



COVID-19 Operating guidelines

Version control

| Date | Updated and authorised by | Change | Version number |
|-------------|----------------------------------|--|-----------------------|
| 30/04/2020 | Joel Bates (document created) | | 1.0 |
| 8/07/202 | Joel Bates | Can have more crew members on location | 1.1 |

1.0 Overview

This document sets out how Woven Films will adhere to national best practice guidelines for maintaining social distancing and continuing to operate during the COVID-19 situation. These guidelines will be updated to reflect changes in national policy and therefore this document will be actively updated.

The provisions set out in this document are based upon current guidance from the UK Government and Public Health England, and are supplemented with guidance from the Advertisers Producers Association (APA).

The health of our clients and staff is of utmost importance to Woven Films. These operating guidelines will support social distancing measures to maintain a safe working environment for both our clients and our staff, as well as playing our part in preventing the spread of the virus. Each project will be assessed individually using the measure below to ascertain if the project can be undertaken safely.

2.0 Resources

<https://www.gov.uk/coronavirus> (National overview)

<https://www.gov.uk/coronavirus/business-support> (Responsibilities as an employer)

<https://www.a-p-a.net/2020/04/news/updated-regularly/> (APA advice for productions)

3.0 Good practice

- Woven Films will keep employees updated on actions being taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace
- ensure employees who are in a vulnerable group are strongly advised to follow [social distancing guidance](#)
- ensure employees who are in an extremely vulnerable group and should be [shielded](#) are supported to stay at home
- make sure everyone's contact numbers and emergency contact details are up to date
- make sure managers and employees know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes and procedures in case someone in the workplace is potentially infected and needs to take appropriate action
- make sure there are places to wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly
- provide hand sanitiser and tissues for staff, and encourage them to use them

4.0 Health check and Self isolation

Any member of staff who develops symptoms of coronavirus (COVID-19) (a new, continuous cough and/or a high temperature) should be sent home and stay at home for 7 days from onset of symptoms. If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the [stay at home guidance](#).

5.0 Social distancing in the workplace

The advice on social distancing measures (keeping a distance of 2 metres from all people outside your household) applies to everyone and should be followed wherever possible. Woven Films will avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least 2 metres (3 steps) between individuals wherever possible.

This advice applies both to inside the workplace, and to where staff may need to interact with clients. Staff will be reminded to wash their hands regularly using soap and water for 20 seconds and particularly after blowing their nose, sneezing or coughing. Where facilities to wash hands are not available, hand sanitiser will be used. Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands.

6.0 Working from Home

In line with government guidance and to make social-distancing easier, Woven Films' day to day operations, pre-production and post-production work will continue to be completed from employees' homes. Working from home will remain in place until the government guidance has changed and it is deemed suitable to return to the studio. When a return is possible, it will be assessed how best to social distance in the studio space.

7.0 Meetings

To avoid unnecessary travel and physical contact, we would prefer that meetings take place through video conferencing or phone calls. We primarily use Google Meet for video conferencing and are happy to host video conferencing upon request.

8.0 Filming

Filming will need to be assessed on a project by project basis. Filming can proceed if the following criteria are met.

- The job cannot be completed at home
- The crew, contributors and client are well and do not have any of the COVID-19 symptoms (a new, continuous cough and/or a high temperature). A health declaration (sent via email) will need to be provided by all attending the shoot. This will be organised by Woven Films
- A skeleton crew of no more than 4 Woven Films employees are required for the project to be completed successfully
- We can minimise the number of people on location at any time
- No large gatherings/crowds or events
- No shooting on the street is required as this would make it difficult to observe social distancing
- The filming location is large enough to accommodate a 2m social-distance between people
- Suitable hand washing facilities or hand sanitising is available

If all of the above criteria is met and it is deemed safe then the proposed activity can go ahead. Woven Films will adhere to the below strict requirements on set:

- Core Woven Films staff (Dan & Joel) can travel by their own transport, not public transport. Freelancers or people outside the company must travel in separate transport
- Where Woven Films is providing location or studio, where possible the area will be sanitised before the start of the filming activity
- Equipment must be sanitised before and after the shoot with particular emphasis on microphones
- Woven Films will provide their own food and drink, as well as crockery and cutlery

9.0 PPE

The government has not yet mandated the use of PPE so any use of this equipment will be up to individual discretion. Where PPE is utilised, this must be used correctly and items disposed of as recommended.

10.0 Changes to guidance

Woven Films are committed to the health, safety and wellbeing of employees and clients. Any changes in national guidance will be implemented and as such, this document remains active to ensure we continue to adhere to the latest recommendations.