

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:

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.



If you have any questions about safe working at Molinare please contact your Post Producer or Molinare Facility Director: lesleym@molinare.co.uk Or HR@molinare.co.uk

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

Our creative services

We are fortunate to have large Picture and Sound suites, 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.

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.

On arrival everyone must sign in and agree to our policy.

Please wait to be directed to your room or be met by a creative or project manager. Passes will be issued to regular visitors.

If any staff member or visitor feels unwell, they must stay home. If someone is presenting with symptoms in our facility they will be immediately asked to leave. We will connect with any individual that had close contact with that person in our facility and recommend they follow government guidelines. 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.

COVID-19
Safe Working
Policy
V3.6
March 2022

MOLINARE
ESTABLISHED 1973



Social distancing:

Client attends will be limited to the maximum room occupancy for safe distancing. These numbers can be increased if the client follows our testing programme as laid out opposite. 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. 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.

Hygiene

A regular professional contracted daily cleaning service is provided. Molinare has kitchens for self-service and a normal 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.



Safe Working Maximum Room Occupancy: (numbers include creatives)

For full details ask your Post Producer for our separate document - COVID-19 Safe Working Appendix - Maximum Room Occupancy v2.3

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	25 persons (events)
	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