

This document is intended to outline proposed guidelines for working within the Art Department on Film and Television Projects. It is intended to be a reference only, as each production will need to adjust / modify depending on their individual project. Each section is divided via Crew Position, listing possible tasks they perform and ways to achieve these tasks under COVID-19 Restrictions.

The PRODUCTION should provide a COVID-19 Specific Health and Safety Officer to oversee and consult Department Setup and procedures.

IT IS VERY IMPORTANT TO NOTE.... Dealing with COVID-19/Pandemic in the workplace means that you have an obligation to follow any direction given to you by your employer. For your own safety and the safety of others, ensure you have reviewed the workspace OHS systems and their pandemic management plan. Ensure that you understand your obligations and have the proper resources to meet those obligations. If you feel unclear about any of it, speak to your supervisor or safety officer and ask for assistance to resolve your queries. The employer's protocols will take precedence over any of the guidelines outlined here.

Personal Protection Equipment [PPE]

The wearing of PPE should be up to the individual - Unless you are in a position where the PRODUCTION deems you MUST wear it. In which case you should be provided with adequate training in the correct application, use and disposal of PPE. Used PPE needs to be handled like hazardous waste and disposed of properly.

RESOURCES / LINKS

COVID-19 INFECTION CONTROL TRAINING VIDEO

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

DEPARTMENT OF HEALTH - Aust Federal Govt.

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

SAFE WORK AUSTRALIA

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

COVID-19 INFORMATION LINKS BY STATE AND TERRITORY

<https://www.healthdirect.gov.au/coronavirus-covid-19-information-by-state-and-territory>

PPE - HOW TO USE GUIDELINES

<https://www.racgp.org.au/FSDEDEV/media/documents/Poster-How-to-don-PPE.pdf>

<https://www.racgp.org.au/FSDEDEV/media/documents/Poster-How-to-remove-PPE.pdf>

PRODUCTION DESIGNER		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Reference / Concept / Design Work</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings can be held via video Conferencing / Telephone - All Concepts can be submitted digitally - References can be sourced online - Trips to Libraries / Museums etc to be limited. - Any office based work to comply with State Guidelines. <p>Location Surveys</p> <ul style="list-style-type: none"> - Initial Scouts can be viewed digitally via Photo's / Videos - Final Scout to be held with essential crew only. Preferably travelling to and from location in their own vehicles. - Interior Locations - limited number of people entering location - following current State Guidelines. - Measurements and Photos can be taken making sure to limit touching of surfaces - door knobs / light switches etc. - Make the visit as short as possible - a quick survey is a good survey! - Exterior Locations - Maintain Social Distancing at all times. <p>Site Visits</p> <ul style="list-style-type: none"> - All Updates/Questions with progress of Location Dressing / Construction can be delivered by Phone / Facetime. - Location/Set - Set Decorator / Designer to determine times for visiting Dressed Sets/Location for final viewing. Only Set Decorator and Designer to be present. - Construction - Site visits by other depts to be conducted at end of construction day when all workers have knocked off. Essential Crew only - Construction Manager / Scenic / Designer / Art Director / Set Dec. 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - See 'COORDINATOR' Section for more details. - These vary for each state and change frequently. - Doors possibly set open before arrival to minimise contact.

PRODUCTION DESIGNER [CONT.]

Stage of Production	Task Performed - Advice	NOTES
Production / Shoot	<p>Set Delivery</p> <ul style="list-style-type: none"> - Handover of new sets - Brief walkthrough of essential crew only. Designer / Director / Standby / DOP / Set Dec?? - Any changes to be handled by Standby - Supported by relevant Team - Construction / Scenic / Set Dec etc. <p>On-Set</p> <ul style="list-style-type: none"> - Designer only to be present on set when essential - ie. Delivery of new set / complex props or filming of complicated scenes. Designer to maintain distance from all other crew. 	<ul style="list-style-type: none"> - Time allocated at beginning of shoot day. - Sole use of set for this period.

