



the BottleYard STUDIOS

The Bottle Yard Studios

COVID-19

Site Operating Procedure

CURRENT LOCAL COVID-19 POSITION:
A NATIONAL LOCKDOWN IS CURRENTLY IN PLACE
[National lockdown: Stay at Home - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

| The Bottle Yard Studios (TBYS) COVID-19 Site Operating Procedure | |
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| Author | TBYS Management Office |
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| Amendments | <u>29.07.20</u> 6.0: New section 'Test, Track & Trace' 7.0: New section 'Outbreak Management' 9.0: Introduction of production colour coded wristbands 12.0: Installation of toilet seat sanitation sprays & mobile toilet update 16.0 Clarification RE studio/equipment cleaning 25.0: Crew WFH secure IT solutions 28.0: Updates/additions to useful information section |
| | <u>26.09.20</u> Throughout: Masks now mandatory to be worn in communal areas |
| | <u>25.01.21</u> 3.0 TBYS visitors, contractors and staff now have temperatures checked 7.0: BCC's outbreak mgt plan link added General updates to reflect the most recent lockdown. |

Contents:

[1.0 Introduction](#)

[2.0 When to travel to work](#)

[3.0 Travelling to / from The Bottle Yard Studios](#)

[4.0 COVID-19 Supervisor & Training](#)

[5.0 Site Access & Egress](#)

[6.0 Test, Track and Trace](#)

[7.0 Outbreak Management](#)

[9.0 Site Zoning](#)

[10.0 Parking](#)

[11.0 Handwashing & sanitising](#)

[12.0 Toilet / shower facilities](#)

[13.0 Communal Spaces](#)

[14.0 TBYS Reception](#)

[15.0 Post & Deliveries](#)

[16.0 Cleaning](#)

[17.0 Ventilation](#)

[18.0 First Aid & Emergency Services Response](#)

[19.0 Emergency Evacuation](#)

[20.0 PPE](#)

[21.0 Dining, rest areas and communal kitchenettes](#)

[22.0 General Guidance for Tenant & Production offices](#)

[23.0 Waste Management](#)

[24.0 Security](#)

[25.0 IT Services](#)

[26.0 Wellbeing](#)

[27.0 Frequently Asked Questions](#)

[28.0 Useful Information](#)

1.0 Introduction

The Department for Culture, Media & Sport (DMCS) have announced that the TV & Film Industry can continue work during the most recent Coronavirus (Covid-19) lockdown, subject to safe working practices and social distancing measures being implemented and adhered to. The Bottle Yard Studios (TBYS) welcomes this decision and are committed to assisting our tenants and visiting productions to continue to operate in a safe working environment.

The British Film Commission provides regular guidance and updates regarding the evolving Covid-19 situation and its impact on the film & TV industry; [Coronavirus COVID-19 Guidance – British Film Commission](#).

These are exceptional circumstances and the industry must comply with the latest Government advice on Covid-19 at all times. As a multi-occupancy site, all occupiers, clients, tenants, staff, contractors and visitors have a collective responsibility to ensure that Government working guidelines are consistently adhered to. It is imperative that strict working practices are implemented to achieve our common goal to keep people safe and able to work.

These Site Operating Procedures (SOP) are based on a number of Government and industry issued guidance papers including Public Health England (PHE), World Health Organisation (WHO), British Film Commission (BFC), BECTU, pact, and Bristol City Council. The document should be read in conjunction with TBYS' Site Health & Safety Policy and Covid-19 Risk Assessment and used to develop your own / your company's working Covid-19 Risk Assessment.

This document intends to outline a clear demarcation of responsibilities between the Studio and our Tenants and Productions. It should not be used as a document ready to be adopted by your company as every site user's operational needs and activities will vary.

TV & Film productions in-flight during the Covid-19 pandemic must ensure that they are protecting their workforce and minimising the risk of the spread of infection. This includes considering how personnel travel to and from site.

This document is intended to introduce consistent measures for TBYS in-line with the Government's recommendations on social distancing, and to ensure employers and individuals make every effort to comply.

