

# AFTRS

Australian Film Television  
and Radio School

# **AFTRS COVID-Safe Guidelines & Production Protocols**

Version 7 – 25/05/2022

**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 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. 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:

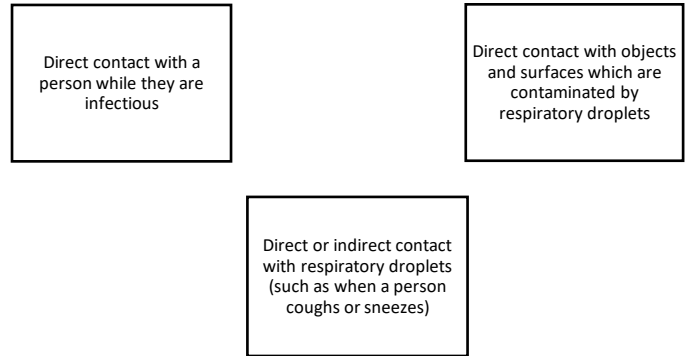
Common	Less Common
<ul style="list-style-type: none"><li>• Fever (at least 37.5°C)</li><li>• Dry cough</li><li>• Tiredness</li><li>• Sore Throat</li><li>• Runny nose</li></ul>	<ul style="list-style-type: none"><li>• Aches and pains</li><li>• Shortness of breath</li><li>• Diarrhoea</li><li>• Conjunctivitis</li><li>• Headache</li><li>• Loss of taste or sense of smell</li></ul>

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:



### High Risk Settings

- Mass gatherings indoors
- Poor ventilation
- Loud talking or singing

## 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

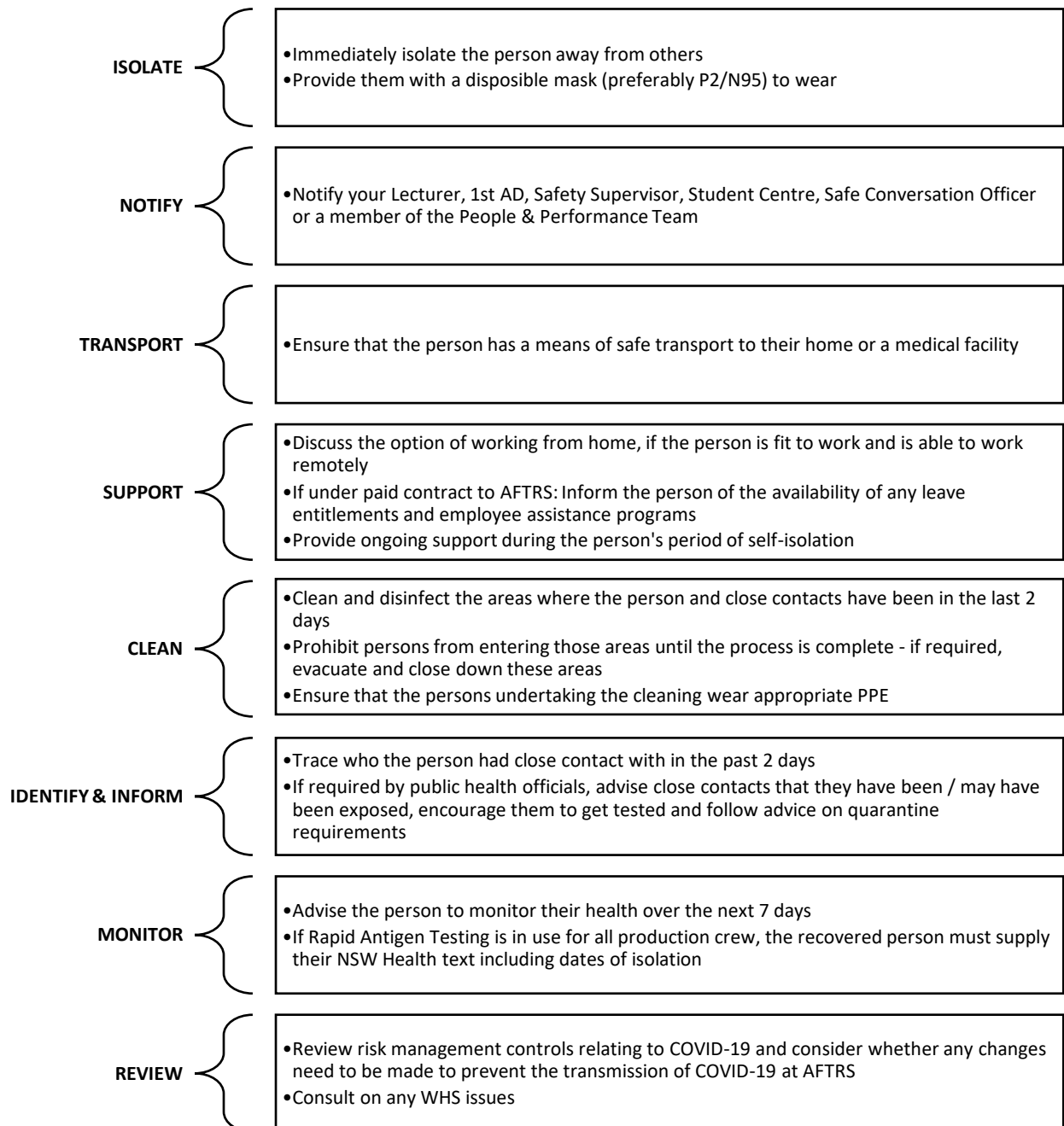
Every person has the same risk of contracting COVID-19, however some persons are at higher risk of serious illness / complications if they are infected with COVID-19. The Commonwealth Department of Health has identified that these persons at higher risk include:

- Aboriginal and Torres Strait Islander people aged 50 years and older with one or more chronic medical conditions
- People with chronic medical conditions
- People aged 65 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](mailto:studentinfo@aftrs.edu.au)

On set - your **1<sup>st</sup> AD, Safety Supervisor or Producer**

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

FIRST NAME	LAST NAME	POSITION & LOCATION	EMAIL ADDRESS	PHONE NUMBER
Alex	Hardaker	Technical Support Supervisor, Production Office	<a href="mailto:Alex.hardaker@aftrs.edu.au">Alex.hardaker@aftrs.edu.au</a>	(02) 9805 6541
Annie	Wright	Property Master, workshop area near studios	<a href="mailto:Annie.wright@aftrs.edu.au">Annie.wright@aftrs.edu.au</a>	(02) 9805 6536
Christopher	MacIldowie	HR Manager, Staff Office Level 2	<a href="mailto:cmacildowie@aftrs.edu.au">cmacildowie@aftrs.edu.au</a>	
Maddie	Connolly	Tech Support Administrator IT, Level 1	<a href="mailto:Madeline.connolly@aftrs.edu.au">Madeline.connolly@aftrs.edu.au</a>	(02) 9805 6506
Frazer	Bull-Clark	Collection Development Librarian Library	<a href="mailto:Frazer.Bull-Clark@aftrs.edu.au">Frazer.Bull-Clark@aftrs.edu.au</a>	(02) 9805 6443
Pearl	Tan	Subject Leader – Directing Staff Office Level 2	<a href="mailto:Pearl.tan@aftrs.edu.au">Pearl.tan@aftrs.edu.au</a>	(02) 9805 6506
Hayley	Brown	Library Supervisor	<a href="mailto:Hayley.Brown@aftrs.edu.au">Hayley.Brown@aftrs.edu.au</a>	(02) 9805 6437
Robbie	Miles	Subject Leader – Production Staff Office Level 2	<a href="mailto:Robbie.miles@aftrs.edu.au">Robbie.miles@aftrs.edu.au</a>	0431 566 132
Sue	Elphinstone	Project Manager, First Nations and Outreach, L2	<a href="mailto:Sue.Elphinstone@aftrs.edu.au">Sue.Elphinstone@aftrs.edu.au</a>	(02) 9805 6498
Taryn	Fauci	Radio Program Coordinator, Radio Office Level 1	<a href="mailto:Taryn.lafauci@aftrs.edu.au">Taryn.lafauci@aftrs.edu.au</a>	(02) 9805 6671

## Additional Considerations

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

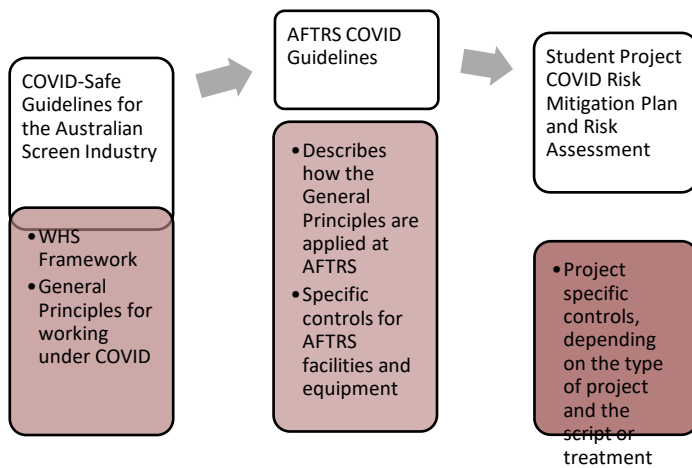
All members of the AFTRS community have a responsibility to ensure that their acts or omissions do not result in another person at AFTRS contracting COVID-19 by:

- 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 hygiene protocols
- Not attending the Building or set location if they are displaying symptoms of COVID-19 or feel unwell
- Reporting any 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.

