

# Biscuit.

## HELPING OUR PEOPLE STAY SAFE DURING THE COVID-19 PANDEMIC

As we return to production after lockdown, the safety of our cast, crew and contributors 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.

In order to reduce those risks identified, as far as reasonably practicable, we will implement a package of control measures that will be in place during all stages of our productions.

### 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 OFFICES:

**There should only be 1 person in the office at any time. Otherwise if there is more than 1 person in the office, then all attendees will need to be tested, in order to reduce the risk of transmission. Testing is in addition to the guidelines below.**

- Minimising - 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.
  - If an employee develops symptoms whilst at work and are not alone, they will go to a COVID isolation room/designated space / 3<sup>rd</sup> Floor annex Room, and alert Roma who can arrange private transport home and arrange for disinfecting of the affected persons workstation.
- Commuting - considering the risks in commuting 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.
  - Staff will be expected to wipe down shared equipment after use with supplied disinfectant wipes.
  - Staff will be expected to wipe down toilet door handles after use with supplied disinfectant wipes.
  - Staff will be expected to wipe down any kitchen surfaces and equipment they use.
- Face covering - supporting our people in the safe wearing of face coverings on a commute and in scenarios where they choose to wear.
- Ventilation - Windows should be opened during working hours to allow for ventilation.
- Stairs - The stairs up and down floors are only wide enough for one person. There is ample space for staff to stand to allow other staff members past.
- Kitchen - Kitchens to operate one in and one out.

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## **DURING OUR PRODUCTION ACTIVITIES:**

- Travel - seeking to minimise travel requirements and follow social distancing principles within travel arrangements, wherever possible.
- Location - considering the physical capacity of space used, 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 across roles in a production and if these can be adapted or changed to reduce risk.
- Work Equipment - managing the sharing of work equipment which is key to production from cameras and headsets to edit suites. Focusing on good hygiene and managing potential issues with touchpoints.
- Work Patterns - reviewing work patterns to encourage small groups (cohorts) of people who don't come into contact with other groups.
- 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).