PFE guidance states: *"where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission"*. **If an activity cannot be undertaken safely, it should not take place.**

This document has been approved by Bristol City Council's Corporate Health & Safety team.

The Health & Safety Executive (HSE) is the relevant enforcing authority for PHE guidelines. If a site is not consistently implementing the measures set out by the PHE, it may be subject to enforcement action.

TBYS tenants and visiting productions must have effective arrangements for monitoring and reviewing their compliance with Government and industry guidance in place. Workforces should be regularly reminded of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

2.0 When to travel to work

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| <i>Social distancing</i> | Workers should follow the guidance on Staying at home and away from others (social distancing). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work. |
| <i>Self Isolation</i> | You can find the most recent guidance on self isolation at When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) . |
| <i>Person at increased risk</i> | Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures. |
| <i>Persons defined on medical grounds as extremely vulnerable</i> | Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people. |
| <i>Living with a person in one of the above groups</i> | Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home. |
| <i>If someone falls ill</i> | <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none">• Ensure their manager or Covid supervisor is informed• Return home immediately• Avoid touching anything• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> |

3.0 Travelling to / from The Bottle Yard Studios

If travelling from abroad, please check the most current guidance and restrictions;

- Government updates at [Travel advice: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel-advice/coronavirus).
- BFC's additional information for the film & TV sector at [Travelling-to-the-UK-for-work-in-Film-or-High-end-Television-Drama-Production-During-COVID-19-Self-isolation-Exemptions-Guidance-V.4.0-19-01-21.pdf \(britishfilmcommission.org.uk\)](https://www.britishfilmcommission.org.uk/travelling-to-the-uk-for-work-in-film-or-high-end-television-drama-production-during-covid-19-self-isolation-exemptions-guidance-v.4.0-19-01-21.pdf)

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Government advice states that wherever possible use of public transport should be avoided, and that use of own transport, cycling or walking should be used.

TBYS Tenants and Productions should consider:

- Alternative parking arrangements due to site capacity.
- Other means of transport to avoid public transport e.g cycling, walking, taxis/driver.
- How someone taken ill would get home.

When travelling on-site, or between the Studios and location/other workplace and where workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time.
- Consider wearing appropriate PPE (e.g. face masks).
- Wherever possible, maintain a distance of two metres.
- Maintain good ventilation.
- Regularly clean vehicle(s).

Upon arrival all crew, visitors and contractors must report to either TBYS Reception or production and sign in. A temperature checking and recording policy is in place at TBYS reception.

4.0 COVID-19 Supervisor & Training

Every Tenant and visiting Production must appoint a Covid-19 Supervisor. This supervisor will liaise with the TBYS Covid-19 Supervisor as required and be responsible for ensuring safe working practices are fully implemented and consistently adhered to onsite.

The Studios Covid-19 Supervisor is Emma Reid - emma.reid@bristol.gov.uk - who will be based in the external portakabin at the bottom of the hill outside TBYS reception (next to Bristol IT).

All tenants and production teams must ensure that their workforces receive a Covid-19 Safer Working induction. For clarification, this will not be provided by TBYS management team. This should cover best practice in general principles (safe use of PPE, handwashing, cleaning of surfaces, handling of equipment and disposal of waste) and any client/departmental activities specific to your day-to-day operations.

For visiting productions, until further notice, the Covid-19 supervisors will meet (virtually) daily for a short period of time to share each production's movements and activities on-site and to voice any concerns and/or queries. Client Covid-19 supervisors must submit a daily report to TBYS (one page template provided by TBYS). **It is imperative that each Covid-19 supervisor informs the TBYS Covid-19 supervisor of any workers experiencing symptoms or who have tested positive for Covid-19.**

For permanent tenants, Emma is available to assist with any site-specific Covid-19 related queries by email/call as required.

Each production should submit their working C-19 Risk Assessments and any other related paperwork to the TBYS Covid-19 supervisor prior to returning to site. Please ensure that your risk assessment covers lone working where applicable.