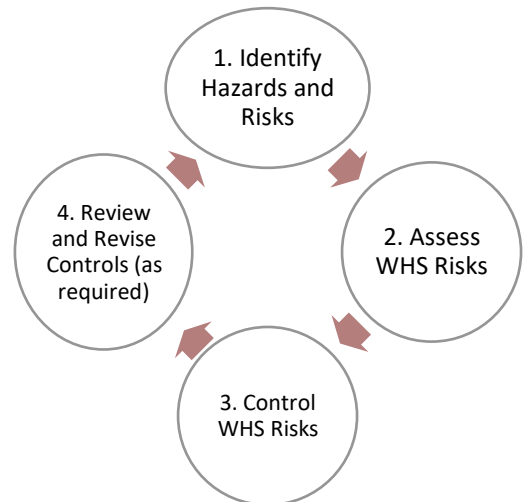
Under WHS laws, potential hazards must be **identified**, risks associated with those hazards need to be **assessed**, and control measures are required to be **implemented** to eliminate or minimise those risks.

These steps are depicted in the diagram below:

### Risk Management Process

**Establish Context:**  
Consider:

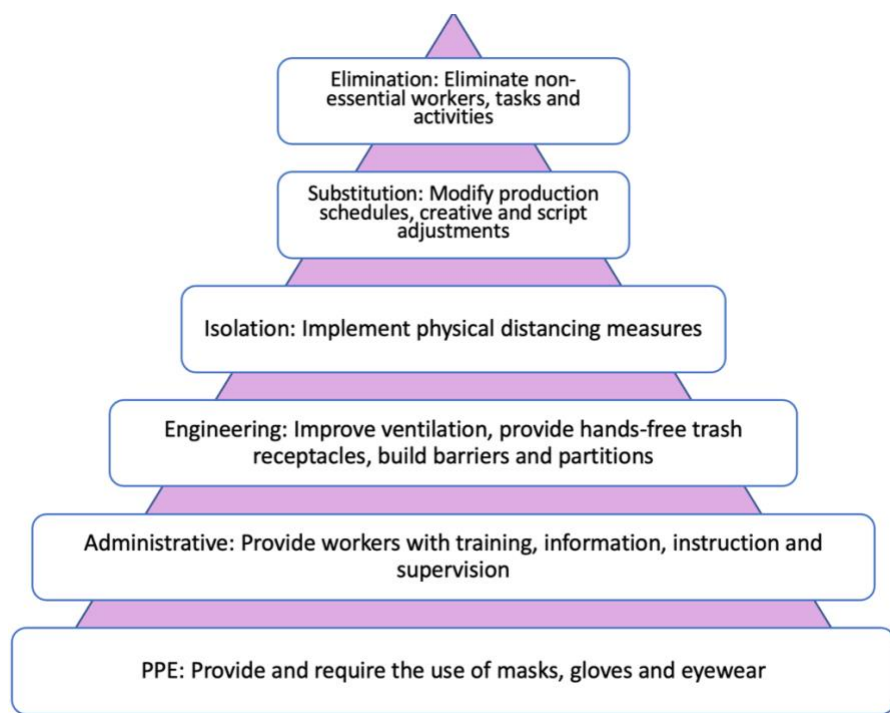
- Activity being conducted
- Size of production
- Requirements of the script
- Location of site/s and sets (including proximity to any COVID-19 'hotspots' or clusters and whether the production is indoors/outdoors)
- Number of contractors involved
- Domestic and international travel required
- Information 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.

## 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

It is encouraged to maintain physical distance from others where possible.

### Masks

When working in the AFTRS building, observe building requirements that may include wearing a mask.

For location-based productions, refer to the production's producer for current mask-wearing requirements.

