Australian Screen Production Industry

COVID-Safe Guidelines

March 2022

Version 2

Contents

A. Introduction

Rationale

COVID-19 has presented a novel and unprecedented health and safety challenge to all industries and workplaces. There has been global disruption to industries, as governments have imposed restrictions under biosecurity, public health and emergency management laws in an effort to prevent outbreaks of COVID-19. The strict limitations which were imposed on the number of people who may be present in indoor and outdoor gatherings, physical distancing requirements and disruptions to the supply chain, resulted in many screen productions coming to a halt during lockdowns in 2020.

During late 2020, through 2021 and into 2022 it has become clear that Australia has been able to rapidly suppress clusters of COVID-19 or contain transmission within health service capacity. Given the high national uptake of available vaccinations, there is now significant community immunity against COVID-19. Therefore, it is appropriate to update these guidelines to assist the Australian screen production industry maintain full compliance with obligations under public health orders as well as work health and safety (**WHS**) laws.

These Guidelines have been developed by an Australian Screen Sector Task Force and are intended to provide support and assistance to all practitioners (from screen producers to individual workers) in the Australian screen production industry in returning and recommencing productions in order to eliminate and minimise the risks associated with exposure of personnel to COVID-19 while working on a production. These Guidelines are a live document which offer up-to-date, practical advice, drawing on a range of resources and consultation with the federal Chief Medical Officer's team, and will continue to evolve alongside the advice of governments and sector best practice.

The Guidelines should be read in conjunction with the existing WHS guidance, as well as the policies and procedures already applicable in your workplace. They should also be considered against updated State Health Government advice and associated local advice. In addition to consideration of these Guidelines, stakeholders and employers in the industry must ensure they take reasonably practicable steps to safeguard their cast and crew, as well as others who interact with the industry, by preparing a COVID-Safe risk mitigation plan based on a risk assessment prior to recommencing work.

Acknowledgements

In consultation with the Commonwealth Department of Health and global law firm Clyde & Co, version 1 of the Guidelines were developed by the Australian Screen Sector Task Force and this update includes consultation with Dr. Craig Dalton (Public Health Physician, Conjoint Assoc. Professor, School of Medicine and Public Health, University of Newcastle NSW Australia).

- Australian Broadcasting Corporation (ABC)
- Australian Director's Guild
- AusFilm
- Australian Film Television and Radio School
- Endemol Shine Australia
- Film Victoria
- Fremantle Australia
- Media, Entertainment and Arts Alliance

- Screen NSW
- Special Broadcasting Service (SBS)
- Screen Australia
- Screen Canberra
- Screen Queensland
- Screen Tasmania
- Screen Territory
- Screen West
- Screen Producers Australia
- South Australian Film Corporation

Legal

These Guidelines are current to the date of publication and will be reviewed and updated on an ongoing basis.

These Guidelines are not a substitute for independent legal advice and it is recommended that members of the screen production industry obtain appropriate advice relevant to their particular circumstances.

Members of the Australian Screen Sector Task Force are not liable for any loss resulting from any action taken or reliance made by you on any information or material contained in these Guidelines (including, without limitation, third party information).

B. How to Use this Document

These Guidelines are to be used by screen productions as guidance to develop their own COVID-Safe risk mitigation plan prior to recommencing work. That COVID-Safe risk mitigation plan must be based on a risk assessment that you have undertaken for your specific production.

The below diagram sets out how these Guidelines should be used in performing a risk assessment and preparing a COVID-Safe risk mitigation plan:

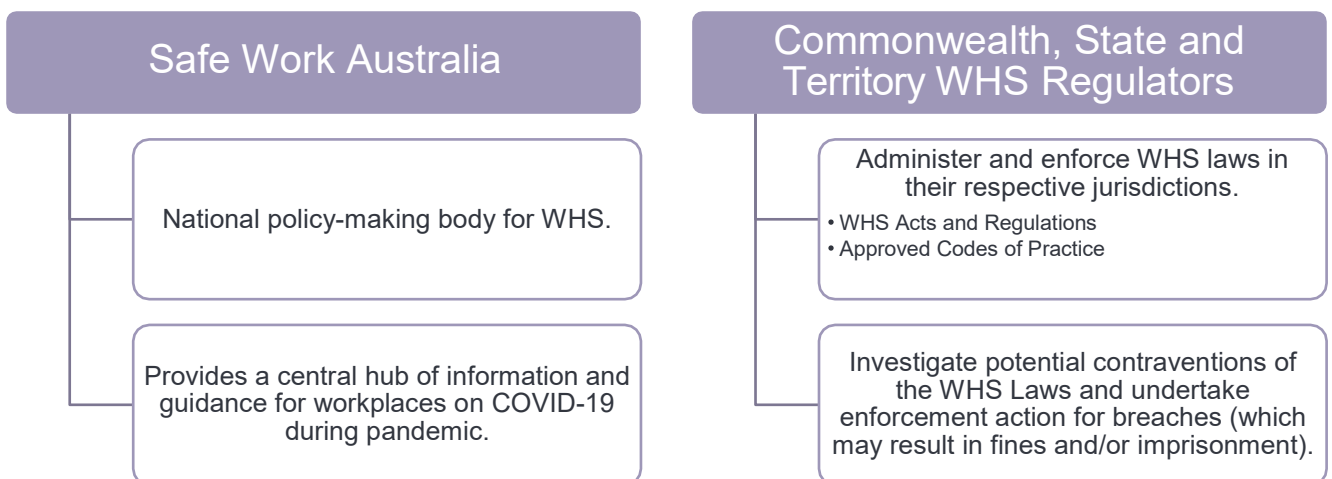| Review these Guidelines. | Perform an assessment of the risks and hazards particular to your specific production (using the Risk Management Process set out in Section E of these Guidelines). | Prescribe controls for these identified risks and hazards, including the mandatory controls set out in Section G of these Guidelines as well as a selection of the controls set out in Section H and any other controls required. | Prepare a COVID-Safe Risk Mitigation Plan, including undertaking consultation with workers and other PCBUs. | Commence or recommence your screen production. |

