

## **Directors Cut Films: Covid-19 Policy and Procedures**

**We would like to reassure both clients and staff that we are continuing to take Covid-19 very seriously and that we continue to follow the Government (Public Health England) and NHS guidance. We monitor the situation on a regular basis and implement any changes as required.**

- On a daily basis our runners are cleaning the individual edit suite desks, keyboards, phones, chair armrests, door handles (inside and outside of the rooms) & light switches. Surfaces are being wiped down and cleaned with anti-bacterial wipes and then with approved anti-viral disinfectant spray.
- The internal communal areas are also being cleaned in the same manner and any surfaces are wiped down with antibacterial wipes and disinfectant spray. This applies to any door handles, door push plates, desks, phones, kitchen work surfaces and appliances such as microwaves, fridges, taps and sink units.
- Within our kitchens we have antibacterial wipes, sprays and soaps available for everyone to use.
- The runners have been provided with gloves to be used during food preparation and to protect their hands and help reduce the risk of cross contamination when cleaning.
- We have put on display several Government and NHS guidance signs in the office areas and toilets for our staff and clients to follow and help minimise the spread of Covid-19. This includes social distancing advice and good hygiene practices. The staff have been instructed to wash their hands frequently using soap and water, in particular after their journeys to and from work. We would ask that the clients carry out the same practices.
- Thermometers are located on the 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> floors at 6-10 Great Portland Street and the 4<sup>th</sup> floor at Portland House and it is mandatory for clients and staff to take a reading of their temperature upon arrival each day and complete the temperature reading form.
- A daily health check declaration has to be completed by the clients and staff who are working in the building each day and they will be asked to declare that they do not have any Covid symptoms or know of any reasons that would mean they should be self-isolating.
- We have distributed around the offices alcohol-based hand sanitiser gels for clients and staff to use. We kindly ask that clients do not take it away with them as this restricts the amount available for others.
- Masks and visors are available, and we encourage staff and clients to follow social distancing measures where possible and the wearing of masks when not sat at desks is required. We also have Perspex screens available for use within the rooms and edit suites upon request. When staff enter edit suites they will be wearing masks, clients are also required to wear masks in these instances.
- All waste (including used tissues) are being placed inside a plastic bag / bin liner. These bags are then tied and secured before taking it to an area for safe disposal.
- On top of our runners increased cleaning procedures, the Directors Cut Films external cleaning contractors have been instructed that all their staff must conform to additional cleaning guidelines and measures to help prevent Covid-19 and the spread of the virus.
- The landlords cleaning staff use approved virucidal anti-viral surface cleaner to wipe clean on a daily basis, all door handles, push plates, handrails, lift and intercom buttons where applicable in the communal, washroom and toilet areas of the building.
- The cleaning staff are told that disposable gloves must always be worn when cleaning. Should the cleaner move from area to area, they must replenish their disposable gloves to reduce the risk of any cross contamination

- We have instructed our staff to self-isolate, seek medical attention and follow NHS and Government guidelines, if they become unwell and display symptoms of Covid-19, especially if they have a new, continuous cough, a high temperature, or a loss or change to their sense of smell or taste and any other requirements for self-isolation as per the NHS and Government guidelines.

**Please help us by following the guidelines – particularly by taking your temperature reading and washing hands when coming into the building**