TBYS Covid-19 Supervisor will:

- Review tenant and production working protocols and Risk Assessments.
- React appropriately and liaise with the client over any symptomatic or positive Covid-19 cases on-site.
- Assign production zones and toilet facilities.
- Oversee all parking.
- Oversee all cleaning.
- Have oversight of all non-filming/tenant works on-site (compliance, response repairs etc) ensuring that a pre-agreed safe method of working is signed off before any works begin.
- Ensure all Covid-19 related signage across communal spaces on-site is in good working order.

There will be a strict approach to non-compliance of Covid-19 related working practices on-site. If any workers on-site do not adhere to the measures in place, they will be asked to leave and their company / production will be reported to the HSE.

5.0 Site Access & Egress

Only pre-arranged tenants, crew, contractors and visitors will be given access to the site.

TBYS are working to install improved access control systems at main entrances to include restricted access to vehicular and pedestrian PAC access gates, ANPR and intercom systems.

For tenants, only employees with PAC access and pre-arranged visitors will be permitted on-site.

For productions, only pre-arranged crew vehicles will be permitted on-site, as discussed with TBYS Covid-19 Supervisor.

In order to manage permitted access/egress onto site, TBYS security will be taking a more interactive approach with our clients, checking names at the gatehouse and liaising closely with TBYS staff. Accordingly, please be sympathetic towards the guards and understand that it may take a little longer to gain access to the site at peak times.

Non-essential visitors will not be permitted on site.

Tenants and productions should consider staggered start and finish times to reduce congestion and contact, where this is possible.

Upon arrival, all staff, crew, contractors and visitors must immediately:

- report to their relevant Covid-19 Supervisor and sign in
- collect parking pass from TBYS reception if applicable
- self-certify themselves fit and healthy to be at work
- wash hands for minimum 20 seconds using soap upon entering building
- undertake any additional health checks (such as temperature checks) also deemed required (specific to each tenant/production Risk Assessment)

Recces of studio spaces must only be undertaken when absolutely necessary and with limited crew. Virtual recces should be adopted wherever practicably possible.

6.0 Test, Track & Trace

You can find information about getting tested here: [Coronavirus \(COVID-19\): getting tested - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/everyone-in-the-united-kingdom-with-symptoms-now-eligible-for-coronavirus-tests). If someone is unwell they should isolate immediately and ring 119 or request a test via the portal:

<https://www.gov.uk/government/news/everyone-in-the-united-kingdom-with-symptoms-now-eligible-for-coronavirus-tests>. The portal will tell you where the current nearest available testing centre is.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Contact tracing is one element of the wider national Test, Trace and Contain programme, which forms a central part of the national Covid-19 recovery strategy, launched on 28 May 2020. The primary objectives of the Test, Trace and Contain service are to:

- control the Covid-19 rate of reproduction (R)
- reduce the spread of infection
- save lives

The overall aims of Test and Trace and Contain are to help to return life to as normal as possible, for as many people as possible, in a way that is safe, protects health and care systems and releases the economy.

To enable the site to have fully traceable data of people who have attended, all Tenants and visiting productions must implement appropriate track and trace measures. This data should include name, email and telephone number of all crew, staff, visitors and contractors and should be destroyed after 21 days in line with GDPR law. It is imperative that this information is readily available to a member of the Council's outbreak management response team.

When someone is identified as being a close contact with someone who has tested positive for Covid-19 they will be alerted and asked to isolate:

- Alert: people will be alerted by the NHS test and trace service if they have been in close contact with someone who has tested positive. They should then log on to the NHS test and trace website. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue
- Isolate: people will be told to begin self-isolation for 14 days from their last contact with the person who has tested positive.