These Guidelines do not prescribe a comprehensive set of controls to manage the risk of COVID-19 transmission in a screen production. The circumstances faced by each individual production are different. Screen producers must select a suite or package of controls which are appropriate to the unique characteristics of their particular production. The controls set out in Section G of these Guidelines are **mandatory** (as they are based on current government advice) and applicable to all screen productions (including at departmental levels) as part of a COVID-Safe risk mitigation plan. The specific control measures set out in Section H of these Guidelines are **optional**, and productions should consider what combination of those specific departmental controls are reasonably practicable for their production to implement, based on the risk assessment the production has undertaken. Further, the control measures in Section H are by no means exhaustive and individual productions may choose to go beyond these control measures.

Relationship with WHS Bodies

The WHS regulatory framework in Australia is set out in the below diagram.

Safe Work Australia	Commonwealth, State and Territory WHS Regulators
National policy-making body for WHS.	Administer and enforce WHS laws in their respective jurisdictions. • WHS Acts and Regulations • Approved Codes of Practice
Provides a central hub of information and guidance for workplaces on COVID-19 during pandemic.	Investigate potential contraventions of the WHS Laws and undertake enforcement action for breaches (which may result in fines and/or imprisonment).

Safe Work Australia

These Guidelines incorporate the guidance provided by Safe Work Australia in relation to control measures which should be implemented by workplaces to eliminate and minimise risks related to the transmission of COVID-19 in the workplace.

Commonwealth, State and Territory WHS Regulators

Commonwealth, State and Territory WHS Regulators will not enforce these Guidelines as they are not legally binding. However, the duties under the WHS Laws are enforceable and failure to comply may result in enforcement action by the respective WHS Regulator in each jurisdiction. For example, failure to take reasonably practicable steps to safeguard workers and other persons in the workplace by implementing control measures to eliminate or minimise risks to health and safety (such as those set out in Sections G and H of these Guidelines) or a failure to consult (as set out in Section F of these Guidelines) may result in enforcement action.

Accordingly, it is recommended that those in the screen production industry use these Guidelines to develop their own protocols to ensure a COVID-Safe environment at their workplace, so far as is reasonably practicable.

C. About COVID-19

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. 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 through close proximity droplet spread, longer distance aerosol transmission and through contact with contaminated objects.

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.

Symptoms of COVID-19 include:

- fever (37.5 ° or higher)
- cough
- fatigue
- sore throat
- headache
- shortness of breath (difficulty breathing)
- runny nose
- loss of taste, loss of smell.

Other reported symptoms of COVID-19 include acute blocked nose (congestion), muscle pain, joint pain, diarrhoea, nausea, vomiting and loss of appetite.

In severe cases, a person may have breathing difficulties or develop pneumonia.

Generally, symptoms manifest between 1 to 14 days after infection with most occurring 2 to 6 days after infection. Some people who contract COVID-19 may not present any symptoms at all but will still be able to spread the virus.

How COVID-19 Spreads

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

- Direct contact with a person while they are infectious
- Direct or indirect contact with respiratory droplets (such as when a person coughs or sneezes)
- Direct contact with objects and surfaces which are contaminated by respiratory droplets
- Short or longer distance aerosol transmission that can transmit over many metres

High Risk Settings

High risk settings are those that appear to support efficient transmission of the virus and cause "super spreading" events. Factors that increase the risk of super spreading events can include:

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

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.

- People aged 65 years and older
- Aboriginal and Torres Strait Islander people aged 50 years and older
- People with chronic medical conditions and/or obesity

However, there is not a clear age cut off for serious illness.

Resources
For further information, please refer to the following resources:

National Coronavirus Helpline	1800 020 080
NSW Health Department Helpline	1300 066 055
QLD Health Department Helpline	13 432 584
VIC Health Department Helpline	1800 675 398
SA Health Department Helpline	1300 232 272
WA Health Department Helpline	(08) 6373 2222
TAS Health Department Helpline	1800 671 738
ACT Health Department Helpline	(02) 5124 9213
NT Health Department Helpline	(08) 8922 8044

D. Duties under WHS Laws

Every person working in the screen industry has a role and responsibility to ensure the health, safety and wellbeing of themselves and others at the workplace. Every person is required to comply with applicable WHS laws. It is important that all players in the industry understand their WHS obligations to eliminate or minimise the possibility of exposure to COVID-19 at the workplace.

Overview of Applicable Laws

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

Duties of a PCBU

Persons conducting a business or undertaking (**PCBU**) (including employers) have a duty to ensure, so far as is reasonably practicable, the health and safety of workers while at work at the business or undertaking. A PCBU must also make sure that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

The definition of a PCBU captures most modern working arrangements. There may be multiple PCBUs involved in a single production. A non-exhaustive list of examples of PCBUs in the industry is set out below:

Who can be a PCBU in the Screen Production Industry?