ART DIRECTOR

Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Reference / Budget / Scheduling</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings to be held via video Conferencing / Telephone - All Budgets / schedule to be submitted digitally - Consider all COVID-19 specific expenses to sit outside Art Dept Budget, including labour costs and remote access servers. - Any office based work to comply with State Guidelines <p>Crew</p> <ul style="list-style-type: none"> - Interviews for new workers can be conducted virtually - Any employees that are identified as High Risk should be given a specific work plan to enable safe employment - Consider adding more full time positions to prevent casuals coming and going from the work environment 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - See 'COORDINATOR' Section for more details. - Getting additional day players up to speed on all protocols will be a resource drain.

ART DIRECTOR [CONT.]

Stage of Production	Task Performed - Advice	NOTES
<p>Production / Shoot</p>	<p>Location Survey</p> <ul style="list-style-type: none"> - Initial Scouts can be viewed digitally via Photo's / Videos - Final Scout can be held with essential crew only. Preferably travelling to and from location in their own vehicles. - Interior Locations - limited number of people entering location - following current Govt. restrictions. - Measurements and Photos can be taken making sure to limit touching of surfaces - door knobs / light switches etc. - Art Dept Measurements/Plans shared between other dept's to reduce number of visits to approved locations. - Make the visit as short as possible - a quick survey is a good survey! - Exterior Locations - Maintain Social Distancing at all times. <p>Site Visits</p> <ul style="list-style-type: none"> - All Updates/Questions with progress of Location Dressing / Construction to be delivered by Phone / Facetime. - Construction - Site visits by other depts to be conducted at end of construction day when all workers have knocked off. Essential Crew only - Construction Manager / Scenic / Designer / Art Director / Set Dec. <p>Set Delivery</p> <ul style="list-style-type: none"> - Handover of new sets - Brief walkthrough of essential crew only. Designer / Director / Standby / DOP / Art Director - Any changes required at beginning of shoot day to be handled by Standby - Supported by relevant Team - Construction / Scenic / Set Dec etc. Set approval the day before is preferred. <p>On-Set</p> <ul style="list-style-type: none"> - Art Director only to be present on set when essential - ie. Delivery of new set / complex props or filming of complicated scenes. Art Director to maintain distance from all other crew. - Consider the role of On-Set Art Director - This may minimise the crossover of on-set / off-set Art Dept. 	<ul style="list-style-type: none"> - These vary for each state and change frequently. - Maybe doors can be set open before arrival? - Time allocated at beginning of shoot day? or day before? - sole use of set for this period.

SET DESIGNER / DRAFTSPERSON		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Design / Drafting</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings to be held via video Conferencing / Telephone - All plans / revisions to be submitted digitally where possible. - Any office based work to comply with State Guidelines <p>Constructed Sets - Planning</p> <ul style="list-style-type: none"> - Consider Size of Set - How many Cast/Crew will need to access the space at any one time. - 3 walled open sets to be considered where possible. Does the set require a ceiling? - Entries and Exits of enclosed sets to be considered to allow flow of people in and out without congested corridors. - If models are required they need to be sanitised after any handling. Preferably constructed in a manner to endure this process. <p>Site Visits</p> <ul style="list-style-type: none"> - All Updates/Questions with progress of Location / Construction to be delivered by Phone / Facetime. - Construction - Site visits by other depts to be conducted at end of construction day when all workers have knocked off. Essential Crew only - Construction Manager / Scenic / Designer / Art Director / Set Dec. 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - See 'COORDINATOR' Section for more details. - A more open set will achieve better airflow. <p>NOTE - The virus tends to last longer on Plastic than on cardboard.</p>

