

STAYING SAFE DURING THE COVID-19 PANDEMIC

As we return to production after lockdown, the safety of our clients, staff and talent is our highest priority. In order to ensure the health and safety of our people during the continued pandemic we have carefully assessed the risks of COVID-19 during production with reference to government and industry guidance.

How we are keeping people safe.

We are focusing on the following areas to ensure we can manage the risks of infection from COVID-19, carrying out specific assessments where necessary.

IN OUR STUDIOS:

- **Minimising the number of people in our offices at any time.**
- **Communicating - ensuring those who have symptoms or are ill know not to come into work and to return home immediately if they become ill at work.**
- **Commuting - considering the risks in commuting for our staff especially on public transport, introducing mitigations such as staggered start times.**
- **Social Distancing - making every effort to ensure social distancing is adhered to from space planning to signage.**
- **Cleaning - increasing the frequency of cleaning.**
- **Face covering - supporting our people in the safe wearing of face coverings on a commute and in scenarios where they choose to wear.**
- **Continuous sterilisation of the air in the studios with embedded plasma technology**

AS WE WORK:

- **Location - considering the physical capacity of our studio spaces given the requirements of social distancing, as well as ensuring the provision of adequate hygiene facilities.**
- **Work Activities - considering the activities that people are going to need to undertake in the audio suites and adapting and changing these to reduce risk.**
- **Work Equipment - managing the sharing and sterilisation of work equipment key to production from microphones and headsets to audio studio suites. Focusing on good hygiene and managing potential issues with touchpoints.**
- **Work Patterns - reviewing work patterns so that staff work as individuals rather than in small groups (cohorts) of people.**
- **Catering and Rest Areas - reconfiguring catering provision and planning breaks to ensure our people are as safe as possible.**
- **First Aid and Emergency services - planning activities to reduce the risk of requiring emergency services to be called as well as advice to first aiders on COVID-19 risk.**
- **Masks, Gloves and Other PPE - as per the APA COVID Shooting and Office Guidelines.**
- **Mental Health - the COVID-19 risk and the response has had a potential Mental Health impact for those working on productions which should be considered. Those having to work at home may feel isolated with those on set perhaps feeling fearful and anxious of the virus. The Film and TV Charity operate a 24-hour support line in the UK - 0800 054 0000.**
- **Monitoring - compliance will be monitored and if required people will be reminded of the new COVID-19 working practices (such as social distancing).**