- A production company
- Self-employed directors, producers and crew members (including pre-production, shoot and post production)
- Businesses or contractors providing services such as creative or technical services
- Agencies responsible for advertising, editing, event production, film distribution and marketing

To comply with this duty, a PCBU must, so far as is reasonably practicable:

- Provide and maintain a work environment without the risks to health and safety of workers, visitors and any other persons at the workplace

- Provide and maintain safe systems of work (for example, by adapting scripts, modifying production schedules and implementing departmental bubbles)

- Ensure that the handling and storage of plant, structures and substances does not pose risks to health and safety (such as by ensuring regular cleaning and disinfecting and the use of appropriate personal protective equipment (**PPE**))

- Provide the necessary training, information, instruction and supervision for workers, visitors and other persons at the workplace to protect against risks to health and safety (such as through infection control training, hygiene training and putting up posters and signage in prominent locations)

- Providing adequate facilities for the welfare of workers at work (for example, through providing sufficient hygiene stations)

- Ensuring that the health of workers and the conditions at the workplace are monitored for the purpose of preventing the transmission of COVID-19

- Ensuring that a worker is not exposed to a risk of contracting COVID-19 when occupying accommodation owned or managed by the PCBU

Duties of Officers

Officers of a PCBU have a duty to exercise due diligence to ensure that the PCBU complies with their WHS duties and obligations. Officers include any person involved in the governance of a PCBU. This includes (but is not limited to) a Company Director, Company Secretary, a person who participates in decision-making that affects the whole or a substantial part of the business, or a person who has the capacity to significantly affect

the financial standing of the business.

Officers must ensure that the PCBU has appropriate resources in place to enable a proactive risk management approach to COVID-19. Officers need to be able to demonstrate that they have put sufficient resources in place at their PCBU to eliminate the risks so far as is reasonably practicable and, after exhausting elimination strategies, implement risk minimisation strategies so far as is reasonably practicable.

Duties of Workers

A worker owes a duty to take reasonable care that their acts and omissions do not adversely affect their own health and safety, or the health and safety of others while at work. A worker is any person who carries out work in any capacity in a screen production, including:

Employees	Contractors or subcontractors (and their employees)	Outworkers
Employees of labour hire companies	Apprentices	Trainees
Volunteers	Students on work experience	A PCBU that carries out work for another PCBU

Workers have a responsibility to ensure that their acts or omissions do not result in another person at the workplace contracting COVID-19. Workers can discharge this duty by:
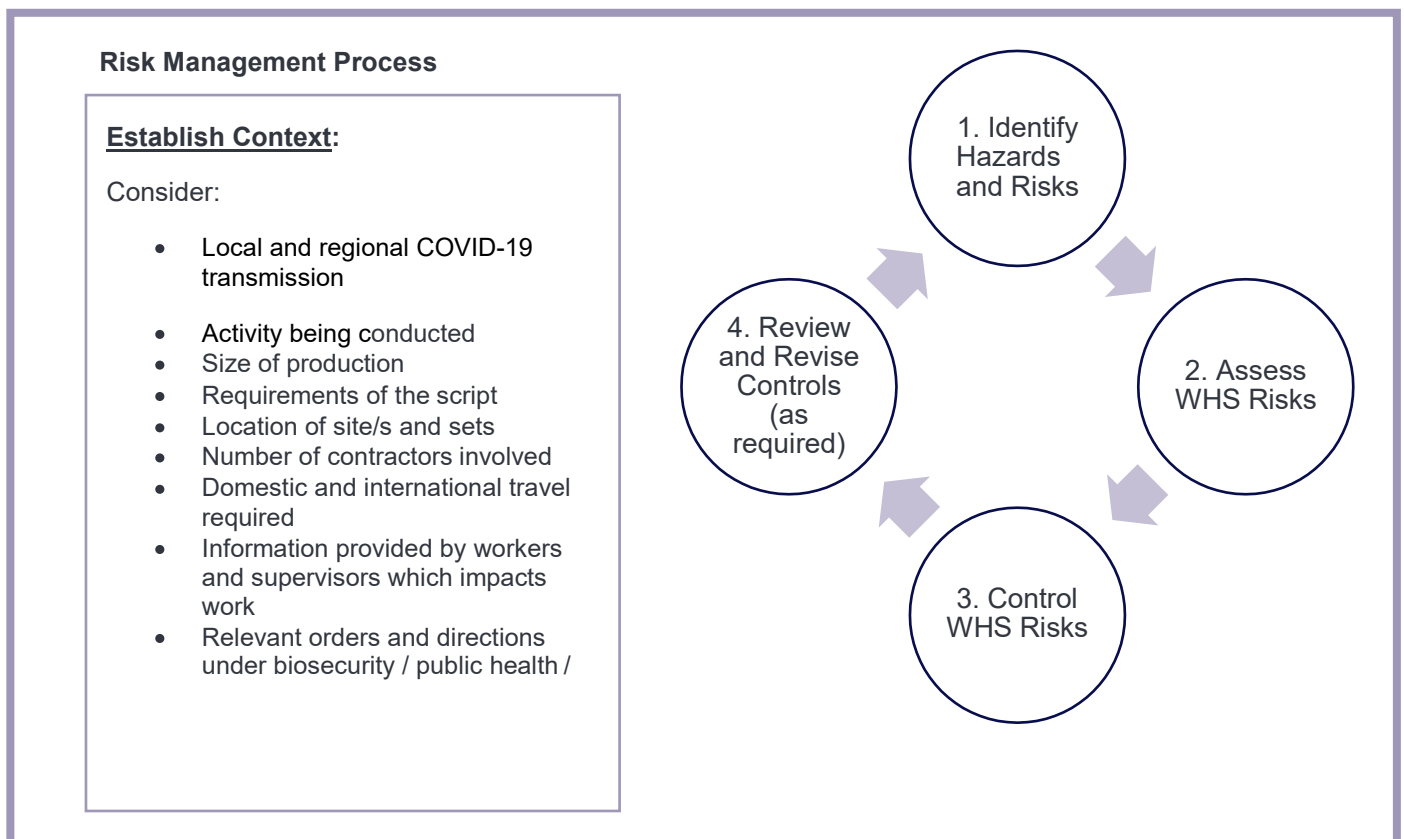
- Following all directions and instructions given in relation to minimising or eliminating the risk of COVID-19 at work