### 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 shared tools and equipment are cleaned between uses
- Ensure all bathrooms and sinks have hand wash, paper towels and a suitable waste disposal container available
- 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
- Encourage people to get tested if they are showing symptoms of COVID-19 and / or in line with current health advice from public health agencies and AFTRS
- Anyone who develops symptoms and tests negative on a RAT is encouraged to take a PCR test before returning to set

### Vaccinations

- Full vaccination, including booster shots within 2 months of your eligibility date is mandatory for anyone involved in hands-on learning and production activities in the AFTRS building or on set

## AFTRS SPECIFIC CONTROLS

### ENTERING THE BUILDING

#### 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
- Students and staff are not to use facilities or equipment without a booking
- Personal equipment and tools are to be cleaned between uses

Every space, resource and facility at AFTRS will also have 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

### 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 and disinfectant is available

- Each person must clean their hands with hand sanitiser when entering
- 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

#### 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

#### EDIT SUITES

- Maintain physical distancing in edit suites as these are small, enclosed spaces

### MIX THEATRE & RECORDING STUDIOS

- Hand sanitiser, isopropyl (iso) alcohol wipes, facial tissues, to be made available in every room
- Observe instrument hygiene

#### Music, Foley and ADR Recordings

- Observe physical distancing as these are small, enclosed spaces
- 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

- Observe personal and instrument hygiene

#### Items to be provided by Conductors and Musicians:

- Stationery for score changes and mark-ups
- Conducting Baton(s)

## 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
- **Face-to-face interviews can be done provided all** adhere to COVID safety protocols on campus.
- Maintain sufficient sanitising and hygiene practices while using these spaces and equipment
- Printers and shared computers to have access to cleaning products and hand sanitiser

## PRODUCTION

### PRE-PRODUCTION, PRODUCTION & ON-SET PROTOCOLS

By their nature, screen productions are collaborative and involve numerous persons interacting in a designated area, which creates 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 hygiene practices including frequent hand washing
- 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

### 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 1<sup>st</sup> 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
- Sanitise before 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 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
- Sanitise shared props between takes, including between cast and stunts (in the case of shared props, performers to wash hands between each use)
- Use colour-coded props / equipment (with tape / stickers) to identify when equipment has been 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)

- 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
- 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, ensure the following controls are in place –
  1. Actors to go outside in between takes where practicable
  2. Actors to sanitise hands and other skin – to - skin contact points in between takes
  3. In some situations, actors may elect to have a COVID-19 test 48 prior to filming close contact scenes

## 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

## 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
- Sanitise viewfinders after each use
- Provide additional time at the end of the day to ensure cleaning and sanitisation of equipment used

## Directing, Assistant Directors & Continuity

- 1<sup>st</sup> 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
- 1<sup>st</sup> ADs to ensure that physical distancing protocols are maintained, including monitoring number of people on set and their entry / exit
- 1<sup>st</sup> 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

- 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
- 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

## Costume

## 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

## 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

Alex	Hardaker	Technical support supervisor Production Office	<a href="mailto:Alex.hardaker@aftrs.edu.au">Alex.hardaker@aftrs.edu.au</a>	(02) 9805 6541
Annie	Wright	Senior Props Production area near studios	<a href="mailto:Annie.wright@aftrs.edu.au">Annie.wright@aftrs.edu.au</a>	(02) 9805 6536
Christopher	Macildowie	HR Manager Staff Office Level 2	<a href="mailto:CMacildowie@aftrs.edu.au">CMacildowie@aftrs.edu.au</a>	
Maddie	Connolly	Tech Support Administrator IT, Level 1	<a href="mailto:Madeline.connolly@aftrs.edu.au">Madeline.connolly@aftrs.edu.au</a>	(02) 9805 6506
Frazer	Bull-Clark	Collection Development Librarian, Library	<a href="mailto:Frazer.Bull-Clark@aftrs.edu.au">Frazer.Bull-Clark@aftrs.edu.au</a>	(02) 9805 6443
Pearl	Tan	Subject Leader – Directing Staff Office Level 2	<a href="mailto:Pearl.tan@aftrs.edu.au">Pearl.tan@aftrs.edu.au</a>	(02) 9805 6506
Hayley	Brown	Library Supervisor, Library	<a href="mailto:Hayley.Brown@aftrs.edu.au">Hayley.Brown@aftrs.edu.au</a>	(02) 9805 6437
Robbie	Miles	Subject Leader – Production Staff Office Level 2	<a href="mailto:Robbie.miles@aftrs.edu.au">Robbie.miles@aftrs.edu.au</a>	0431 566 132
Taryn	La Fauci	Administrator Radio Radio Office, L1	<a href="mailto:Taryn.lafauci@aftrs.edu.au">Taryn.lafauci@aftrs.edu.au</a>	(02) 9805 6671

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

[studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au)

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

FIRST NAME	LAST NAME	POSITION or LOCATION	EMAIL ADDRESS	PHONE NUMBER



## 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](mailto: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