



## **Greenwich Studios COVID-19 Policy**

Greenwich Studios is committed to the safety of our clients and staff. We are taking all necessary precautions to ensure that shoots can be facilitated at our premises in a safe manner, well within UK Government and APA guidelines.

### **Capacity:**

Following social distancing guidelines issued by the government, we have determined a safe maximum number of floor and office staff at any one time. This formula allocates at least 4sqm of working space for each staff member and ensures safe access and workflow routes.

### **Transmission Prevention:**

All Greenwich Studios staff will be issued with the appropriate Personal Protective Equipment (PPE) on a daily basis. This will include gloves and face masks and will be adapted as necessary to comply with government and APA guidelines.

Hand sanitiser and anti-bacterial soap is available for use throughout the day in all shared toilets and spaces. Automated hand sanitiser units are available throughout the building. Paper towels have been provided in the WC.

All staff members are required to wash their hands on a regular basis throughout the day as per government and NHS advice.

Cleaning stations to be set up throughout the building with all equipment thoroughly deep cleaned and sanitised before and after each rental with special attention paid to moving parts and grip areas.

All surfaces with high touch frequency (i.e. door handles, power switches etc.) will be cleaned thoroughly prior to the shoot, and cleaning products will be made available for clients to use as required throughout the day. Clients must wipe down all surfaces, load and start the dishwasher and remove all rubbish at the end of the shoot.

If a shoot runs over 2 or more consecutive days, the client must clean all surfaces and remove all rubbish, as our staff will not be permitted to enter the studio or client areas until the client has vacated the studio after the shoot has wrapped.

Please note that our staff are not permitted to handle props and equipment brought in by clients from external sources, nor will our staff enter the studio/client areas, unless in an emergency, or employed in a professional capacity on the shoot.

### **Additional Services:**

On request a fluorescent grid system can be laid on the studio floor to help remind and assist all crew to observe social distancing and maintain a minimum 2m separation at all times.

We have Infrared non-contact digital thermometers available to our clients to check temperatures of cast and crew upon arrival.

All shooting spaces at Greenwich Studios are fully networked, giving us the ability to provide, on request, remote monitors that can be positioned at chosen locations anywhere around the space, along with a radio communication system. This will further enable our clients to keep safe distancing whilst on set. Our gallery with remote capability also allows us to operate cameras from a separate space, adding a further preventative measure to transmission.

### **Staff Policy:**

We have updated our company staff policy following government advice to stress that any staff member feeling unwell with mild symptoms of COVID-19, or with a temperature of 37.3C or higher, must stay home to minimise the risk of transmission. Temperatures of all staff will be checked on the morning of each working day, and staff members will be sent home if they have any symptoms of COVID-19.

All Greenwich Studios staff will be required to sign a waiver before their first shift back at work declaring that they have been symptom free for the previous 4 weeks.

### **Please Note:**

*These guidelines do not remove the legal requirement for clients to conduct a risk assessment in accordance with government guidelines, and any laws, rules and regulations which may apply.*

*Clients and anyone who attends a shoot have a shared responsibility to adhere to these guidelines and any other measures put in place to reduce the risks of COVID-19 (as much as possible), and we accept no liability for our client's failure to adhere to any laws, rules, regulations or guidance which may apply. The legal obligation to provide a safe working environment remains with the client.*

*This document and its contents will be reviewed regularly to ensure it continues to comply with all government guidelines and with best practice on Covid-19 risk reduction.*

*It is of paramount importance to try and ensure everyone's safety that these guidelines are followed. Thank you.*