- Following any applicable orders / directions given under public health / emergency management legislation

- Following physical distancing and hygiene protocols

- Reporting to their PCBU and not attending the workplace if they are displaying symptoms of COVID-19 or feel unwell

- Reporting any suspected or confirmed case of COVID-19 to their supervisors

- Using PPE as instructed

- Taking reasonable care for their health and safety outside the workplace (in respect of COVID-19 transmission) for the duration of a shoot

E. Risk Management Approach

Risk Management Process

To establish a COVID-Safe environment, PCBUs must implement a risk-based approach to returning or recommencing work. In particular, prior to recommencing work, PCBUs must ensure that they have developed a COVID-Safe risk mitigation plan, based on a risk assessment for each particular production.
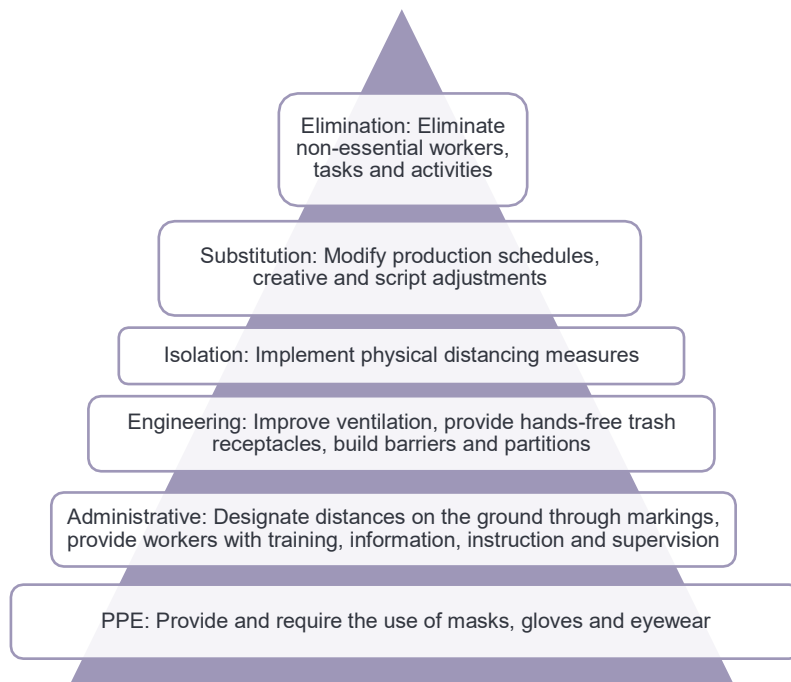
Under WHS laws, potential hazards must be **identified**, risks associated with those hazards need to be **assessed**, and control measures are required to be **implemented** to eliminate or minimise those risks. These steps are depicted in the diagram below:

Risk Management Process

Establish Context:

Consider:

- Local and regional COVID-19 transmission

- Activity being conducted
- Size of production
- Requirements of the script
- Location of site/s and sets
- 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 /

1. Identify Hazards and Risks

2. Assess WHS Risks

3. Control WHS Risks

4. Review and Revise Controls (as required)

Hierarchy of Controls

WHS risks are managed by selecting a package of control measures for a screen production, 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 provides examples of controls which fall within the various classes of control measures.

Hierarchy of Controls

Elimination

Substitution

Isolation

Engineering

Administrative

Personal Protective Equipment

Elimination: Eliminate non-essential workers, tasks and activities

Substitution: Modify production schedules, creative and script adjustments

Isolation: Implement physical distancing measures

Engineering: Improve ventilation, provide hands-free trash receptacles, build barriers and partitions

Administrative: Designate distances on the ground through markings, provide workers with training, information, instruction and supervision

PPE: Provide and require the use of masks, gloves and eyewear

Depending on the specific health and safety risks in relation to the transmission of COVID-19 that are particular to each production, a PCBU 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 PCBU must implement a package of measures that is **reasonably practicable** for its workplace. Not all control measures will be reasonably practicable. For example, while testing workers for COVID-19 may be useful, it may not be reasonably practicable for each production. However, 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 a PCBU to weigh up all relevant matters, including:
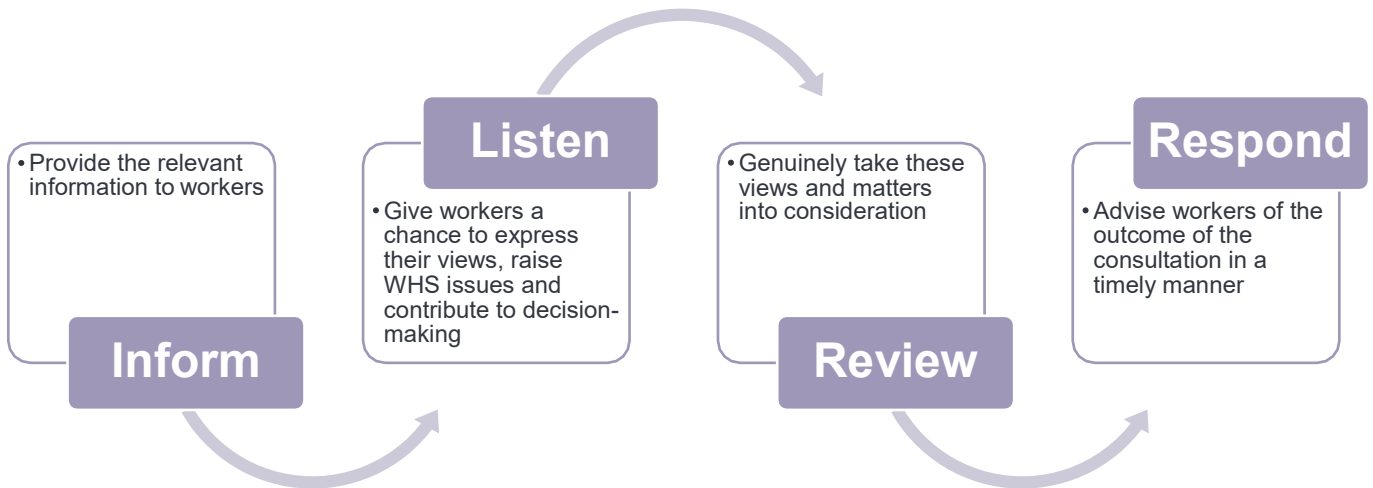
- The likelihood of COVID-19 transmission occurring

