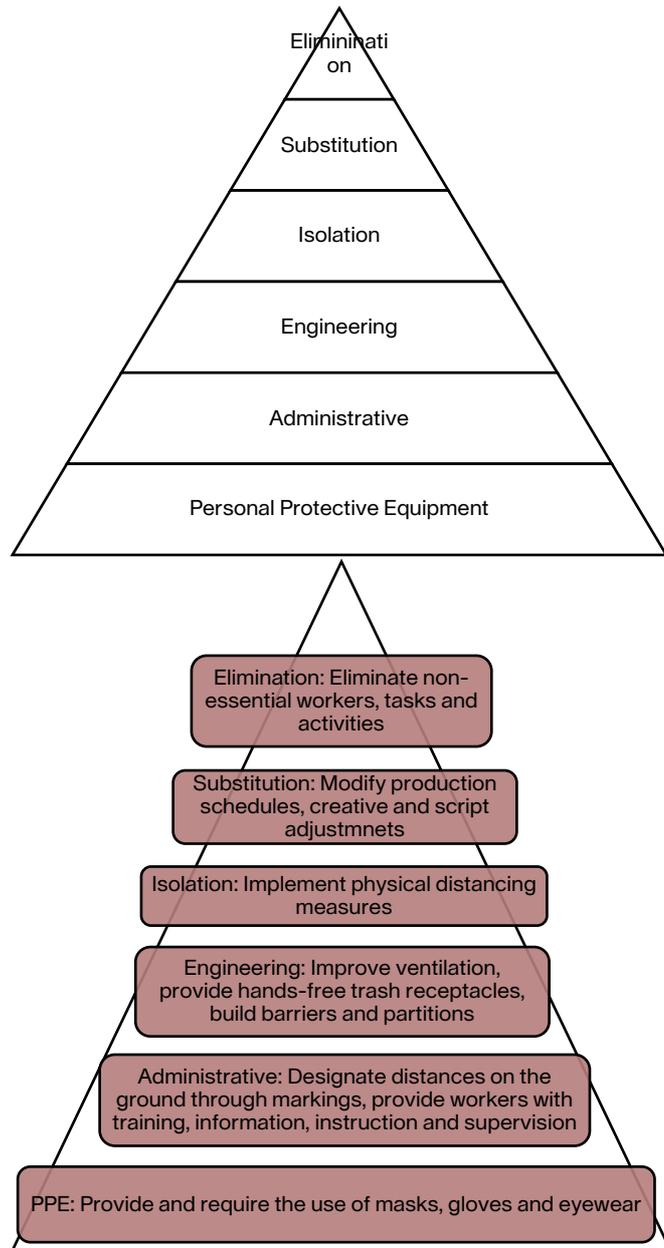
Establish Context:
Consider:

- Activity being conducted
- Size of production
- Requirements of the script
- Location of site/s and sets (including proximity to any COVID-19 'hotspots' or clusters and whether the production is indoors/outdoors)
- Number of contractors involved
- Domestic and international travel required
- Information provided by workers and supervisors which impacts work
- Relevant orders and directions under biosecurity / public health / emergency management laws



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, physical distancing should be maintained wherever practical. If not practical, mitigation plans must be adhered to at all times .

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 to be incorporated as part of every project's COVID Risk Mitigation Plan in the project Risk Assessment.

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**, as per the Government's current requirements.

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

Hygiene

- Set up hygiene stations with either soap and water or hand sanitiser at AFTRS and on every set
- 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 advice and AFTRS' SPECIFIC CONTROL MEASURES

AFTRS SPECIFIC CONTROLS

ENTERING THE BUILDING

All external personnel including volunteers, actors and freelance technical crew must 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 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
- 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

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 CLEAN & SEAL:

CLEAN

- 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
- 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 can 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

Tech Store, Lighting Store & Grip Store Equipment Pick-Up:

- 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:

- 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
- 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
- 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 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

- 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
- 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
- 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) and 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 always maintained. 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
- 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.
- 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

- 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
- 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.

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

Equipment Drop-off from Video Post:

- Video Post staff to drop off sanitised equipment to the OUT 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

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, touch screens and equipment switches. Do not attempt to clean these yourself. If you are at all unsure, check with your HOD first.

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 where practicable and 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, touch screens and equipment switches. Do not attempt to clean these yourself. If you are at all unsure, check with your HOD first.

Mix Review Screenings

- All Mix Review Screenings must observe safe physical distancing and must follow the [AFTRS Room Capacity Under COVID Guide](#).
- 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, 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.

Music Recording Sessions

- All persons must observe 1.5m physical distancing where practicable and follow the [AFTRS Room Capacity Under COVID Guide](#).
- 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
- 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.

