



## Focus24 Ltd COVID-19 Working Policy

Last updated: July 31<sup>st</sup> 2020

### A Safe Focus24 Team

- All property including equipment will only be handled by Focus24 employees who are trained in our strict COVID-19 safety protocols
- Wherever possible staff who are able to perform their core duties from home will not attend the office
- Staff who travel to work without relying on public transport will be a key consideration in assessing their return to work
- All staff will 'self-check' for good health once a day against a COVID-19 symptom checklist
- If there is any doubt whatsoever that a staff member has symptoms they will be sent home to self-isolate for fourteen days

### Building Adjustments & Practices

- Hand sanitisation stations have been installed and are shown on the building Floorplan
- All staff and visitors must observe the one-way system implemented to avoid crossing paths
- Workspaces have been re-organised and marked off so staff are working at least two meters apart
- Floor markings have been laid to assist in maintaining at least a two meter distance
- All door handles, telephones and other regularly used items will be sterilised every hour
- All staff and visitors must label their drinks for personal use only
- Masks must be worn at all times while handling equipment and using communal areas.

### Safe Equipment Preparation

*We have a reputation for shiny clean equipment housed in shiny clean facilities. So it's no hardship for us to double our efforts to ensure:*

- All issued equipment and flight cases are cleansed thoroughly with sanitisation wipes before and after every hire
- Work surfaces will be sanitised after every prep and check-in
- All returns will be held in a quarantined area and methodically checked-in one item at a time
- Dates of an items last use will be recorded with an emphasis on stock rotation
- Equipment will always be prepared with the use of disposal gloves and face masks on
- New disposable gloves will be used for every prep or return

### Safe Visitors

*Please don't be offended if we must decline your visit if we do not regard it as absolutely essential. If you must visit we respectfully ask you to mirror our actions in taking reasonable measures to reduce the length of time needed on site.*

- Upon arrival visitors are to wait in the Hallway until greeted and registered
- As a precaution the visitor will have their temperature checked. If above normal readings they will not be allowed to enter the building
- Visitors will be asked to hand sanitise before being issued with disposable gloves. Disposable face masks will be available as a choice
- Observe the two meter rule. Floor markings have been laid to assist you in keeping a safe distance from others
- With the exception of fire, entry and exiting the building is permitted only through the front door
- Visitors must use the designated toilets on the second floor as shown on the Floorplan and follow the hygiene procedures shown on the poster
- Upon registration all visitors must sign that they have read and understood our COVID-19 policy

### Safe Crew

*We look forward to welcoming back our on-set friends as soon as possible. But handshakes and high fives are clearly on hold for now. Further to our Visitor Protocol we will be upholding some measures that serve the mission but mitigates the impact on your job.*

- Until further notice we shall only service one Prep at one time. All Preps are by strict appointment only
- Contact with the Camera Department will be restricted to one designated Technician
- Unless in-person support is absolutely necessary, communication will take place using our internal messaging system
- Crew must dispose of any rubbish and leave no personal property behind
- All visitors will be asked to bring in their own hot / cold drinks containers
- Masks must be worn at all times while using the communal spaces and handling equipment.

### Deliveries & Collections

- Disposable gloves must be worn by all drivers and changed for every delivery
- Door handles, steering wheels and gear sticks will be wiped down with antibacterial wipes before and after a change of driver
- Only one employee will travel in a vehicle at any time
- Drivers will place equipment at a safe distance for the customer to collect after the driver retreats to a safe distance
- Customers collecting equipment must wait outside the premises as equipment is handed over by placing it on the ground at a safe distance
- Paperwork will no longer be signed upon delivery or collection. Instead electronic links for e-signature will be emailed to production
- Couriers are not permitted inside the premises and will politely be asked to wait outside. Any couriers tasked by Focus24 have been vetted for a satisfactory approach to COVID-19

### Anything Else?

*We're confident we have a sound COVID-19 policy, but this is new to all of us. So we strongly encourage feedback on how we might improve our policy and would be very grateful to hear from you. Please email [hello@focus24.tv](mailto:hello@focus24.tv) with your suggestions.*