- 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 of 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 these Guidelines are intended to assist you as PCBUs within the screen industry to manage this risk.

F. Engagement and Consultation
Consultation with Workers

PCBUs have a duty to consult with workers, so far as is reasonably practicable, when workers are, or are likely to be, directly affected by a matter relating to health and safety. This is known as **vertical consultation**:

Inform
• Provide the relevant information to workers

Listen
• Give workers a chance to express their views, raise WHS issues and contribute to decision-making

Review
• Genuinely take these views and matters into consideration

Respond
• Advise workers of the outcome of the consultation in a timely manner

Consultation is required in relation to COVID-19 in the following circumstances (at a minimum):

- When assessing the risk of transmission of COVID-19 arising from various tasks performed in the course of the production (including when considering the particular risks posed to members of a vulnerable group)
- When making decisions about the ways to eliminate or minimise those risks
- When making decisions about the adequacy of facilities for the welfare of workers
- When proposing changes which may affect the risk of transmission of COVID-19 in the workplace
- When making decisions about the procedures for:
  o Consulting with workers
  o Resolving WHS issues (such as a suspected or confirmed case of COVID-19)
  o Monitoring the health of workers (such as temperature checks or COVID-19 testing)
  o Monitoring the conditions at the workplace
  o Providing information and training to workers relating to COVID-19

Consultation, Co-operation and Co-ordination with other PCBUs

In addition to the requirement of vertical consultation, PCBUs have a duty to engage in what is known as **horizontal consultation**. That is, where another person or PCBU interacts or undertakes overlapping activities at work, each of those persons must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with those other persons.

Where a contractor attends the site of a screen production (for example, to provide a service or make a delivery), both the contractor and the production company owe a duty to eliminate or minimise, so far as is reasonably practicable, the risk of the spread of COVID-19 in the workplace. This may include a production company advising contractors of its COVID-19 protocols that apply at its production, requesting information and verifying how the contractor is managing the risks of COVID-19 in its operators and / or providing contractors with an instruction sheet on the COVID-19 protocols that must be followed at its workplace.

PCBUs which may need to be consulted and co-ordinated with include:

- The person with management or control of the location where work takes place / is hired for production purposes
- A delivery partner
- A supplier
- A contractor providing technical services (e.g. post production, set construction)

Recommencing Work

The PCBU's plan for recommencing work needs to be developed in consultation with workers and any other relevant PCBUs. In relation to horizontal consultation, while the views of all other PCBUs should be taken into account as part of the consultation process, it will be particularly important to consult, co-operate and co-ordinate with those who are involved with the production on a full-time or frequent basis prior to a production recommencing.

G. Control Measures to be Considered

The Australian film and television industry has shown remarkable resilience and ability and willingness to adapt. There have been unprecedented levels of production, across the sector, and productions have completed during lockdowns, border closures, localized outbreaks and other significant Covid related events.

The following is a suggested list of control measures that Producers may consider when planning, budgeting and scheduling their productions as part of their overall OH & S Management approach:

Risk Management Approach
- Consider current local and regional transmission during the risk assessment and risk management process to ensure any implemented control measures are proportionate.

Vaccinations
- Encourage cast and crew to receive the COVID-19 vaccine at their earliest opportunity. Be aware of any specific State and/or location specific vaccination requirements (including confirmation and clarification of 'up to date' or 'overdue').

Ventilation and Filming Indoors
- Include a ventilation plan, and audits of ventilation, in safety officer's responsibilities and as part of the production planning process.
- Refer to any State Government or SafeWork mandates or advice with regards to interior square meter caps, or physical distancing requirements, including interior of vehicles.

Testing
- If there is local and regional transmission of COVID-19, or scenes requiring close proximity, consider an enhanced testing regime.
- Encourage cast and crew to be tested for COVID-19 prior to the commencement of work. This may include Rapid Antigen Testing or PCR testing. Be aware of testing availability in remote and regional areas. There is evidence that Rapid Antigen Tests are not as sensitive for the Omicron variant as they were for Delta, and there are also instances of false negatives from these tests. Testing regimes may need to incorporate both Rapid Antigen and follow up PCR tests for suspected positive cases.

