

Client Covid-19 Social distancing measures

Key Contacts

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

Prior to arrival

1. Each shoot must nominate someone as the **Responsible Person (RP)**.
2. This person is responsible for managing their team so that they work in a safe, socially distant manner and ensure all our guidelines are followed whilst on site.
3. We are leaving it up to the **RP** to determine suitable team levels for the space.
4. We will require a full list of attendees for each day in advance and may restrict numbers if we feel they are unsuitable.
5. We need the full name and either a mobile or email address for each person. We need these details so we have a record of all the visitors to site.
6. 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.
7. 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.
8. The **RP** must ensure these guidelines are read and followed by your team. We recommend distributing a copy of these measures to all team members.
9. We will be limiting the interactions between our team and yourselves.
10. 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.
11. 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.
12. If you do require any deliveries prior to the shoot you will need to contact us 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. We will continue to provide Nespresso capsules as these are sealed and can be cleaned before use, all other refreshments will need to be brought with you.

During the Shoot

1. We are now asking that you wear your **Mask on the Move**. Please wear face coverings on arrival and as you move around the communal areas and studios.
2. If you are unable to maintain **2m** distance from team members in the studio, **consider others and wear a mask**.

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. 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.
6. 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.
7. There is a second hand sanitiser dispenser at the top of the stairs for your use.
8. If you need any assistance during the day call the **Studio Team - 07397 996636**.
9. 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**.
10. Please inform us, immediately, of any last minute crew changes, additions or visitors.
11. Anyone that has been in the studio for 15 minutes needs to be recorded.

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 Team.
2. We are now able to recycle or donate most of the leftover food from the shoot. Any used or unused ingredients can be left in the studio and we will sort out.
3. If you do have any cooked food that you also do not want to waste, then either leave on the worktop or in the fridge. We may be able to donate to local charities.
4. Please wipe down all equipment that you have used, we will provide sanitiser spray and paper towels.
5. 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.
6. We will still be able to store your equipment on site between shoots if required.
7. Studios must be cleared of all personal equipment and materials by the end of the shoot, we can store items for collection if required, please ask.
8. 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 may be 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.