

COVID-19: Health Declaration

The Health Declaration must be completed. The information collected is personal information and must be kept confidential.

The Privacy Act 1993 governs how information is collected, used, disclosed, stored, and how access is provided to personal information. For more information relating to the privacy of information, click [HERE](#).

Who should complete the declaration?

All crew who are returning to a Weta Digital site need to complete the declaration.

Any person entering or visiting any Weta Digital site or premises for any reason, i.e. suppliers, tradespeople and visitors, need to complete the declaration.

Crew that work onset may be required to complete a further declaration and provide that to the production unit before commencing work onset. This will be requested from you directly.

Why is it important?

It is important to ensure persons entering any Weta site or premises are healthy, assisting 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.

It may be necessary to use the information collected to determine the person's movements across multiple locations over a 14-day period to minimise risk of spread if cases of COVID-19 infection occur in a particular site.

The declaration will also invoke thought for the person completing it and will assist them in meeting their obligations under Health and Safety at Work Act 2015.

When should it be completed?

The declaration form will be sent to crew in advance of their return and must be completed 2 days prior to starting work or visiting any Weta Digital sites or premises. Crew will typically only be required to complete this form once. However if there is a delay of 14 days or more in returning to site, then a new form will need to be completed. Crew that visit a Weta Digital premises for a short period will be required to complete the declaration prior to the visit and again upon their full return.

Suppliers, external contractors, and visitors will be required to complete an initial declaration prior to coming onsite and every 14 days thereafter unless there are any changes to the information provided, in which case that updated information would need to be provided to Weta Digital prior to that 14-day period.

The information being collected is specifically for the purpose of assisting in our response and management of health & safety risks under the current COVID-19 pandemic.

COVID-19 Health Declaration

In line with New Zealand's Ministry of Health guidelines and Weta Digital's commitment to ensuring the safety of all our crew and a safe working environment, we ask you to truthfully answer the following questions. Depending on your responses, we reserve our right to not allow you onsite at a Weta Digital premises.

Everyone that is to come onsite to a Weta Digital premises must complete this form.

Crew

You are required to return this completed form to askhr@wetafx.co.nz on external email at least two days prior to your scheduled return. If further clarification of your answers is required, your HR Representative will reach out to you directly. Your information will be stored securely with Brendan Keys, HR Manager, only.

Suppliers / External Contractors / Visitors

You must provide this completed form to the Weta Digital crew member who organised your visit at least two days in advance. The completed form will be kept in a secure central repository.

Your responses to these questions will only be used for the purpose of assisting in our response and management of health and safety risks under the current COVID-19 pandemic.

Name/s:			
Address:			
Contact Email:		Contact Phone Number:	

1. Have you or anyone you immediately know had a confirmed case of COVID-19? YES / NO If yes, please elaborate.

--

2. Have you been to a country or area of concern with COVID-19 in 2020? YES / NO If yes, please elaborate.

--

3. Have you or anyone you immediately know travelled nationally or internationally in the last month (30 days)? YES / NO If yes, please elaborate and list travel areas/countries.

--

4. Have you worked with, on, or within other projects/productions in the last 20 days? YES / NO If yes, please elaborate and list, including location of work (applicable to those external to Weta Digital who are/have been working onset).

--

5. Do you or anyone you know currently have any of the symptoms associated with COVID-19 or similar? YES / NO If yes. please elaborate.

--

6. Have you been tested for the COVID-19 virus? YES / NO What was the result?

--

7. By signing this document I declare all of the above to be true and correct at the time of signing.

I agree to comply with all reasonable requests and measures to ensure I do my part in keeping the workplace COVID free.

Please practice good hygiene, including regularly and thoroughly washing and drying hands as well as practicing good cough etiquette.

For the latest health advice, please see <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

Signature:		Date:	
------------	--	-------	--

(If you do not have an electronic signature then please type your name above and ensure this document is returned from your Weta Digital email)