Production Planning
- Ensure a clear chain of command and communication has been established with regards to Covid Personnel (if applicable) and protocols have been established prior to principal photography; with details of all personnel and protocol made available to cast and crew. Clear communication to all cast, crew & extras before and when any updates are required during employment ensures that all involved are aware of the production risk and risk management protocols, personal responsibilities and reduces any unnecessary anxiety due to unclear instructions.
- Be aware of Federal and State mandates of isolation protocols during pre, shoot & post as these are continually being updated. Ensure that contingent plans are made ahead of time regarding isolation costs and venues, should a cast or crew member test positive for COVID-19 while away from their home state or away on location
- Ensure that anyone displaying cold / flu symptoms is removed from the workplace and undergoes a COVID-19 test (returning a negative result) prior to returning to work after symptoms have resolved. If positive, the individual should seek medical advice and if required, receive a medical certificate prior to returning to work after their symptoms have resolved.
- Productions operating in regions that have no mask requirements in health facilities or in public indoor or transport settings can reasonably assume that the jurisdiction is at a low level of transmission risk and can adjust their controls proportionately.

- Single Use Catering Supplies: Foodborne transmission of COVID-19 is not a common transmission route. Consider if the need for individually packed meals is a necessity in areas of low/no community transmission. Standard food service hygiene practices (including buffet style serving) can be applied and coupled with the use of commercial dishwashers.
- Consider frequency and level of cleaning required based on individual department protocols, locations, number of persons, facilities used and local transmission of COVID-19.
- Refer to any specific State Government / SafeWork mandated requirements with regards to square meter and physical distancing requirements.
- Include audits of ventilation (eg. designated windows are open) in the Safety Officer or Covid Safety Personnel's responsibilities.

Now that the circumstances of COVID-19 transmission in Australia are substantially different to when Version 1 of the Australian Screen Production Industry Covid Safe Guidelines were published, and more is known regarding routes of transmission and Public Health responses within both Federal and State levels, some of the measures contained may now appear 'over the top' or excessive when the risk is low. It is acknowledged that enforcing of practices which are no longer deemed necessary may create conflict between Safety Officers and Covid Personnel. There needs to be consideration of **current** COVID-19 risk to productions given location, action and perceived risk which may or may not be 'scaled up or down' depending on changing circumstances. As is evident in 2021 and 2022, situations can change very quickly, therefore it is strongly recommended that Productions still have a carefully considered Covid plan in place to ensure information is in place and available should Covid risk increase.

Aboriginal and Torres Strait Islander Peoples

In collaboration with Aboriginal and Torres Strait Islander Peoples, staff at AFTRS and Screen Australia, consultants and organisations, the following Guidelines have been developed for use when working with 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 Peoples, 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 Peoples cast and crew, which will ensure ongoing Indigenous representation on Australian and International screens.

Working with Aboriginal and Torres Strait Islander Peoples 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
- have chronic medical conditions

All of the guiding principles set out in this document should ensure the health wellbeing of Aboriginal and Torres Strait Islander Peoples in the screen sector. However, with these issues in mind it is important to take a proactive approach when engaging Aboriginal and Torres Strait Islander cast and crew, and when production is taking place in locations where there is large Aboriginal and Torres Strait Islander populations.

Filming in Remote and Regional Communities

Travel into remote communities may be restricted. State and territory governments, in consultation with Indigenous communities and in line with the *Biosecurity Act 2015* (Cth), have nominated areas where these restrictions may apply. The National Indigenous Australians Agency, 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 Aboriginal and Torres Strait Islander 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.

Resources

- https://www.health.gov.au/sites/default/files/documents/2020/04/remote-community-entry- requirements-in-place-under-the-biosecurity-act-2015_0.pdf

- https://www.niaa.gov.au/indigenous-affairs/coronavirus-covid-19

- https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health- alert/coronavirus-covid-19-advice-for-travellers

- https://www.health.gov.au/health-alerts/covid-19/government-response

- https://www.screenaustralia.gov.au/about-us/doing-business-with-us/indigenous- content/indigenous-protocols

H. Additional Matters
Insurance

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

Employment / HR

During the COVID-19 pandemic, screen productions need to balance legal obligations, including those relating to WHS, employment and anti-discrimination laws. It is recommended that screen productions should consider the following non-exhaustive list during the pandemic:

- Employees and employers have rights and obligations contained in legislation (eg the Fair Work Act) the safety net award (the Broadcasting, Recorded Entertainment and Cinemas Award), any applicable industry agreements, their employment contract and/or workplace policies;

- In circumstances where an employee is unable to attend work because of COVID-19 for example, on the basis of government instruction or medical advice employers are encouraged to explore options with employees such as:

    o Availability of personal and/or annual leave;

    o Under the Broadcasting Award, any employee is entitled to take up to 2 weeks' unpaid pandemic leave if the employee is required by government or medical authorities or on the advice of a medical practitioner to self-isolate and is consequently prevented from working, or is otherwise prevented from working by measures taken by government or medical authorities. This leave entitlement is available until 30th June 2022.

    o Provision of discretionary leave;

    o Whether there are any flexible working arrangements that can be explored to suit an individual employee's needs and circumstances; and

    o Right to return to previous role once fit for work or otherwise able to resume work;

- Whether it is reasonable for workers to refuse certain forms of health monitoring or to wear PPE;

- Privacy, confidentiality and anti-discrimination issues around the collection of health information from workers and / or disclosure of a positive COVID-19 test; and

- Whether any changes or requirements put in place as a result of COVID-19 would breach anti-discrimination legislation such as terminating the employment of an employee who has COVID-19.

The position in relation to the above matters will be subject to any applicable contract of employment, industry agreement, award and / or workplace policies and procedures.

I. Review of Guidelines and Control Measures

In the current Pandemic climate, the situation with COVID-19 can rapidly escalate as a result of new outbreaks, variants, and / or clusters of infections. While some control measures, such as the wearing of PPE in particular contexts, may be considered appropriate now, the guidance may be updated as our understanding of COVID-19 develops. Accordingly, any control measures should be reviewed on a regular basis.

