EDIT 123 COVID PROTOCOL

V2.3

This document is based on the advice detailed within the UK Screen Alliance [UKSA] document 'Guidance for Safe Working in Post-Production and VFX during the COVID-19 Pandemic' . This local plan details procedure to be followed by staff and visitors. A full range of services are available, albeit with some necessary changes to ensure the safety of both staff and clients.

This plan will be in place but will be regularly reviewed by Edit 123 in accordance with Scottish Government [Scot.Gov] and UKSA guidance.

GENERAL

- Signage will be displayed at entrances to the facility which is visible externally, detailing the groups of people who should not enter [those showing symptoms, self-isolating, living with someone self-isolating or shielding for eg], physical distancing methods and informing all those entering to wash their hands immediately.
- Floor tape markings will be used at 2m intervals to emphasise physical distancing requirements and arrows to display one-way systems in force. These will also be placed within rooms/suites to create 2m exclusion zones around any workstation and in front of lift doors etc.
- All visitors and staff are required to wear face masks when walking around corridors and communal spaces.
- Hand washing and surface cleaning frequency to be increased from normal levels. Hand sanitiser will be available at key locations, including kitchen, toilet and reception facilities.
- Wash your hands frequently using soap and water for 20 seconds, and especially after blowing your nose, sneezing, coughing, on arrival at work, before and after eating, after handling shared objects like money or keys, after touching shared surfaces like lift buttons or keypads, after using public transport, and when you arrive home.
- Avoid touching your face, especially your eyes, nose, and mouth as much as possible. Cough/sneeze into a tissue and immediately dispose of the tissue, then wash your hands or use hand sanitiser. Cough/sneeze into the crook of your elbow if you have not got a tissue.
- The new social etiquette for greeting people is to avoid handshaking, fist or elbow bumps, hugs, or kisses. Verbal greetings are enough.
- Personal property should not be shared. This includes items such a pens, phones, chargers, and iPads. Personal items should be regularly wiped with suitable anti-viral wipes. This includes spectacles and spectacle cases. Avoid sharing newspapers and magazines. Telephone handsets for clients in suites should preferably be removed. Visitors should use their own personal mobile phones. Telephone handsets for workers' use must be disinfected at least twice daily and should not be shared.
- Individual technical equipment such as keyboards, mice, graphics tablets & styli, should be disinfected at least twice daily by the user.
- Workers and visitors are encouraged to bring only essential personal items into the workplace to minimise the contamination risk.

- Items that could be handled by visitors and workers in reception areas, communal areas, and suites will be removed. Typically, these may include "coffee table" items such as fruit or sweet bowls, magazines, newspapers, and promotional items. This reduces the risk of cross-infection.
- Logs will be kept of all visitors to aid in potential contact-tracing efforts.
- In the event of a fire alarm requiring evacuation of the building, to ensure that everyone can leave as quickly as possible, social distancing measures may temporarily be relaxed, although they should be re-imposed immediately as people gather at the designated muster point.
- People involved in the provision of assistance to others in an accident or evacuation scenario should pay attention to sanitation measures immediately afterwards including washing hands.
- The printing of documents should be avoided, digital copies being preferred to avoid contamination.
- Methods of improving fresh air ventilation within Edit 123 will be in place, including open doors, windows and ventilation systems set to bring in 100% fresh air.

SYMPTOM RESPONSE PLAN

- Staff should be versed in the symptom response plan which is on page 8.

STAFF

- All workers should be given mandatory training of the protocols that must be followed and any subsequent changes to those protocols. Workers should confirm receipt of the risk assessment and any delivery of mandatory training must be documented. A central accessible repository for COVID-19 protocols will be provided.
- Staff should ensure they follow government advice regarding Shielding or Self-isolating, informing management of their status. If any worker or visitor receives a notification from the NHS test and trace service that they may have been exposed to COVID-19, they must follow the instructions given by the app or the test and trace service . They must not attend the workplace, nor should they complete their current working day or shift if they are already at work. They must return home immediately and stay there, where they must self-isolate. They must update Edit 123 management as soon as possible.
- Workers are not allowed to have personal online shopping purchases delivered to the workplace to minimise the contamination risk
- Any staff who can work from home should continue to do so. Staff requiring to enter Edit 123 should contact management who will ensure staggered starting times, to avoid unnecessary contact with other staff members. Staff should complete a daily health declaration on entering (preferably prior to arriving) the premises as part of the reception sign-in

process, asking if they fall into any of the groups who are not permitted entry to the premises .This is to comply with HSE obligations under RIDDOR. This may include a temperature check on arrival using an infrared thermometer with temperatures above 37.8°C as a possible COVID-19 symptom and this will invoke the Symptom Response Plan.

