STAYING APART KEEPS US TOGETHER

INDUSTRY RESTRICTION LEVELS
Media and film production

INDUSTRY SPECIFIC REQUIREMENTS	ACTIONS ACROSS ALL LEVELS	CLOSED	HEAVILY RESTRICTED (First and Second Step)	RESTRICTED (Third and Last Step)	OPEN WITH A COVIDSAFE PLAN

ENSURE PHYSICAL DISTANCING	• Workers and customers should maintain a distance of 1.5 metres at all times where practical
	• **COVIDSafe Plan in place**
	• **Display signs to show patron limits at the entrance of enclosed areas where limits apply**
	• **Density quotient applied to shared spaces (e.g. workspace, tearooms) and publicly accessible places**
	• Use floor markings and physical barriers in high traffic areas to provide minimum physical distancing guides
	• Minimise the build-up of people waiting to enter and exit the workplace
	• Provide training to workers on physical distancing expectations while working and socialising (including during lunch breaks)
	• **Avoid carpooling where possible (unless with household)**
	• Promote contactless payments such as 'tap and go' and other electronic payment processes instead of cash
		N/A	• **Existing screen productions can continue with closed set and minimal workers**
			• **Media production, publishing and broadcasting only allowed for:**
			  ○ **Newspaper and magazine publishing**
			  ○ **Radio and television broadcasting**
			  ○ **Internet publishing and broadcasting for news media purposes**
			  ○ **Internet service providers (ISPs), web search portals and data processing services**
			  ○ **Production, broadcast and distribution of telecommunications**
			• **Production, broadcast and distribution activities (including critical IT) required to support critical functions, such as law enforcement, public safety, medical or other critical industries where it cannot be undertaken virtually**
			
			Addition for Second Step
			• **Pre-Production activities for Film Victoria funded screen projects**
				• Employees must work from home or single site where reasonably practicable.
				• Location scouting
				• New screen production including related pre- and post-production activities.
				• All media production, publishing and broadcasting allowed.
				• Studio access permitted within density quotient of one person per four square metres
					• **Open with a COVIDSafe Plan and record-keeping requirements**

WEAR A FACE MASK	• **Workers to wear face masks at stages public face masks are required** • Where practical, workplaces should provide training/guidance on how to use personal protective equipment (PPE) • Install screens or barriers where appropriate				
PRACTISE GOOD HYGIENE	• **Frequent cleaning and disinfection of shared spaces, frequently touched surfaces (at least twice a day) and publicly accessible areas** • Make soap and hand sanitiser available for all workers and customers throughout the workplace • Where practical replace high-touch communal items with alternatives • Display a cleaning log in shared spaces				
KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL	• **Support workers to get tested and stay home even if they only have mild symptoms** • **Have a risk assessment process for when three or more workers are suspected to have coronavirus (COVID-19) at a single work site within a five-day period**				

Updated: 18 October 2020. Note that this document is regularly updated and users must check www.coronavirus.vic.gov.au/coronavirus-covid-19-victoria for the latest version

	• **Have a plan to manage cases, notify others, including DHHS and WorkSafe, and potentially close down if there are confirmed cases of coronavirus (COVID-19) in the workplace** • **Keep records all people who enter the workplace for contact tracing** • Wellness declarations for each workers member commencing shift • Workplaces are encouraged to undertake symptom screening at commencement of each shift
AVOID INTERACTIONS IN ENCLOSED SPACES	• Reduce the amount of time workers are spending in enclosed spaces • Move as much activity as possible outside, including serving customers, meetings, kitchens, tearooms and lunchbreaks • Enhance airflow by opening windows and door and optimising fresh air flow in air conditioning systems
CREATE WORKFORCE BUBBLES	• Keep the same workers rostered on the same shifts and in the same areas within a site, where practical • Avoid overlap in shift changes where possible • **Minimise number of workers working across a business' other premises where practical** • **Maintain records of workers working across multiple sites**

- Sites should consider staggered arrival / break / departure times for high capacity workplaces

Bold – mandatory under public health direction*
Not bold – recommended but not mandated

*Subject to final development of directions by Chief Health Officer