The following circumstances (although not an exhaustive list) provide a 'trigger point' for the production to undertake a review of control measures:
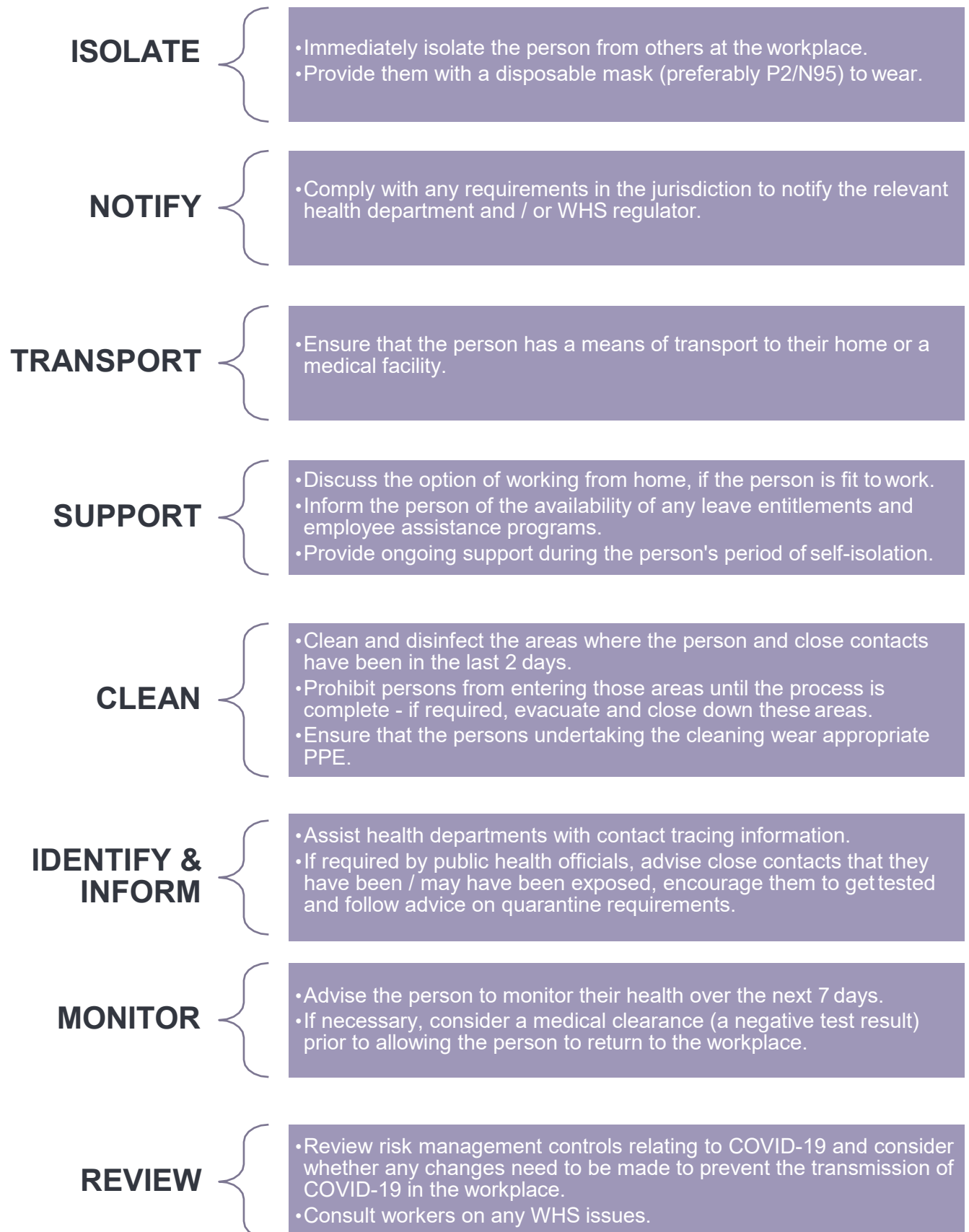
- If the State or Territory government introduces, amends or revokes its COVID-19 orders / directions under biosecurity, public health or emergency management legislation
- If the Federal, State or Territory government amends biosecurity and / or public health laws relating to COVID-19
- If there is a suspected or confirmed case of COVID-19 in the workplace
- If there is an outbreak of COVID-19 in an area where a production is being filmed or where part of the production is located
- If the Federal, State or Territory Health Department releases new guidance or amends its existing guidance on COVID-19
- If the National, State or Territory WHS regulator releases new guidance or amends its existing guidance on COVID-19
- If a State or Territory government designates an area of increased transmission (note each jurisdiction uses different descriptors for this determination).

In general, screen productions and all PCBUs in the industry should ensure that they identify reliable sources of information and have processes in place to ensure that the above are monitored so that any changes can be considered as soon as possible.

J. Incident Management and Response

Each screen production and PCBU in the industry must have an incident management and response plan in the event of a suspected or confirmed case of COVID-19. Any incident management and response plan should, at minimum, involve the steps sets out in the diagrams below:

Suspected or Confirmed Case of COVID-19

ISOLATE
- Immediately isolate the person from others at the workplace.
- Provide them with a disposable mask (preferably P2/N95) to wear.

NOTIFY
- Comply with any requirements in the jurisdiction to notify the relevant health department and / or WHS regulator.

TRANSPORT
- Ensure that the person has a means of transport to their home or a medical facility.

SUPPORT
- Discuss the option of working from home, if the person is fit to work.
- Inform the person of the availability of any leave entitlements and employee assistance programs.
- Provide ongoing support during the person's period of self-isolation.

CLEAN
- Clean and disinfect the areas where the person and close contacts have been in the last 2 days.
- Prohibit persons from entering those areas until the process is complete - if required, evacuate and close down these areas.
- Ensure that the persons undertaking the cleaning wear appropriate PPE.