SET DECORATOR		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Reference / Concept / Prep</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings can be held via video Conferencing / Telephone - All Mood Boards can be collated digitally - Reference kept online. - Any office based work to comply with State Guidelines <p>Sourcing / Buying</p> <ul style="list-style-type: none"> - Utilise Websites as much as possible. Online Shopping. - Visits to Prop Hire / Personal Collections can be brief and collections viewed online if possible. <p>Location Survey</p> <ul style="list-style-type: none"> - Initial Scouts to be viewed digitally via Photo's / Videos - Final Scout to be held with essential crew only. Preferably travelling to and from location in their own vehicles. - Interior Locations - limited number of people entering location - following current Govt. restrictions. - Measurements and Photos can be taken making sure to limit touching of surfaces - door knobs / light switches etc. - Make the visit as short as possible - a quick survey is a good survey! - Exterior Locations - Maintain Social Distancing at all times. <p>Dressing Set / Location</p> <ul style="list-style-type: none"> - Only Set Dec / Dressers allowed access to Set/Location when dressing. - Team numbers within interior locations/sets to be restricted depending on Govt guidelines. - All Updates/Questions to be delivered by Phone / Facetime. 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - See 'COORDINATOR' Section for more details. - These vary for each state and change frequently. - Doors can be set open before arrival. - other departments to be scheduled access before or after. - Smaller locations with fewer people may need longer dressing times - schedule to accommodate.

SET DECORATOR [CONT.]

Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Designer / Art Director visits to be scheduled when dressers not on site.</p> <p>Once Complete - Full Clean / Sanitise Ready for shooting crew. Items/areas to be cleaned should be clearly communicated to cleaners. Main focus should be on high contact surfaces (door handles / chair backs / light switches etc) Detailed dressings etc need only be cleaned if being touched by cast or crew - Time before handover allocated to adjust anything moved by cleaners.</p>	<p>- After Hours External Cleaners using appropriate COVID-19 cleaning methods. NOTE - Respiratory Droplets can stay in the air upto 3 hours - Cleaning would need to commence after this time to effectively collect any contaminants. Aerosol / Fogger sanitisers considered to limit disruption to dressings.</p>
Production / Shoot	<p>Set Delivery</p> <ul style="list-style-type: none"> - Handover of new sets - Brief walkthrough of essential crew only. Designer / Director / Standby / DOP / Art Director - Any changes required at beginning of shoot day to be handled by Standby - Supported by relevant Team - Construction / Scenic / Set Dec etc. Set approval the day before is preferred. <p>On-Set</p> <ul style="list-style-type: none"> - Should not be required on Set/Location after successful delivery. 	<p>- Time allocated at beginning of shoot day - Day before is preferred.</p> <p>- Sole use of set for this period.</p> <p>Minimise on-set crew</p>

DRESSER / BUYER - PROPS BUYERS

Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Reference / Prep</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings to be held via video Conferencing / Telephone - Brief/Reference to be delivered digitally 	<p>- Kit allowance to include Home Office Incidentals</p>

DRESSER / BUYER - PROPS BUYER [CONT.]

Stage of Production	Task Performed - Advice	NOTES
<p>Pre-Production</p>	<p>Accounts</p> <ul style="list-style-type: none"> - Cashless transactions preferred. All crew with floats to be issued with Debit Cards. - All petty cash submitted electronically - original receipts scanned / photographed - then sealed in an envelope. Delivered to the accounts dept in batches [Weekly] to limit trips into production office. - Invoices / Purchase orders to be done electronically. - Digital signatures to prevent printing of documents and eliminate possible transfer through paper. <p>Sourcing / Buying</p> <ul style="list-style-type: none"> - Utilise Websites as much as possible. Online Shopping. - Visits to Prop Hire / Personal Collections to brief and collections viewed online if possible. - Buying from Shops - maintain social distancing - use cashless transactions where possible <p>"On the Go!" Sanitation kits to be supplied</p> <ul style="list-style-type: none"> - Pickups from Residential - Arrange to meet outside if possible. After inspection and agreement to buy - clean/disinfect item then transport to prop storage. <p>SPLIT CREW OPTION BUYERS - out on the road, sourcing / buying and delivering to one drop off point - Prop Store. DRESSERS - Working from prop store and dressing Sets.</p> <p>Prop Store</p> <ul style="list-style-type: none"> - Storage area big enough to accommodate dressings and allow people to work safely. Well ventilated. - All Dressings the need Sanitisation to be delivered to established drop off Point in Prop Store 'Drop Zone'. Contactless Delivery capabilities where possible. 	<p>Sanitiser, Mask / Gloves, Rubbish bag etc Gumtree / Facebook Marketplace etc.</p> <p>Possible separate dressing teams assigned to different sets as to not lose your entire team if someone develops symptoms.</p>

DRESSER / BUYER - PROPS BUYER [CONT.]