- Any staff who enter Edit 123 should strictly adhere to physical distancing as per Scot.Gov guidelines. Staff travelling to Edit 123 should avoid public transport, if they cannot avoid public transport their attendance should be reconsidered, if unavoidable staff should avoid peak times and wear face coverings during transport. Within Edit 123 staff should follow the one-way system which will be set up – using the lift to travel up to floors, the stairs to travel down. Except for the basement where this should be reversed. Any time within the facility should be kept as short as possible.
- Workers must not share equipment; they must only operate their own workstations and control surfaces. They should also be responsible for the regular sanitising of their own equipment.

RECEPTION

- During this phase reception should remain unstaffed.
- Regarding any deliveries: Studies have shown that the COVID-19 virus can survive for up to 72 hours on plastic and less than 24 hours on cardboard. If schedules allow, consider isolating deliveries for an appropriate period to allow any virus on the packaging or contents to die before opening and handling. If this is not possible open the package and safely dispose of the external wrapping. Cleanse the contents where appropriate before allowing them to be delivered within the building. Then wash your hands thoroughly.
- Couriers/deliveries should be collected/handed over in the foyer, with staff member wearing a mask and maintaining physical distancing.

RUNNERS

- During this phase runners should remain at home, this may change if more clients/staff decide to attend the facility, at which case runners may be required to perform additional cleaning/sanitisation of "frequent touch" areas. Runners should not enter suites unless occupier leaves to allow them to clean/sanitise. Runners will not be required to handle cash. Deliveries and wrapped food should be left outside the suites for collection. Workers and visitors in suites should be encouraged to clear their own used catering items and place them outside the suite for collection by the runners. There must be no communal food serving, e.g. buffets or platters. Consider using single-serving, pre-packaged food/tea/milk/soft drinks/water bottles/condiments . No unwrapped food or snacks should be left out. Avoid congregations of workers or visitors in caterng areas during meal breaks or tea breaks. Companies should close these areas if social distancing is not possible. Eating at the individual's workspace is preferred.

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• Runners will be advised to wash their hands more frequently as they are the people who move around the premises more frequently than any other worker.

MANAGEMENT

• Should continue to work from home, except as required or unable, use only your dedicated computer.

EDITORS

• Should continue to work from home, but if attending only use your own dedicated suite.

SOUND

• Should continue to work from home, unless requiring to use VO suite etc: Remote Voice Over (VO), ADR (Dialogue Replacement) or Foley (sound effects) recording sessions with the artist at home are strongly preferred rather than attendance on premises in the studio. If using clip-on personal mics, the voice talent should be instructed to mic themselves up under supervision, maintaining social distancing at all times. Disinfect microphones, pop-shields, headphones, and lecterns after each session. Keep a log of when it was done. Use metal pop shields which can be more easily disinfected than the fabric gauze type. Use the studio-owned tablet for scripts rather than printing onto paper. The voice talent should use their own device if possible, but if the studio-owned tablet is used it must be disinfected after each session.

GRAPHICS

• Should continue to work from home.

MCR

• Should continue to work from home unless required, most physical work can be performed by Technical or General manager.
• Operators should wash or sanitise their hands before and after handling drives, cards, video tapes, tape decks etc. Operators should dry their hands thoroughly to avoid unnecessary deposits on the surface of the tape or tape path which may cause the replay to deteriorate. Clean tape paths using the normal solvents and routines that have always been used for this purpose.
• MCR will be moved from small office to larger space nearer server room, with individual computers for each staff member.

CREW

- Follow current advice for productions available on the pact.co.uk website.

