

## 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 Governments working safely guidelines and the code of practice for safe working during COVID -19 pandemic in UK Post-Production & VFX businesses. It will be in operation until such time as all COVID-19 restrictions by government are lifted. This policy will be 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 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 are stepping up hygiene and implementing 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 and increased personal hygiene for everyone.**

## Our creative services

We are fortunate to have large Picture and Sound suites, and so following social distancing, our creative services are operating near normal subject to the maximum room occupancy guidelines listed in this document. We are open to discuss exceptions within safe distancing. In addition to this outside our facility we have admin and operational support teams working remotely 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.

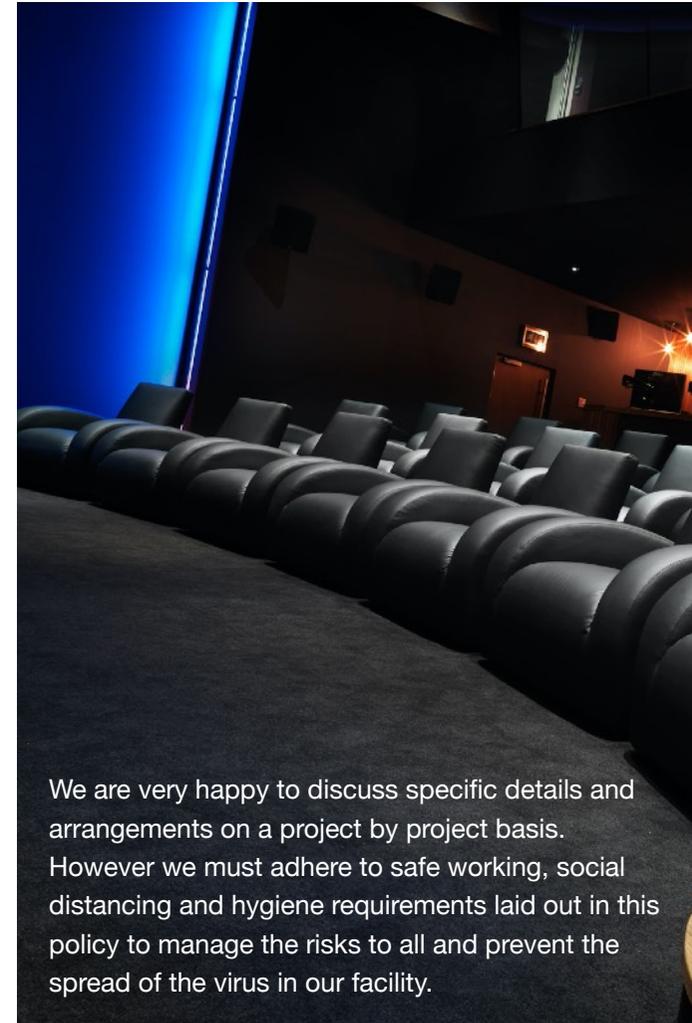


*If you have any questions about safe working at Molinare please contact Molinare Operations Director: [lesleym@molinare.co.uk](mailto:lesleym@molinare.co.uk)*

# MOLINARE

TV & Film Limited

## COVID-19 Safe Working Policy v2.4



We are very happy to discuss specific details and arrangements on a project by project basis. However we must adhere to safe working, social distancing and hygiene requirements laid out in this policy to manage the risks to all and prevent the spread of the virus in our facility.

## 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. Everyone will be temperature checked with a laser at reception. Anyone with a temperature over 37.8°C will not be allowed in the facility or placed in our isolation room. Agreement to our safe working policy will be facilitated via the touch screen sign in app on reception. We require anyone that has recently had the Virus to declare this and that they have self isolated for at least 7 days and do not have any remaining symptoms.

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 placed in our isolation room, we will connect with any individual that had close contact with that person in our facility and recommend they self isolate for a 14-day quarantine period. The individual with symptoms will be quarantined in the isolation room whilst arrangements are made for them to be sent home and for testing which will activate the government's track and trace process.

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. If and when a government app for smartphones is made available we would consider making it mandatory for all staff and visitors.

## Social distancing:

**All staff and visitors will at all times adhere to government 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. In some areas barriers will be marked to identify safe distances, one-way lanes and safe pathways through our facility. Our stairwells are 1.2m wide so we will be operating a one-way system on each stairwell. Lifts will be a maximum of 1 person use at a time. 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. 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 booth is separate and provides artist's isolation. Productions are advised to limit the number of attendees to the necessary number needed.

In general operations and administration areas our teams will be working in shifts, sitting side to side rather than facing one another and we are considering 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.

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 wear a mask, sanitise hands and sign in, agree to the health declaration with temperature check 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** will operate between 9am-6pm\* outside these hours' reception will take deliveries. 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.

\* currently dispatch is operated by reception



## 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 require 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 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.

**Everyone must wear a face covering when first entering and moving around our buildings. Once your own work space you are not required to wear a face covering. Runners will 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.

## Runner service

We will advise when we are able to re-instate our full runner and bar service. We are currently running a very reduced service. Hours are 9am to 6pm. Runners will use heavy duty rubber gloves for all cleaning tasks undertaken.

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, fruits or sweets available. The barista service is available on request with takeaway cups. Water and drinks can only be served for clients in their own cups or plastic/ takeaway cups that we can provide.



## Safe Working Maximum Room Occupancy: (numbers include creatives)

*\*Any exceptions to the below numbers must be signed off by a Molinare board member.*

*For full details see separate document - COVID-19 Safe Working Appendix - Maximum Room Occupancy and Facecovering Use v1.3*

Picture	Offlines	Most are 2 persons. Some space offlines 3 persons
	Grading 1 & 2	2 persons
	Theatre 1	5 persons
	Theatre 2 & 3	2 persons*
	Onlines 1-8	2 persons
	VFX	1 person
	QC	1 person

Audio	Tracklay & dialogue	2 persons + 1 person VO
	Dub A	2 persons*
	Dub B	2 persons
	Dub C	2 persons
	Dub Z	2 persons + 1 person VO
	Dub D	2 persons
	Dub E	2 persons + 1 person VO
	Dub F	2 persons*
	Dub H	2 persons
	Dub H ADR	2 persons