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 via Moodle Room Booking System, no 'drop-ins'
- All Radio students and staff must use their issued headphones from AFTRS Media Kits and personal microphone popper stopper / mic sock
- Maximum eight people per session inside Radio Studio 1. ,
- Maximum three people per session inside Radio Studio 2 and Radio Studio 3
- When teaching and mentoring inside radio studios
- All persons must observe 1.5m physical distancing where practicable and follow the [AFTRS Room Capacity Under COVID Guide](#).
- Maximum five people per session inside the Radio Office Meeting / Podcast Room
- **Face-to-face interviews can be done provided physical distancing is observed as much as possible.** Guests will need to adhere to COVID safety protocols on campus.
- Please keep close contact to a max. of 15 minutes. i.e., if an interviewer and radio person are closer to subject than 1.5 metres, then take a break after 15 mins and move further apart – preferably go outside for a break, where possible.
- Students at times 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

- 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 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 Assessment 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
- 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

Close Proximity between Actors, including Physical Intimacy

- There must no close contact between actors unless agreed prior to the shoot with AFTRS Head of Producing and Production.
- Any scenes that involve cast members with close contact or physical intimacy need to be discussed with AFTRS Production staff first and appropriate controls developed in the Risk Assessment and implemented on set.
- 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:

- Handwashing stations and / or hand sanitiser must be set up prior to cast and crew arrival

On shoot days:

- Ensure all cast and crew observe physical distancing where practicable
- 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
- Limit unnecessary and casual contact between individuals
- No unauthorised visitors to set
- 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
- 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
- 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)

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:

- Casting, auditions and rehearsals can be conducted virtually where practicable
- Require cast to do their own makeup, hair and dress themselves wherever possible
- 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
- 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
- In pre-approved situations, where actors are in close contact, insure the following controls are in place –
 1. Keep close contact to a maximum of 15 minutes
 2. Actors to go outside in between takes where practicable
 3. Actors to sanitise hands and other skin – to - skin contact points in between takes
 4. In some situations, actors may elect to have a COVID-19 test 48 prior to filming close contact scenes

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
- Meals to be pre-prepared and individually packaged including fruit where possible
- Require all crockery, cutlery and napkin packs to be disposable
- Brief all persons on set to bring their own water bottle and enough water for themselves for the whole shoot day
- Require all drinks to be in single serving containers
- Ensure regular cleaning of unit / catering tables and chairs, including before and after meals

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
- Crew outside of each department should not handle 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
- 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

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
- 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

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 per day 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
- 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

- 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
- 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
- At end of day costumes are put into plastic garment bags
- Garment bags are sprayed with disinfectant

Hair & Makeup

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
- 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
- Prevent makeup supplies from being handled by anyone outside of the makeup department
- Wipe down makeup chairs with disinfectant wipes between uses by different cast members

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.
- Prevent swapping of lapel microphone belts and pouches between cast members
- Sanitise hands after cleaning all pieces of equipment
- Ensure the sound crew have adequate supplies of hand sanitiser available on set

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, where practicable
- Ensure hand sanitiser, PPE and hygiene stations are present at any area where crew are working for general use
- Open windows on set, where possible, to ensure ventilation
- 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 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:

- Follow the room capacity signage posted outside every AFTRS working space
- Deliver footage via sanitised hard drives
- 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

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
Alex	Hardaker	Technical support supervisor Production Office	Alex.hardaker@aftrs.edu.au	(02) 9805 6541
Annie	Wright	Senior Props Production area near studios	Annie.wright@aftrs.edu.au	(02) 9805 6536
Candis	Diaz	Curriculum Liaison Librarian Library	Candis.Diaz@aftrs.edu.au	(02) 9805 6412
EO	Gill	SDIN Project Officer - Monday, Wednesday (First Nations & Outreach, Level 2)	EO.Gill@aftrs.edu.au	(02) 9805 6687
Frazer	Bull-Clark	Collection Development Librarian Library	Frazer.Bull-Clark@aftrs.edu.au	(02) 9805 6443
Gary	Paramanathan	Outreach Manager Engagement Team, L2	Gary.paramanathan@aftrs.edu.au	(02) 9805 6486
Hayley	Brown	Library Supervisor Library	Hayley.Brown@aftrs.edu.au	(02) 9805 6437
Jessica	Anscombe	Curriculum Liaison Librarian Library	jessica.anscombe@aftrs.edu.au	(02) 9805 6447
Louise	Hope	Director of People & Performance L2	Louise.hope@aftrs.edu.au	(02) 9805 6466
Sue	Elphinstone	Project Officer Indigenous Unit, L2	Sue.Elphinstone@aftrs.edu.au	(02) 9805 6498
Dejay	Nguyen	Industry Manager (Students) - Level 2	dejay.vinguyen@aftrs.edu.au	(02) 9805 6447
Taryn	La Fauci	Administr ator Radio Radio Office, L1	Taryn.lafauci@aftrs.edu.au	(02) 9805 6671

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