

## **Annex D. GUIDANCE ON COVID-19 HEALTH DECLARATIONS**

The COVID-19 Health Declaration Form must be accomplished by all prior to the production activities. For those involved in multiple productions, workers must submit separate forms for each. For those working in offices, one form may be submitted prior to returning to work.

The declaration will assist the workers in meeting their obligations under the Occupational Safety and Health Act, and these records must be kept by the Production.

The information collected is personal information and will be kept confidential.

### **A. Importance of the Declaration Form**

It is important to ensure workers and individuals entering the workplaces and production sites are healthy to assist in combating the spread of COVID-19. It will also assist in meeting obligations for the recording of people's movements to enable contact tracing if required. If a particular workplace or production site ends up having cases of COVID-19 infection, it may be necessary to use the information collected to determine the person's movements across multiple projects over a 14-day period especially if they are a casual crew, a supplier or a visitor.

### **B. Covered Individuals who must Accomplish the Declaration Form**

- a. All workers engaged permanently or casually who are or may be entering any site or premises in relation to the project
- b. Any person entering or visiting any workplace or production site for any reason e.g. suppliers, third party contractors, and visitors.

### **C. Completion and Submission of the Form**

- a. The declaration needs to be completed and submitted to the producer/employer before starting work and before entering or visiting any site or premises for or on behalf of the production.
- b. The information being collected will be specifically for the purpose of assisting in the management of production's Health and Safety protocols current COVID-19 pandemic.

### **D. Collection of Personal Information**

Workplace or production site officers in charge of collecting and sorting Declaration Forms and other personal data must be adequately briefed on the Data Privacy Act and the need for confidentiality and the secure storage of such information.