

## COVID-19 Safe Working Appendix - Maximum Room Occupancy and Facecovering Use

### V1.3 02/11/20

Molinare's creative and management expertise will ensure your production is looked after in the best possible way.

As an employer, we have a duty of care and legal responsibility to protect workers and others from risks to their health and safety. We have considered the risks that everyone may face working in our facility during the COVID -19 Pandemic and although we recognise we cannot completely eliminate the risks of contracting COVID-19, we can do everything reasonably practicable to minimise them.

An up to date risk assessment can be found on our website

All visitors and staff members must agree to our safe working policy (and this appendix) when signing into our reception and entering our workplace. This includes a self administered body temperature check.

Our maximum room occupancy numbers have been created to ensure we meet social distancing government guidelines. Factors taken into consideration include room dimensions, air ventilation and overall building occupancy numbers of people using common areas, which includes staff who need to work onsite. During this time our runner service is reduced and all runners will wear facecoverings.

The table below lists our maximum room occupancy numbers in client suites.

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
	Tracklay 5/6 & dialogue	2 persons + 1 person VO
	Dub A	2 persons*
Audio	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

### **\*The following exceptions will be allowed for review sessions:**

In Theatre's 2 and 3 and mix rooms Dub A and Dub F for a short period of time e.g client review; numbers can be increased to 3 in total (2 clients + 1 creative) if the following conditions are met:

- All attendees agree/and are comfortable to the increase in numbers
- All attendees wear a facecovering
- The exception has been approved by a Molinare Board Member.

Other exceptions will be considered on a case by case basis if raised with a Molinare Board Member.

\*\* check document *Copy of Cutting Rooms size ventilation Sept 20 (002)*

## **Facecoverings guidance**

Facecoverings are now mandatory before entering and when moving around our buildings. Some people don't have to wear a face covering including for [health, age or equality reasons](#).

It's important to follow government guidelines for using facecoverings:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- practise social distancing wherever possible