
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 will be 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 of 1M + mitigations to maximum room occupancy numbers. 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.

As we make a careful and gradual return to the facility, 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.



MOLINARE

TV & Film Limited

COVID-19 Safe Working Policy v2.1 (HOXTON)



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.

Agreement to our safe working policy will be facilitated via paper pre arrival. 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 asked to leave. 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. Most of our toilets have several cubicles however the entire bathroom space will be single person use only.

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:



On arrival everyone must sanitise hands and sign in, agree to the health declaration. Keys will be issued to regular visitors and will be sanitised pre and post handout.

Dispatch will operate between 9am-6pm* packages will not be able to be signed for and will be wiped down with disinfectant prior to leaving the Facility.

* Hoxton 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.

Hand sanitisers with antibacterial gel are placed in all common areas of our buildings. On arrival 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.

Runner service

We will advise when we are able to re-instate our full runner service. We are currently running a self service kitchen area.

Water and drinks should be dispensed in individuals own cups or plastic/ takeaway cups that we will provide.



Safe Working Maximum Room Occupancy: (numbers include editors)

For Hoxton offlines 2 people is the maximum, where possible windows should be opened to improve airflow.

This is a guide based on room sizes; individuals in those working spaces need to be consulted and feel comfortable with the numbers and so these could be reduced. As an exception numbers may be increased with use of face coverings within the 1M + government guidelines. Exceptions are made on a case by case basis.

