



# COVID-19 Operating guidelines

## Version control

<b>Date</b>	<b>Updated and authorised by</b>	<b>Change</b>	<b>Version number</b>
30/04/2020	Joel Bates (document created)		1.0
8/07/202	Joel Bates	Can have more crew members on location	1.1
10/10	Joel Bates	Update guidance regarding PPE	1.2

## 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/2020/10/news/revised-covid-19-shooting-guidelines-v1-6/>

(Revised guidance)

## 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 / Loss of taste or smell) 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, where possible, Woven Films' day to day operations, pre-production and post-production be completed from employees' homes. When personnel are in the studio they will adhere to the separate studio guidance

#### 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 6 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 are 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 mandated the use of face-covering or masks inside buildings and enclosed spaces. All crew and off-camera personnel, including the client, **MUST** use a face covering or mask when shooting in an enclosed space.

Face covering will not be required when shooting outside where safe social distancing measures are in place. When crew have to move closer than 2m to each other, then a face-covering will be required.

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.