Stage of Production	Task Performed - Advice	NOTES
<p>Pre-Production</p>	<p>Prop Store</p> <ul style="list-style-type: none"> - Possible Storeperson required to oversee incoming and outgoing dressings and state of clean. - All Furniture/Dressing items are cleaned / disinfected before being sorted and packed for transport to location / Studio or being returned. <p>Workshop</p> <ul style="list-style-type: none"> - Workshop space required to assemble / alter / work on Dressings. - Crew working in workshop limited to size of space - depending on Govt Guidelines. - Art Crew to utilise own kits where possible - minimise sharing of hand tools. <p>Dressing Set / Location</p> <ul style="list-style-type: none"> - Approved Locations to be made available to Art Crew only - Owners relocated for Dressing Days as well as shoot days - Returning after Location has been sanitized. - If Items to be removed from a location - should be done by external people before dressing commences. - Only Set Dec / Dressers allowed access to Set/Location when dressing. - Crew numbers within interior locations/sets to be restricted depending on Govt guidelines. - Consider more full time crew positions as opposed to casual crew coming and going. - All Updates/Questions to be delivered by Phone / Facetime. <p>Once Complete - Full Clean/Disinfect ready for shooting crew.</p>	<ul style="list-style-type: none"> - Dedicated crew member / Storeperson advised in appropriate COVID-19 cleaning methods and knowledge of different cleaning techniques for different surfaces - fabrics, antique timbers, precious metals, artwork etc. <p>Seperate area for storage of location items to not mix with Production Dressings.</p> <ul style="list-style-type: none"> - other departments to be scheduled access before or after. - Smaller locations with fewer people may need longer dressing times - schedule to accommodate. <p>Minimise number of different people having access to sets.</p> <ul style="list-style-type: none"> - External Cleaners trained in COVID-19 sanitation.

DRESSER / BUYER - PROPS BUYER [CONT.]

Stage of Production	Task Performed - Advice	NOTES
Production / Shoot	<p>Set Delivery Not required for set delivery unless changes are required.</p> <p>On-Set - Should not be required on Set/Location after successful delivery.</p>	Minimise on-set crew
Wrap	<p>Set / Location Wrap - Set/Location to be sanitised before Dressing team return to wrap. - Location/Set wrapped of all dressing and returned to Prop storage. - Location reinstated - final hand back clean performed.</p>	<p>- External Cleaners trained in COVID-19 sanitation. - External Cleaners trained in COVID-19 sanitation.</p>

PROPS MASTER

Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Reference / Concept / Prep - Work from home where possible. - All meetings to be held via video Conferencing / Telephone - All Mood Boards to be collated digitally - Reference kept online. - Any office based work to comply with State Guidelines</p> <p>Sourcing / Buying - Utilise Websites as much as possible. Online Shopping. - Visits to Prop Hire / Personal Collections to brief and collections viewed online if possible.</p>	<p>- Kit allowance to include Home Office Incidentals - See 'COORDINATOR' Section for more details.</p>

PROPS MASTER [CONT.]

