



## COVID-19 Health and Safety

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Prepared For: All Clients

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## Introduction

Roundtable Post Production's priority is to protect its staff and clients. In addition, Roundtable actively tries to prevent the spread of the virus. Roundtable will continue to put the health, safety and wellbeing of its staff and clients at the forefront of all operational decisions.

Roundtable's COVID-19 Health & Safety policy is reviewed regularly by Senior Management and updated whenever any changes in operational procedures occur, whenever Government guidance changes, or whenever risk assessments dictate it.

# 1. Social Distancing

Roundtable invested extensive time and resources into making remote working much more effective than would have been possible in the past. However, there are circumstances where the business, staff and clients feel it is unreasonable to do the job from home. As such, the following measures have been put in place to enable social distancing:

- Permission to attend by Senior Management only.
- Massively reduced numbers on site.
- A managed attendance list to prevent unpermitted access to the site.
- Permission to attend by Senior Management only.
- '1 in 1 out' rule has been applied to certain communal areas
- Couriers are requested to wait outside 2 metres away from main entrance when awaiting despatches.
- Creatives within the facility are assigned their own suite.
- We request that visitors maintain social distancing and follow Government advice outside of the workplace.
- Teams should work in a bubble and should not interact with people in other teams in the building.
- To limit the number of personal interactions, where remote post sessions are practical they should be the first option.
- Where remote post sessions are not practical Roundtable will determine a maximum number of attendees permitted to each suite which will be communicated to production team.
- If a client is required to attend a minimum distance of 2 metres should be maintained between client and creative, and face masks MUST be worn by clients.
- Most of the rooms in the offline building have windows that open. The air conditioning systems are the type that recirculate air through the room rather than draw in fresh air. Their use should be discouraged if the room has more than one occupant.
- The finishing building has had a fresh air system installed.

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>.

# 2. Personal Hygiene

Roundtable will encourage all individuals in the facilities to adhere to the following personal hygiene measures:

- Handwashing frequently using soap and water for 20 seconds.
- Clean hands on entering the building.
- Use the many hand sanitizing stations throughout the facility.
- Verbal only greetings.
- Face masks are to be worn in common areas such as hallways.
- Employees and staff are not permitted to order personal items to the facilities
- Only essential personal items should be brought to the workplace
- All newspapers and magazines have been removed from reception and communal areas, along with fruit bowls & water jugs
- In addition to the appropriate cleaning regime, antibacterial wipes and hand gels are to be accessible to each suite.

### 3. Well-being

Staff are encouraged to speak with their line managers or other colleagues if they are struggling as well as using the Film & TV Charity number for support – 0800 054 0000.

### 4. Cleaning

- The cleaners perform thorough deep cleans.
- Staff are also encouraged to keep areas clean using the antibacterial wipes to sanitise:
  - Door handles
  - Hand rails and bannisters
  - Chair arms and bases
  - Telephones and computer equipment

### 5. Symptom Management & Contact Tracing

Anyone with symptoms must follow the Government guidelines on self-isolation and aren't allowed to attend any site

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Roundtable will take temperature readings and ask visitors to give verbal 'sign' a health declaration on entering the facility. A temperature reading of 38°C or higher will be considered as a fever and therefore a symptom of the virus.

Anyone with suspected COVID-19 in the facilities will be sent to an isolation room if they can't leave immediately. Transport will then be arranged for them to get home. All areas visited or potentially visited by the individual will then be deep cleaned.

Where an individual tests positive, any and all employees or clients who could have come into contact with said individual would be notified and asked to follow self-isolation guidelines:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

## 6. Symptom Management & Contact Tracing

Roundtable encourages cycling and walking if possible. There is bicycle storage at Macklin Street.

Where it is not detrimental to the operation or productivity, line managers will be open to flexible start and finish times so that employees can avoid "peak-times" on trains, tubes and buses, where staff cannot get to work by any other means.

Where possible, line managers will stagger the start of the shift patterns to avoid too many staff in a working area

## 7. Compliance

Roundtable strongly encourages staff to report any non-compliance to the Managing Director, Ben Coulson.

All instances of failure to comply with Roundtable's social distancing and hygiene measures will always be acted on. Multiple non-compliance may result in disciplinary action or access to the facility prohibited.

Carried out by:



Ben Coulson  
Managing Director  
January 6th 2020