7.0 Outbreak Management

Bristol City Council have published their Local Outbreak Management Plan. Please ensure that your risk assessments adhere to the information, guidance and processes detailed within this document; <https://www.bristol.gov.uk/crime-emergencies/covid-outbreak-management-plan>

The following organisations need to be notified if there are 2 or more positively confirmed cases linked to one setting :

- South West PHE Health Protection Team: 0300 303 8162 or swhpt@phe.gov.uk
- Bristol Public Health Duty Team: ph.healthprotection@bristol.gov.uk
- The Bottle Yard Studios Covid-19 supervisor

You can read Bristol City Council's Outbreak Management Plan here: [Coronavirus \(COVID-19\): outbreak management plan - bristol.gov.uk](#)

8.0 Signage

Signage has been erected around the site to enable clear communication to clients as follows;



9.0 Site Zoning

As far as reasonably practicable, TBYS will be zoning the site. The TBYS Covid-19 supervisor will discuss your company's exact zone, which will include designated toilet/shower facilities and parking arrangements.

TBYS site users are not permitted to access any other areas on-site apart from their designated zone without the express approval of the TBYS Covid-19 Supervisor and via adequate Risk Assessment. Anyone found to be in any area not relevant to their work will be reported to the relevant Covid-19 Supervisor and may be asked to leave the site.

TBYS will issue colour coded wristbands for each production zone, to enable clear identification of site users at all times.

Tenants/Productions are expected to implement their own zoning measures within teams/departments as much as practicably possible. Plans of such zoning and measures implemented to reduce the amount of cross over between production areas must be provided to the TBYS C-19 Supervisor. It is recommended that approved persons permitted to travel between departments should be clearly identified via a lanyard or other such ID.

10.0 Parking

In order to facilitate the higher number of facilities and technical vehicles required to service filming under Covid-19 conditions, parking will become much more restricted on-site. The TBYS Covid-19 Supervisor will provide clear guidance regarding your company / production's permitted parking arrangements, including unit bases.

All permitted vehicles will need to clearly display a valid parking pass. It is vital that these parking arrangements are observed and that any additional parking requirements (e.g. for non-essential or personal vehicles) are arranged off-site by individuals, companies or productions. TBYS will be enforcing much stricter parking controls and, should it be necessary, may have to restrict parking further in order to adhere to safe working practice.

11.0 Handwashing & sanitising

Handwashing is the first and most effective form of defence against the spread of Covid-19.

Handwashing facilities are available within toilets, shower and kitchenette facilities across the site.

Additional sanitation hand sprays are located at designated points of entry into each building and when entering a new internal space.

Regular breaks must be allowed to wash hands (recommended once every hour).

Where additional handwashing facilities are deemed required, it is the Tenant's/Production's responsibility to implement these.



Site map: WC & Hand Sanitiser Locations



12.0 Toilet / shower facilities

Each tenant/production will be assigned toilet facilities within their designated zone and will not be permitted to use toilet facilities elsewhere on-site. There are not enough toilets on-site to designate for sole use to each tenant/production. Toilet seat sanitation sprays have been installed in all toilets, for self use by users.

Toilets must be used responsibly and observing social distancing. Due care and attention must be taken when accessing toilet facilities. Please understand that you may need to queue for toilet facilities during busy periods.

Toilets will be cleaned at least twice a day, and more frequently where deemed appropriate.

Where a tenant has their own toilet facilities, it is the tenant's responsibility to monitor and clean the use of those toilets.

Toilet lids should be closed before flushing & masks must be worn in communal toilets.

At peak filming occupancy levels, productions may be required to bring in additional mobile toilet facilities. All unit bases must be equipped with a mobile toilet unit.

13.0 Communal Spaces

Communal spaces are deemed all access roadways, pathways, internal roadways and walkways, staircases, toilets, kitchenettes, Reel Cafe and external parking.

TBYS have implemented a 'Walk on the Left' approach to clients moving around in communal spaces. Workers on-site must each take responsibility for their actions, adhering to walking on the left at all times to create a natural one-way system.

Where a one-way system, or social distancing is not possible (some stairways and corridors), two way flow will be in operation and users of these spaces will be advised to wear appropriate PPE and use these spaces responsibly.

In communal spaces, workers must:

- **Wear a mask at all times**
- walk on the left
- ensure that you check for others when accessing communal areas
- wash/sanitise hands before and after accessing a communal space
- Wear additional appropriate PPE as deemed required / preferred

14.0 TBYS Reception

In order to protect TBYS staff, the ground floor TBYS reception will be locked. A member of staff will be positioned in reception during working hours and will interact with clients via a window hatch next to the front door. To request attention, a doorbell will be in use. Clients should ring the bell and a member of TBYS staff will come to the window to assist.