Stage of Production	Task Performed - Advice	NOTES
	<p>Meetings with Cast</p> <ul style="list-style-type: none"> - Fittings with cast / show-n-tell to be carried out virtually where possible. Items Sanitized before and after fittings. - Liaising with other depts - Stunts / Wardrobe / SFX should be virtual where possible. - Minimise items to be shared with different depts - Prepare multiple items or handover permanently. - Full sanitation/cleaning of any items moving from one dept to another. <p>Prop's Show-N-Tell</p> <ul style="list-style-type: none"> - All sourced props to be viewed digitally before final selection made - Props Master to set up selection of props for viewing - preferably outdoors if possible. - Minimal touching of props. - Only essential crew required. - Once prop is signed off - it should be cleaned and sealed. - Due to the varied nature of what props can be - some may not be able to be wiped clean with 70% alcohol [paper / fragile items]. Methods of sanitation will need to be discussed. <p>Prop Manufacture</p> <ul style="list-style-type: none"> - SPFX props that require handling by multiple depts - Const, stunts will require increased lead time. - Any manufactured props should be constructed to endure increased sanitisation where possible. <p>Hero Prop Hand-over</p> <ul style="list-style-type: none"> - Handing over of Hero props happens each day - Preferable to remain sealed until opened in front of cast?? - On completion of scenes - Items to be sanitised/cleaned ready for collection. - Used props collected and stored sealed until wrap. - Food Props - Preparation and serving to be in line with Public Health Regulations 	<p>These processes may take longer and time allowed for this.</p> <p>- Appropriate sanitation methods to be discussed depending on sensitivity of props.</p> <p>- maybe required for Pickups.</p> <p>- Preferred dedicated food stylist / or catering company to manage.</p>

STANDBY PROPS - ON SET CREW		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Breakdowns / Prep</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings can be held via video Conferencing / Telephone - Supplies to be sourced by Runner/Art Dept - delivered and cleaned. 	
Production / Shoot	<p>Hero Prop Hand-over</p> <ul style="list-style-type: none"> - Handing over of Sealed Hero props happens each day - Preferable to remain sealed until needed on set. - On completion of scenes - Items to be sanitized/cleaned ready for collection. - Used props collected and stored / sealed until wrap. <p>On-Set</p> <ul style="list-style-type: none"> - Dedicated work area for props and kit. No other dept to use this area or move equipment in this area. - Heavily used Hero Props to be sanitised in a method that won't destroy / damage the prop. Possibly Overnight. - Remote Monitoring Preferred - Via Personal Devices - own iPad. - Only Standby and On-set crew to touch or move any dressings/props. Inc. lamps / curtains / blinds. - Eliminate unnecessary touching of surfaces / props / dressings by crew. - Any last minute requests will need to go through proper channels and proper sanitization. This may be a lengthy process. - Entrances to set/location to be kept open - to minimise touching of door handles etc 	<ul style="list-style-type: none"> - Appropriate sanitation methods to be discussed depending on sensitivity of props. <p>Cleaning times / Crew needed to be discussed with Production. This process thought of similar to Camera bump out times. Possible separate crew to perform this clean as to not push the On-Set team into Overtime.</p> <p>Minimise crowding around a monitor. Consider use of software like Q-Take.</p> <p>negotiated with sound.</p>

CO-ORDINATORS		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Dept Set-up</p> <ul style="list-style-type: none"> - Work from home as much as possible - If Office space is required, sufficient area needed for social distancing 4 sqm per person - One person per desk. - Office to be well ventilated. - Limit number of people to access office. - NO KITCHEN. All food to be brought from home. No sharing of food or eating utensils. - Water Coolers / Tea/Coffee Area if required to be sanitised after each use. <p>Hand washing / Sanitation facilities to be made available for all people entering the office space.</p> <ul style="list-style-type: none"> - Office areas to be cleaned at the end of day - Communal surfaces, light switches, door handles etc. - Provide enough keys for everyone to have their own copy - Prop Storage / Studio / Office etc. - Face to Face meetings - Establish a designated zone away from anyone's personal desk space - This space to be cleaned regularly. - Sharing USB / External Storage Devices to be discouraged - Remote Server established for sharing of all data. - Shared equipment (printers etc) to be cleaned regularly after use. - Establish methods for each dept to print their own hard copies of plans if required. Eg Electrics/Construction supplied with their own printer. 	<p>Maybe kitchen allowance can be dispersed to crew as food allowance.</p> <p>Consider if these are needed with reduced office workers.</p> <p>Outsourced to external cleaners - COVID-19 trained.</p> <p>Large monitors may assist people maintain distance and still see information.</p>

COORDINATORS [CONT.]

