

Aim of policy:

To define our risk management approach to safe working practices across all Molinare locations during the COVID-19 pandemic to enable the business to continue to function by minimising infection risk to our staff, visitors and clients.

Revisions and Alignment:

Our policy is aligned with the UK Screen Alliance code of practice for safe working during COVID -19 pandemic in UK Post-Production & VFX businesses. This policy is reviewed regularly to see if it needs to be strengthened or relaxed. Please check you have the latest version.

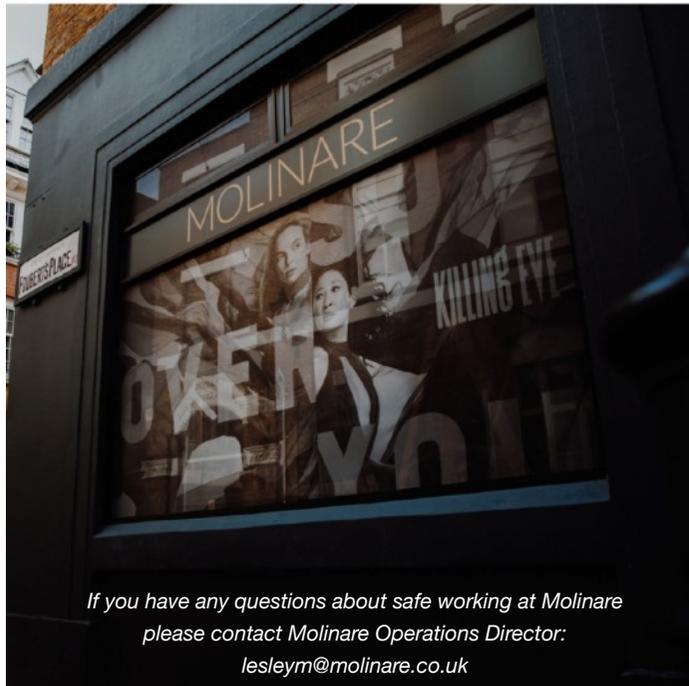
Policy Statement:

For the COVID-19 Pandemic we fully intend to minimise customer impact and business continuity as far as in our control. We have completed a risk assessment which is published on our website. We are putting our full attention to managing the risk of transmission of the virus inside our facility. For those working inside our facility the wellbeing of staff, visitors and clients is very important to us. We have stepped up hygiene and implemented this safe working policy and clear operating procedures which will be communicated regularly. Key actions are a full risk assessment, planning ahead for the number of people using our facilities daily, non-touch access where possible, ensuring we understand who is more vulnerable, following social distancing in all areas, increased personal hygiene and lateral flow testing available for everyone.

Our creative services

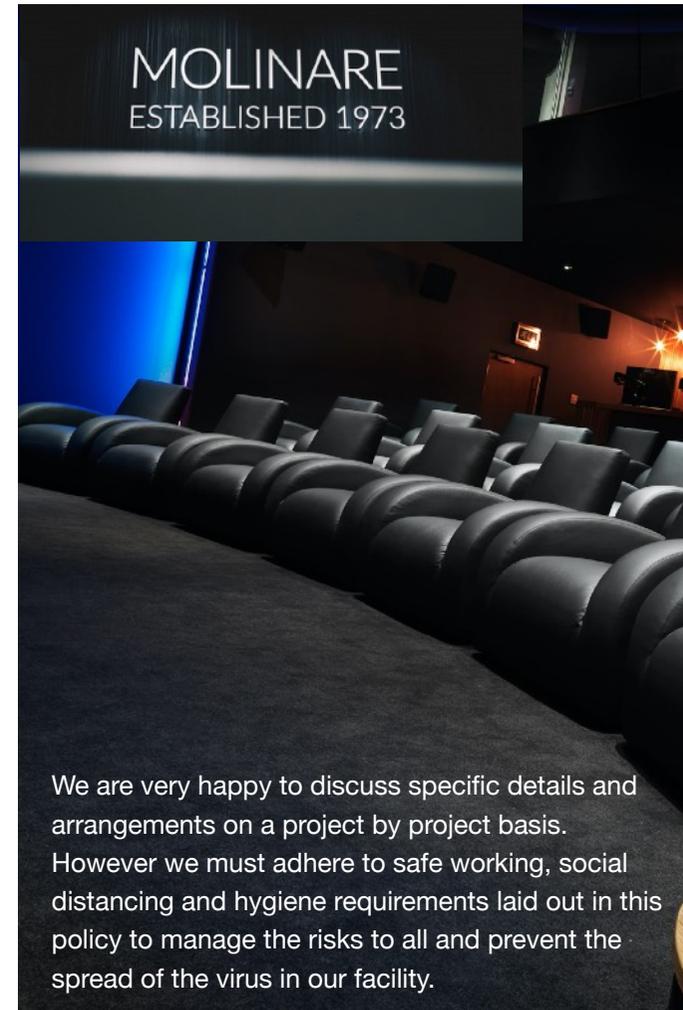
We are fortunate to have large Picture and Sound suites, and so following social distancing, our creative services are fully operating subject to the maximum room occupancy guidelines listed in this document. In addition to this outside our facility we have admin and operational support teams working both remotely and in the office with full access to all the tools they need to work effectively.

With this policy and safe working procedures in place we are confident we can offer a safe working environment for all. We intend to continue to manage the balance of remote working and onsite working in keeping with social distancing guidelines and optimal, efficient, workflow needs. We are supporting the NHS test and trace programmes and all staff have access to twice weekly NHS lateral flow home test kits.



COVID-19 Safe Working Policy V3.3

MOLINARE
ESTABLISHED 1973



Safe Working Policy:

All staff and visitors will agree to our policy and working practices on signing in to our buildings. They will also need to confirm that they have no COVID symptoms and are not self-isolating.

