



## **COVID 19: H&S PROTOCOL- OCTOBER 2020**

Minimising the risk of potential COVID-19 transmission between our staff, clients, suppliers as well as the wider public is of paramount importance to us.

This document, following current government and NHS guidance, sets out our policy and working practices with the aim of maximising effectiveness in terms of providing a safe and healthy workplace.

Given the specific hazards and working conditions of the film, television and creative media industries, we will also monitor industry guidelines from organisations such as the APA (Advertising Producers Association) and PACT (Producers Alliance for Cinema & Television) and update this document so as to adhere to current 'best practice'.

We will ensure that our staff are regularly updated on the guidelines and working practices outlined in this document. Posters providing guidance on these measures, such as social distancing and hand washing, will also be located at strategic points throughout our business premises.

### **COVID-19 Symptoms**

Any member of our staff who suspects that they have COVID-19 symptoms or becomes unwell will be asked to remain at home, self-isolating for a two-week period.

### **Entry**

Each stage has its own entrance, located at separate addresses.

For the benefit of all others within the building, visitors will be asked on arrival to please read and sign a Health Declaration Notice. This document is basically a checklist of reasons why someone should not enter the premises.

### **Social Distancing Measures**

Our staff will observe the two-metre social distancing rule within our workplace and any visitors to our premises will be requested to respect this measure. Our experience to date is that some humans find it incredibly difficult to manage even a one-metre distance, so we ask that clients please try to encourage and remind those in their charge to be observant of the rule.

### **Hand Sanitiser, Hand Washing & PPE**

Hand sanitiser 'stations' will be located throughout our premises. All staff and visitors will be advised to use hand sanitiser frequently throughout the day and similarly to wash their hands on a regular basis.

Clients must please arrive with their own hand sanitiser, face masks and gloves, and distribute to anyone who does not have them, please.

All visitors are requested to wear face masks when inside the building.

'Client-facing' staff at Centrestage Studios will wear face masks in the public areas of the studios (ie. outside of the office).

There are hand-washing facilities on the stages, make-up rooms and in the bathrooms.

### **Bathrooms**

We have left instructions in each cubicle requesting that the seat be left down when flushing. This helps limit 'droplet dispersion'. Our toilet cubicles are individually isolated and ventilated to outside, which means that visitors may continue to use the hand dryers. We will also provide hand towels.

An NHS study suggests than conventional warm-air dryers (like our ones) can perform as well as paper towels or 'modern blade-style dryers' if the hands are dried for the full amount of time that the air flow continues.

Each of our bathrooms has a shower room, which may be used by visitors and staff alike. We ask that people please bring their own towels.

### **Hygiene – furniture and equipment**

We have installed apparatus that will manufacture and dispense **Stabilised Aqueous Ozone (SAO)**. SAO is harmless to people but will kill contaminants with which it comes in to contact, such as viruses, germs, bacteria etc.

We will use SAO to sanitise the studios and equipment:

**\*High-touch surfaces** such as door handles, taps, tables, chair backs etc will be cleaned regularly during the shooting day by Centrestage staff (unless access to the stage is not appropriate). If we cannot get on to the stage, we would expect that those within would conduct their own cleaning regime, please.

**\*In-house equipment** will have to be cleaned before and after each booking. We are able to spray a mist of SAO on to all surfaces, eliminating contaminants without leaving any chemical residue either in the air or on the surfaces themselves.

**\*Hired-in equipment** must be cleaned before it leaves base and, as per current advice, on arrival at the studios. Each of our stages will have a designated cleaning area, just outside. We will encourage delivery drivers to use our SAO sanitising product, so as to avoid unnecessary chemical presence within our premises.

**\*Clean as you go** - we would expect that crew and other visitors to our premises 'do their bit' by cleaning as they go. For instance, make-up and wardrobe rooms as well as production offices should be disinfected (spraying and wiping all surfaces and fixtures with a decontaminant) at the end of the day by those who have been the principal occupants, please. We will make our SAO available to those who are volunteering the cleaning.

### **Ventilation**

Both stages are fitted with large ventilating systems permitting a high turnaround in fresh air exchange. Ventilation on the stages can be constant, assuming the stage doors may be left to some extent open, or just between takes (high-powered ventilation is quite noisy). The canteen and offices are constantly ventilated. Fan units have been deep cleaned and filters changed; this process will be repeated on a regular basis. There is no air conditioning system within the building.

### **How many people?**

Our current recommendation is that the total amount of visitors is as follows:

A-Stage: 25 (Stage-16/Ancillary Rooms-9)

B-Stage: 16 (Stage-10/Ancillary Rooms-6)

These are guidelines, based on our intimate knowledge of the space and on professional advice, but we do need them to be respected please and we will need information regarding numbers of visitors for all bookings please.

### **Access & separating the stages**

Each stage benefits from its own entrance, both for pedestrians and vehicles, on different sides of the building. Clients will in advance of the booking be asked to direct their associates to those entrances. Visitors who have come to the wrong entrance will be asked to use the correct entrance.

Our canteen, situated between the stages, is designed to be a really pleasant social space. It is common for people from either stage to meet in there and chat. For now, we will have to discourage that. B-Stage can effectively be designated as a separate area from the rest of the space, with its own access and refreshments area.

### **Refreshments**

Each stage has its own tea & coffee area. No interaction required. We are recommended that where possible one designated crew member uses the refreshment area to make tea & coffee etc and takes them to the stage, but this may not be necessary here as the areas are so close to each stage.

Each stage has a designated water cooler. We ask that all visitors bring a refillable water bottle with them, preferably clearly labelled with their name.

### **Catering**

Chef Michelle has tailored our catering set-up so that all meals are now individually packaged. Everything is sealed, wrapped and carefully covered as appropriate to the items menu and given to you in hot boxes so that you may arrange your own safe distribution.

We have reconfigured the seating arrangements in the canteen so that the number of people able to sit at one time is 32 (4 seats at 8 tables [2m x 1m]). By placing 'sneeze screens' between them on the tables, we are now able to seat people opposite each other. Experience with recent bookings has demonstrated that pragmatic diners will, if necessary, find plenty of acceptable alternative spots within or outside the space in which to eat their food. This is still be a nice place to eat good food.

### **Waste**

Bins will be covered or in most cases will be pedal-bins. Recycling facilities in place as usual, with the addition of a bin for PPE waste.

### **Finally**

Centrestage Studios cannot accept any responsibility for any transmission of the COVID-19 virus that may have taken place on its premises. As with other matters of health & safety, we are acting on advice, regulations and common sense to make the studios as safe an environment as possible under the current conditions. Clients must please accept responsibility for any risk to themselves or to any personnel who they may bring with them.

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