FREELANCERS/CLIENTS

- References in this Guidance to "Visitors" and the protocols for receiving them onto the premises are therefore for those few exceptional circumstances, or are in preparation for the point when clients will be allowed to attend sessions as a matter of course; but that time has not yet come.
- Visitors should complete a daily health declaration on entering (preferably prior to arriving) the premises as part of the reception sign-in process, asking if they fall into any of the groups who are not permitted entry to the premises .This is to comply with HSE obligations under RIDDOR. This may include a temperature check on arrival using an infrared thermometer with temperatures above 37.8°C as a possible COVID-19 symptom and this will invoke the Symptom Response Plan.
- Visitors should use their own mobile phones while on the premises rather than fixed telephone handsets in suites. Visitors who seriously or persistently fail to comply with social distancing and hygiene measures will be required to leave the premises and may at the Company's sole discretion be barred either temporarily or permanently.
- Offline editors should continue to work from home, remoting into Edit 123 systems but if they do need to work within Edit 123, they must remain only within their dedicated suite. Clients, such as Eps should continue to work from home, as space within suites will not always allow for safe working and will allow for a reduced number of persons within the facility. If attendance is required we may be able to set editor/ep up in a larger suite if available, however in this case 2m social distancing must be maintained at all times. Markings are set in suites to display 2m distances.
- Operators working alone in a post-production suite are not required to wear face coverings but if there needs to be other people present in the room, all occupants should consider wearing a face covering for the safety of each other, with masks been worn in communal areas.
- Any remote clients who require to view HD footage should request high res quicktimes to be sent or access to our Sienna viewing system rather than visiting Edit 123.
- If viewings must be performed via fully calibrated grading monitors then our viewing suite, Edit 22 on the second floor, has been specified for this usage. This will be cleaned before and after any viewings and is limited to one person per viewing. Support will be provided remotely, or locally with the client remaining outside the suite while support is within.
- The one way system must be followed – taking the lift to the second floor and the stairs down. The second floor doors will be left open so the client does not need to touch them upon leaving, the lift may be used if there are mobility issues but only one person is

permitted within at a time.
- Edit 123 management will ensure to organise any viewings do not cross over to limit the number of persons within the building.
- Any meetings should be performed via conference call or online meeting software [zoom etc] rather than in person.

- Visitors must not attend temporary edit suites installed in workers' private houses. Instead video conferencing services should be used for interaction between creative teams, managers, and clients. For viewing the output of the suite or workstation, a secure remote viewing capability should be used, or upload review and approval files to a secure site, according to the agreed security protocols.

TOILET FACILITIES

- All toilet facilities are single occupancy only, entry doors will be kept open to help show if occupied or not. These will be regularly sanitised and users are requested to wipe down after use with anti-bac wipes provided.

KITCHEN FACILITIES

- All kitchen facilities should be considered single occupancy only, staff should stagger their lunch/break times to reduce contact. Users should wipe down after use with anti-bac wipes provided.
- Where possible, workers and visitors should be encouraged to bring their own food and drink but avoid using communal fridges.

COVID-19 DAILY HEALTH DECLARATION

Name: **Date:**

Visitors should also complete...

Company/Production: **Visiting:**

Contact email:

The main symptoms of COVID-19 are:
• high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
• new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
• loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal
• Most people with coronavirus have at least one of these symptoms.

Please answer the following questions:

1. I am displaying symptoms of COVID-19 as described above. **YES/NO**
2. I should be self-isolating as I suspect I may have been exposed to or have been suffering from COVID-19 in the last 14 days and have not yet received a negative test result. **YES/NO**
3. I have been notified by the NHS Test and Trace service to self-isolate. **YES/NO**
4. I am living in the same household or "support bubble" as someone who is self-isolating. **YES/NO**
5. I should be self-isolating after visiting a country within the last 14 days which is excluded from the government's list of safe travel corridors (NB the exemption for film & HETV workers does not apply to post-production) **YES/NO**
6. In the event of a request for contact tracing information you may share my contact details* with NHS Test & Trace. **YES/NO**

If you have answered YES to any of questions 1-5, we regret that we cannot admit you to our premises today.

* *We have a legitimate interest in collecting your personal data to protect the health of our employees, contractors, and visitors. This information will be recorded and securely stored in accordance with our data protection and privacy policies [available on request/available online]. This data will be deleted after 21 days.*

Signed:

SYMPTOM RESPONSE PLAN

Incident Date	**Time**
Location	**Recorded by**
Employee Name	**Role**
Date of Birth	**General Health**

Why is this being notified? NHS/PHE advised ☐ Symptomatic ☐ Family contact ☐ Childcare need ☐

Are you isolating? Because you have been asked? Yes ☐ No ☐

If so, by whom?

You are showing symptoms? Short of breath ☐ Fever ☐ Cough ☐

Have you used the 111 Coronavirus service? Yes ☐ No ☐

If so, what advice was received?

Have you had any symptoms, or have they got worse recently?

Contact with others If you have been working closely (within 1 metre) with anyone for longer than 15 minutes, describe the work, when it was and with whom?