We advise all visitors and clients to have taken a recent COVID 19 test before coming to Molinare. Our staff have the opportunity to test using Lateral Flow testing twice a week. On arrival everyone must complete a health declaration on sign in. We require anyone that has recently had the Virus to declare this and that you have self isolated for at least 10 days from when symptoms started or if you are not experiencing symptoms but have tested positive for COVID-19 you must self-isolate for at least 10 days starting from the day the test was taken.

If any staff member or visitor feels unwell, they must stay home. If someone is presenting with symptoms in our facility they will be sent home and get tested. We will connect (in last 48 hrs) with any individual that had close contact with that person in our facility and recommend they self isolate for a 10-day quarantine period.

If any visitor subsequently reports they have COVID-19 symptoms in the three days after visiting Molinare , we ask and would expect you to tell us immediately.

Social distancing:

All staff and visitors will at all times adhere to social distancing rules. This includes sitting or standing two metres apart and limiting the number of attendees in rooms to meet this. Therefore, we have restricted room occupancy across our buildings. Most of our toilets have several cubicles however the entire bathroom space will be single person use only, with a (self serviced) sign on the entrances to identify if the bathroom areas are occupied.

Client attends will be limited to the maximum room occupancy for safe distancing. These numbers can be increased if the client follows to our testing programme (see appendix document - room occupancy guidelines v2.0). In some areas client reviews may take place in other review rooms with conferencing via telephone or web link to the operator in a separate room. We can offer support for most, if not all conferencing software, Teams, Zoom and Skype included.

In some cases, rooms will only be able to house the Operator, Artist or Creative. For example, the ADR/Voice recording booth is separate and provides artist's isolation. Productions are advised to limit the number of attendees to a creative session where possible. In general operations and administration areas our teams will be working in shifts, sitting side to side rather than facing one another and in some areas working with fixed team partnering so there is a reduction in total staff contact across our facility.

There will be regular monitoring of behaviours in our buildings and anyone not following this policy will be spoken to. For staff this could lead to disciplinary action. Staff have a process for reporting any non- compliance to HR.

Any aggressive behaviour, be it violent or abusive, will not be tolerated in our facility. There is CCTV centrally monitored throughout our buildings.

Reception, security and dispatch:



Reception is covered for a full 24 hr period either by a receptionist or security. As described previously guidance markings will be given as to social distancing in reception and signage will help to navigate the one way system around our facility. On arrival everyone must sign in, agree to the health declaration and wait to be directed to their room or be met by their creative or project manager within the social distancing guidelines. Passes will be issued to regular visitors and will be sanitised pre and post handout.

Dispatch - located in Fouberts Place

Dispatch is operating during usual business hours Mon- Fri. Reception will take deliveries outside office hrs.

Dispatch has an isolated delivery pod, packages will not be able to be signed for and will be wiped down with disinfectant prior to leaving the dispatch office.

Hygiene and use of face coverings

A regular professional contracted daily cleaning service is provided. Molinare has kitchens for self-service (staff only) and a currently reduced runner service. Each kitchen will be equipped with antibacterial spray; paper blue roll and currently we encourage all visitors and staff to bring their own water bottle and coffee cup in order to limit contact with potential contaminated surfaces. We will provide disposable cups for clients if required.

In addition to the regular cleaning service, staff are cleaning kitchens and common touch points i.e. door handles and entrance/exit surfaces regularly throughout the day. Technical equipment such as consoles, microphones, pop shields will be wiped down with antibacterial materials before and after use. If required latex gloves are provided for ADR/Voice recording attendees. Microphones, lecterns and door handles are wiped after each record session billed at 30 minutes.

Hand sanitisers with antibacterial gel are placed in all common areas of our buildings. On arrival and before signing in using our electronic touch screen everyone needs to use the hand sanitiser. Once in the building regular handwashing for at least 20 seconds is promoted above using antibacterial gel. If staff or visitors leave the building and re-enter; hand sanitising on re-entry must be done.

The use of face coverings in our buildings is now voluntary, however we recommend that to protect colleagues that you continue to wear a face covering when working in close contact. **Runners will continue to wear a face covering at all times.** We have a shower and bike store for up to 20 bikes. This is for staff and visitors. No bicycles can be stored outside of this and it operates on a first come first served basis. No items (i.e clothes, towels, shower gel) can be left in the shower room and will be disposed of responsibly, if found. There is also a free bike store on Carnaby Street: <https://www.carnaby.co.uk/bike-hub>

Runner service

Our runner service is operating at a reduced capacity. The Moli bar is open during usual business hours. Use of crockery is permitted but limited to cups and mugs. Kitchen food will not be served but takeouts can be collected and served left packaged. Only fully wrapped biscuits will be provided. There will be no bread, fruit or sweets available.



Safe Working Maximum Room Occupancy: (numbers include creatives)

For full details see separate document - COVID-19 Safe Working Appendix - Maximum Room Occupancy and Facecovering Use v2.0

Exceptions - by way of an increase in attendees will be made if the appropriate testing and consent has been completed as per details in the above appendix document.

Picture		
Offlines		3 persons.
Grading 1 & 2		3 persons
Jack Cardiff Theatre		not currently in use
Theatre 2 & 3		3 persons
Onlines 1-8		3 persons
QC 1 & 2		2 persons
Theatre 1		4 persons
Audio		
Dub A		4 persons
Dub B		3 persons
Dub C		3 persons
Dub D		3 persons
		3 persons
Dub E	3 persons + 1 person in booth	
Dub F	3 persons	
ADR 1	3 persons + 2 persons in booth	
ADR 2	2 persons + 1 person in booth	
ADR 3	2 persons + 1 person in booth	
Sound Stage 1		4 persons

