



Advice for Media during the COVID-19 Pandemic

Working with Talent

This internal guidance was produced by the Australian Broadcasting Corporation (ABC) to help ABC content makers during the COVID-19 pandemic.

ABC International Development is sharing this guidance in case it is useful for adaptation by other media organisations in our region.

Please remember that this guidance is not official medical or legal advice and should not be treated as such. Any advice must be adapted to local country contexts, taking account of your government's laws, rules and guidelines. In the event of a conflict between this guidance and local laws, the local laws will prevail. This guidance should not replace official advice from your usual sources of health or legal information.

Field work

Risk assessments are advisable for all staff working in the field. (See the 'Working in the Field' document for an example COVID-19 risk assessment.)

Arranging and vetting talent

As part of the process of setting up your story, when you contact your talent, ask them the following questions:

- Can you do the interview by phone, WhatsApp or Skype (i.e. do you have the appropriate technology & reception)?
- Do you have any reason to believe that you have COVID-19 or have been exposed to the virus?
- Have you travelled internationally within the last 14 days?
- Have you been in contact with individuals who have travelled internationally within the last 14 days, who have contracted the COVID-19 virus or who have reason to suspect they may have contracted the virus?
- Do you have any flu-like symptoms (fever, cough, sore throat, fatigue or shortness of breath)?

Do this before confirming the trip. If this is not possible in advance, ask these questions when arriving on site.

Note: Some contacts may not want you to travel to them for face-to-face work. Respect requests to stay away.

Travel by car

A car is a shared workspace, just like a studio or shared desk. Observe the same hygiene steps: wipe surfaces before and after touching and maintain a safe distance between passengers as much as possible, preferably limiting to 2 people per vehicle.

Travel by plane

Air travel should be avoided where possible because it puts you in extended close contact with passengers whose health status is unknown. For some remote locations, plane travel is the normal means of access. Any proposed air travel should be considered carefully and referred for approval.

In the field

Follow the advice in the 'Working in the Field' document.

Studio guests

To slow the spread of COVID-19, we recommend not accepting studio guests in general circumstances. Instead, look to other means to speak with members of the community:

- Phone
- Tie Line app
- Skype
- WhatsApp

In certain circumstances, it may be desirable to have a key guest in a studio. These arrangements should be by exception only and referred for approval.

Practice safe social distancing at all times with guests.

Do not provide hair or makeup services for guests. Ask guests to arrive camera-ready.

Every guest to our media organisation premises must complete a visitor declaration form regarding their potential exposure to the COVID-19 virus before they are allowed to enter. An example of this form is attached.



PERSONAL DECLARATION

I, ___ [name] _____ of [Company name][address] declare that:

I have no reason to believe that I have COVID 19 or that I have been exposed to the virus.

Within the last 14 days, I have not travelled internationally.

To the best of my knowledge, I have not been in contact with individuals who have travelled internationally within the last 14 days, who have contracted the COVID 19 virus or who have reason to suspect that they may have contracted the COVID 19 virus.

I acknowledge that ABC will rely on the representations made by me in this declaration in determining whether to grant me access to the ABC premises at [insert location].

Affirmed by the declarant at [place] on [date] 2020

Signature of declarant

Name of Declarant

Before me:

Signature of witness

Name of Witness



Privacy Collection Statement

The ABC is committed to protecting your privacy. We are bound by the *Privacy Act 1988* (Cth) and comply with our obligations under the Australian Privacy Principles.

The ABC appreciates that the personal information collected using this form includes sensitive information concerning your health. This information will be used to determine whether you should be granted access to ABC premises. You don't have to give us all the information we ask you to provide, but this may mean that you are denied access to the premises.

If you are denied access to ABC premises, we may disclose this fact to the individuals that you were visiting and the reasons for the decision. We may also disclose your personal information to technology service providers on a confidential basis so that they can provide services to us. One of those technology service providers has servers located in Singapore.

You have a right to access any personal information we hold and may ask us to update or correct your personal information. For more information on how you can access your personal information or contact us with any questions or privacy related complaints, please see our [Privacy Policy](#) or contact us at privacy.abc@abc.net.au.

I, _____, have read the Privacy Collection Statement above and consent to the collection, use and disclosure of this information about me.