IDENTIFY & INFORM
- Assist health departments with contact tracing information.
- If required by public health officials, advise close contacts that they have been / may have been exposed, encourage them to get tested and follow advice on quarantine requirements.

MONITOR
- Advise the person to monitor their health over the next 7 days.
- If necessary, consider a medical clearance (a negative test result) prior to allowing the person to return to the workplace.

REVIEW
- Review risk management controls relating to COVID-19 and consider whether any changes need to be made to prevent the transmission of COVID-19 in the workplace.
- Consult workers on any WHS issues.

Additional Considerations

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

- Outbreaks of COVID-19 at the workplace may be reported on in the media and subject to intense scrutiny. It is important to establish a communication strategy ahead of time in order to manage the relationship with any interested parties who are reporting on the matter

- Privacy obligations should be considered when informing other persons at the workplace that they have been / 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, or alternatively, a person may give consent for their name to be disclosed to assist with contact tracing

Notification

A PCBU may be required by law to notify the relevant health department and / or WHS regulator in their jurisdiction that a person at the workplace has contracted COVID-19, or that they suspect this has happened. Safe Work Australia has set out the WHS incident notification requirements in each jurisdiction in relation to COVID-19.The Safe Work Australia website also supplies up to date WHS information and guidance relating to COVID-19.

The contact details for these departments and regulators are set out below.

Health Departments

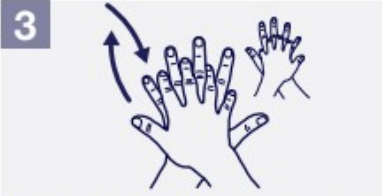| National Coronavirus Helpline	1800 020 080
NSW Health Department Helpline	1300 066 055
QLD Health Department Helpline	13 432 584
VIC Health Department Helpline	1800 675 398
SA Health Department Helpline	1300 232 272
WA Health Department Helpline	(08) 6373 2222
TAS Health Department Helpline	1800 671 738
ACT Health Department Helpline	(02) 5124 9213
NT Health Department Helpline	(08) 8922 8044

WHS Regulators

SafeWork NSW	13 10 50 https://www.safework.nsw.gov.au/
WorkSafe Victoria	13 23 60 https://www.worksafe.vic.gov.au/
SafeWork SA	1300 365 255 https://www.safework.sa.gov.au/
WorkSafe WA	1300 307 877 https://www.commerce.wa.gov.au/worksafe

Workplace Health and Safety Queensland	1300 362 128 https://www.worksafe.qld.gov.au/
WorkSafe ACT	(02) 6207 3000 http://www.worksafe.act.gov.au/
NT WorkSafe	1800 019 115 https://worksafe.nt.gov.au/
WorkSafe Tasmania	(03) 6166 4600 (outside Tasmania) or 1300 366 322 (within Tasmania) https://www.worksafe.tas.gov.au/
Comcare	1300 366 979 http://www.comcare.gov.au/

K. Appendices
How to Wash Hands

🕐 **Duration of the entire procedure:** 40-60 seconds

0 Wet hands with water;

1 Apply enough soap to cover all hand surfaces;

2 Rub hands palm to palm;

3 Right palm over left dorsum with interlaced fingers and vice versa;

4 Palm to palm with fingers interlaced;

5 Backs of fingers to opposing palms with fingers interlocked;

6 Rotational rubbing of left thumb clasped in right palm and vice versa;

7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8 Rinse hands with water;

9 Dry hands thoroughly with a single use towel;

10 Use towel to turn off faucet;

11 Your hands are now safe.
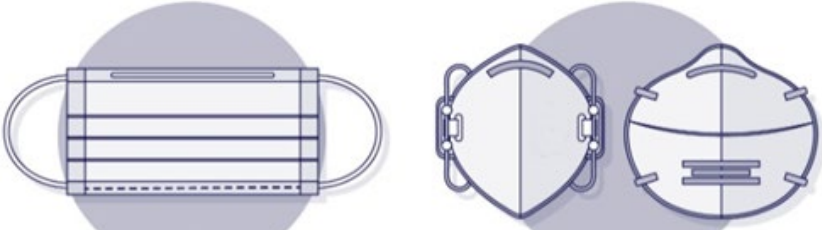
Source: How to Handrub Poster, World Health Organization

Types of Face Masks (Consider advising a mask fitter)
Source: Types and Uses of Face Masks Infographic, Safe Work Australia

For more information: swa.gov.au/coronavirus

Updated 30 April 2020

What are the main types of face masks & who should use them?

Face (surgical) mask

Respirator mask - P2 & N95

How does the mask work / what is it for?

Face (surgical) mask	Respirator mask - P2 & N95
› Loose fitting	› Tight fitting with adjustable nose piece
› Disposable	› Air filtration mechanism
› Physical barrier	› Can be disposable
› Designed for medical settings	› Designed for high risk medical settings
› Do not protect the wearer from bacteria or viruses	› Protects the wearer from viruses & bacteria
› Fit checking recommended	› Special training is required
	› Fit testing and checking recommended

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

1. Thoroughly clean hands and dry them before opening the mask from packaging.

2. Ensure that the mask does not have any obvious holes, tears or faults.

3. Identify the top of the mask (usually by a stiff, bendable edge).

4. Secure the mask to face using ear loops, ties or band.

5. Pinch the stiff nose piece to the shape of your nose.

6. If your face mask has ties, take the bottom ties and tie at the nape of your neck with a bow.

7. Adjust the bottom of the mask over your mouth and under your chin.

How to Put on, Use, Take Off and Dispose of a Mask
Source: World Health Organization