

Client Covid-19 Social distancing measures

Throughout your visit to Backgrounds please ensure you continue with the current government guidelines by **wearing a mask**, **regularly washing your hands** and **keeping 2 metres apart** this will help keep everyone as safe as possible.

Key Contacts

Studio Manager **07397 996636**
Prop Team **020 7697 0981**

Prior to arrival

Our current studio capacity is:

Studio 1 will be **6** people. **Studio 2** will be **3** people.*

1. Each shoot must nominate someone as the **Responsible Person (RP)**. This person is responsible to manage their team so that they work in a safe socially distant environment and ensure all guidelines are followed whilst on site.
2. The **RP** must ensure these guidelines are read and followed by their team. We recommend distributing a copy of these measures to all team members.
3. The current capacity has been calculated on the basis that you follow the 2m rule.
4. *If certain criteria relating to existing support bubbles and households is met we may be able to extend the capacity of Studio 1 to 8 people and Studio 2 to 4 people. Please call to discuss.
5. The **RP** must ensure that, before entering, each team member has read and agrees with the daily health check declaration shown on the front door and attached.
6. We will be limiting the interactions between our team and yourselves therefore we will need the full name, mobile number and email of each person in advance of the shoot. This will be used for our **Track and Trace records** and in place of our previous health and safety sign in sheet.
7. Please inform us immediately of any last minute crew changes or additions.
8. Please ensure that all the crew have the pin number for the door so they can gain access on arrival. There will not be anyone there to let them in.
9. If you need any extra equipment, such as stands, Coloramas and tables please let us know in advance so they can be in the studio prior to arrival. We may not be able to provide these safely once you have arrived.
10. We are requesting that equipment and products for your shoot are to be delivered on the day of your hire to minimise points of contact.
11. If you do require any deliveries prior to the shoot you will need to contact the **Studio Manager** in advance. We will not accept deliveries without prior arrangement.

On Arrival

1. Your door access pin number will work from 08:55, consider staggering your arrival so that there is no congestion at the doorway. We may need to allocate arrival slots to each studio if required, we will monitor how this goes.
2. Masks are compulsory in all communal areas and must be worn before entering.
3. There is a hand sanitiser dispenser just inside the front door. Please make sure that everyone uses this before going any further into the building.
4. If you require props for your shoot we advise arranging these in advance as we are operating slightly differently in the prop house at the moment as well, further details can be found on the website.

5. If you need props on the day please contact the **Prop Team** directly and they will see if there is space available. They will then let you know when you can come next door.
6. Please follow the guidelines as instructed next door. You will need to wear a face mask at all times in the prop house.
7. If you have the Bundle Deal you are encouraged to prop in advance to allow us time to pack and transport the props ready for your shoot. If you would rather prop on the day please arrange access and timings directly with the the Prop Team in advance. We can no longer guarantee access on demand.
8. We will no longer be able to provide our refillable bottled still or sparkling water, milk or tea bags, however we will continue to provide Nespresso capsules as these are sealed and should be cleaned before use.

During the Shoot

1. We are now asking that **masks must be worn at all times** by all members of the team for the duration of the shoot.
2. If required we have masks available at cost price in the prop house.
3. As we only have one stairwell this is the area you will need to take most care in. If someone else is using the stairs please wait until it is free.
4. There are 3 toilets all equipped with cleaning materials for your use. Please wipe down and dispose of the paper towels in the bins provided.
5. Studio One will use the first floor toilet, Studio Two will use the landing toilet. The ground floor toilet can be used by delivery drivers as required.
6. Each studio has a fresh air supply system that is constantly supplying fresh air from outside and removing the stale air from inside. This is centrally controlled.
7. Please keep the door of your studio closed to enable this system to operate efficiently. It will also maintain separation from other shoots and crews, who are on site.
8. There is a hand sanitiser dispenser at the top of the stairs for your use.
9. If you need any assistance during the day call the **Studio Manager**.
10. For deliveries on the day, please arrange for them to be delivered directly to your studio. The address is **Studio 1 or 2, 30A Brewery Road, London, N7 9NH**.
11. If a delivery driver or visitor attends site and they stay longer than 15 minutes you will need to get their details for the track and trace system and pass them on to us.

At the end of the shoot

1. Please put all waste in the appropriate bin ready for us to move once you have left. If you need any extra bags please call the Studio Manager.
2. Any unused food items can now be left in the studio and we will either recycle or donate to local charities.
3. Please wipe down all equipment that you have used, we will provide sanitiser spray and paper towels.
4. Please put all suitable kitchen equipment you have used in the dishwasher and anything that can not go in, either wash thoroughly or wipe down with sanitiser.
5. We will still be able to store your equipment on site between shoots if required.
6. The studios are cleaned after each shoot and communal areas are cleaned daily.

These measures will enable us to carry on operating as safely as possible without putting anyones health at risk. There maybe additional guidelines to follow at the time of your booking. We will keep you up to date as these change.

Daily health check declaration

Prior to entering the studios today please confirm that to the best of your knowledge and belief today:

- 1. I do not have a new continuous cough;**
- 2. I do not have a temperature;**
- 3. I have not lost my sense of taste or smell;**
- 4. I do not feel generally unwell;**
- 5. I do not share a home with anyone who is self-isolating;**
- 6. I have not come into contact with anyone who is now confirmed or suspected to be positive for Covid-19; and**
- 7. I have been complying with all of the Government's social distancing rules at all times.**

Thanks for your cooperation.