Stage of Production	Task Performed - Advice	NOTES
	<p>Accounts</p> <ul style="list-style-type: none"> - Cashless transactions preferred. All crew with floats to be issued with Debit Cards. - All petty cash submitted electronically - original receipts scanned / photographed - then sealed in an envelope. Delivered to the accounts dept in batches [Weekly] to limit trips into production office?? - Invoices / Purchase orders to be done electronically. - Digital signatures to prevent printing of documents and eliminate possible transfer through paper. <p>Schedules</p> <ul style="list-style-type: none"> - As many meetings / discussion will be performed online - Co-ordinator to track and log meetings. Due to the increased number of crew now meeting online - an assistant may be required to manage the extra workload. 	<p>- Investigate software that makes this manageable as it could become quite involved.</p>

CONSTRUCTION / SCENIC etc

Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Set breakdown / Budget Estimates</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings to be held via video Conferencing / Telephone - All Budgets / schedule to be submitted digitally - Paper plans to be sterilized before distribution <p>Workshop</p> <ul style="list-style-type: none"> - designated area for office to hold all plans etc - designated workshop area adhering to number of people allowed in space as per Govt Guidelines. 	<p>- Kit allowance to include Home Office Incidentals</p> <p>- Consider possible UV light drawers or quarantine period.</p> <p>Smaller areas mean fewer people and longer construction periods. To be reflected in pre production schedules.</p>

CONSTRUCTION [CONT.]

Stage of Production	Task Performed - Advice	NOTES
<p>Production / Shoot</p>	<ul style="list-style-type: none"> - All workers to adhere to social distancing and COVID-19 Hygiene practises. - Tea room / Smoko area to be outdoors - undercover. enough space for workers to maintain distance. NO communal food provided. No tea/Coffee facilities. - Consider contact-less water cooler options. - Hire equipment to be sanitized on arrival - should arrive sanitized? - Workers to carry own set of personal tools - Sharing of tools to be minimised - Sanitized after each use? - Forklifts / EWP to be operated by same ticketed operator OR sanitized after use - wiping steering wheel/controls down? <p>Any use of Construction machinery by other depts to be operated by Construction team. Preferable for other depts to recieve their own equipment.</p> <p>Studio / Location</p> <ul style="list-style-type: none"> - Studio/Location should be sole use for construction department whilst build is in progress <p>Site Visits</p> <ul style="list-style-type: none"> - All Updates/Questions concerning Construction/ Scenic to be delivered by Phone / Facetime where possible - Designer / Art Director / HOD Visits - To be conducted at end of day when all workers have knocked off. - Minimse unnecessary touching of surfaces by all visitors to site. <ul style="list-style-type: none"> - Not required on Set when filming the majority of the time. - When required - Reset / Swing Floating Sections etc - Area cleared for sole access to set. 	<p>All workers encouraged to supply their own reusable water bottle. No Sharing.</p> <p>- Tool Allowance to be considered for crew who previously used shared equipment.</p> <p>To be coordinated through Const. Manager.</p> <p>Other departments to be scheduled before or after construction work.</p> <p>Allocation in schedule to allow for this.</p>

RUNNERS		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Prep</p> <ul style="list-style-type: none"> - Dedicated to pickups and deliveries will spend a lot of time in the public and probably the most at risk?? - to be supplied with a Cleaning/Sanitisation kit. - Debit card to be supplied for all purchases - Cashless Petty Cash [so i guess it's just Petty?] - All petty cash submitted electronically - original receipts scanned / photographed - then sealed in an envelope. Delivered to the accounts dept in batches [Weekly] to limit trips into production office?? <p>Pick/Ups & Returns.</p> <ul style="list-style-type: none"> - All pick ups to be disinfected after collection. - All Pickups being delivered to crew to be cleaned before delivery. - All deliveries dropped off at Prop store that require sanitisation to be and left in established 'Drop Zone'. - Returns - Items should be cleaned before returning. <p>"On the Go!" Sanitation kits to be supplied</p> <ul style="list-style-type: none"> - Diary / Log of places visited to be kept. 	<ul style="list-style-type: none"> - should never mix with on-set crew?? <p>Weekly deadline to be coordinated with accounts to allow for timely and accurate cost reporting.</p> <p>Consider contactless delivery options where available.</p> <p>Sanitiser, Mask / Gloves, Rubbish bag etc</p>

ACTION VEHICLES		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Breakdown / Budget Estimates</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings to be held via video Conferencing / Telephone <p>Workshop / Storage</p> <ul style="list-style-type: none"> - Designated area for Vehicle use only - Designated workshop area adhering to number of people allowed in space as per Govt Guidelines. - COVID-19 Cleaning kit to be supplied by production. 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals

ACTION VEHICLES [CONT.]

Stage of Production	Task Performed - Advice	NOTES
<p>Production / Shoot</p>	<p>Purchased Vehicles</p> <ul style="list-style-type: none"> - Sourcing / purchasing online where possible. - Vehicle inspections to maintain Social Distancing. - Test Drive can be carried out after disinfecting interior surfaces - steering wheel / controls etc. <p>Sponsorship Vehicles</p> <ul style="list-style-type: none"> - Should arrive Sanitised. <p>Commercial Hires</p> <ul style="list-style-type: none"> - Should arrive Sanitised <p>On-Set</p> <ul style="list-style-type: none"> - Vehicles delivered/driven to Location, preferably as close to Set as possible. Final wipe down of communal surfaces when in final position or before rigging commences.. - Number of crew / actors limited in car interior - On wrap of vehicle, Car sanitised and returned or stored. <p>Private Hires</p> <ul style="list-style-type: none"> - If owner delivers vehicle to set - vehicle is handed over and sanitized if actors/crew are to enter. - Vehicles are sanitized before handing back to owner. - Owners not permitted close to set / crew members. 	<p>To be governed by current govt restrictions.</p>

GRAPHICS		
Stage of Production	Task Performed - Advice	NOTES
Pre-Production	<p>Reference / Concept / Design Work</p> <ul style="list-style-type: none"> - Work from home where possible. - All meetings to be held via video Conferencing / Telephone - All Artwork / Designs to be submitted digitally - Labour assessed to ensure extra protocols are achievable with allocated graphics team. - Any office based work to comply with State Guidelines <p>Site Visits</p> <ul style="list-style-type: none"> - Site Visits to be avoided - all measurements / colour swatches to be taken by Art Director / Set Decorator - Where possible. - If Location is Graphic intensive - specific site visit for Graphic designer to be organised. <p>Delivery / Installation</p> <ul style="list-style-type: none"> - Adequate timelines need to be planned to enabled extra protocols - Gathering info, Design, Printing, Delivery and Installation. - Once design is signed off sent to print - collected by runner. - Items collected and delivered to 'Drop Zone' for Sanitisation. - Due to the nature of what graphics can be - some may not be able to be wiped clean with 70% alcohol [paper / inks]. Methods of disinfection will need to be discussed - aerosol / UV Light - Dedicated installer for larger signs / applications - meaning graphic designer may never need to visit set / prop store. - PLAYBACK - to be tested / viewed and signed off by HOD's before shooting day. Installed onto computers / playback devices etc before shoot day as part of Set Dec / Prop installation. Any prop keyboards / cables to be cleaned after installation. - Screen Heavy Sets/Locations may require a dedicated Playback technician to run and facilitate screens. 	<ul style="list-style-type: none"> - Kit allowance to include Home Office Incidentals - See 'COORDINATOR' Section for more details. - Additional Time allocated on location survey to enable the gathering of all this information and avoid multiple visits. - Sufficient time allocated to achieve this process. - Possible member of the Set Dec/Prop team. - Consider running remotely from offset.



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