Contractors and visitors must sign in at Reception and declare themselves fit and healthy to be onsite.

A distanced queuing system will be implemented for people approaching the reception window.

A visitor waiting area with hand washing facilities is set up in the M1 marquee. It is imperative that social distancing is adhered to within this space. Artistes arriving for fittings, Supporting Artistes and pre-arranged essential visitors may be asked to remain in their cars until collected.

15.0 Post & Deliveries

A new post collection area is set up in area M1 (cabin village). Please adhere to the strict one-way access system in place, through the open roller shutter next to the Covid-19 cabin and out of the pedestrian door next to reception. This route will be clearly signposted.

- It is imperative that social distancing is adhered to within the post collection area
- Tenants/Productions will be given specific collection times to collect post each day
- TBYS staff may wear PPE within the post collection area. It is the responsibility of each visitor to the post collection area to implement their own protective measures when collecting post.
- At this time, TBYS will not be implementing delivery quarantine measures.
- Clients will no longer need to sign out post. Please be aware that CCTV will now operate within the post collection area.
- To reduce volume of post and deliveries, please refrain from ordering personal goods (Amazon etc) to be delivered to the Studios.

In order to limit congestion outside Reception, only one delivery vehicle will be permitted outside in this area at any one time. Large deliveries will be asked to park on the slope leading down to Reception. As much as possible, drivers will be asked to stay in their vehicles.

Tenants and Productions should take extra care to ensure delivery instructions are clear with contact and production name always given otherwise the delivery may be turned away.

16.0 Cleaning

TBYS acknowledge that to reduce the risk of transmission, additional cleaning and regular sanitising is required. TBYS has been working closely with Brayborne Facilities Management Ltd, our retained cleaning contractor, to prepare the site and to keep the site as clean as is reasonably possible when users return.

In addition to our regular cleaning schedule, TBYS have/will;

- Undertaken an 'infection control' cleans of all offices, toilets, kitchenettes and communal areas in June 2020 using virus control products.
- Employed an additional day cleaner who will regularly clean and sanitise high-volume touch points within communal spaces such as toilets, door handles, door key codes, handrails, light switches etc throughout the day.
- Coordinate all tenant/production additional cleaning requirements
- Provided additional cleaning products within communal kitchenettes to enable users to wipe down after each use.
- Installed self use sanitation sprays in all toilets.

COSHH details and Brayborne Facilities' Risk Assessments can be found in Appendix 1 if required for your own risk assessments.

All standard cleaning (offices, kitchenettes, cabins, make-up rooms, meeting rooms) on-site should be undertaken by TBYS approved cleaning contractors Brayborne Facilities. This is to ensure that one single cleaning approach is standardised and will reduce the amount of cleaning contractors on-site.

If you have any additional cleaning requirements, please discuss these with the TBYS Covid-19 Supervisor giving as much notice as possible (at least 1 week). All additional cleaning within your occupied space will be recharged on a monthly basis.

Tenants/productions must implement enhanced cleaning of specific areas (canteen equipment, specialist machinery, set, props etc) as identified within their own Risk Assessments. Where applicable, additional workforce must be employed to continue to wipe down surfaces and tea tables etc throughout the day. Everyone on-site must adopt a 'clean after use' approach when working with frequent single use items such as photocopiers, scanners, kettles, dishwashers etc.

In order to accommodate the increased cleaning requirements across the site, tenants and productions must permit cleaners into their occupied spaces during working hours. This activity must be included within submitted Risk Assessments. Brayborne Facilities will wear appropriate PPE and only access occupied spaces during pre-agreed times.

TBYS acknowledge that many tenants/productions may wish to implement fogging solutions within studios and larger spaces (construction workshops/props stores etc). Whilst TBYS can sign post you to a number of known available services, we will not be coordinating these cleans and they should be instructed via a separate commercial arrangement with your preferred supplier. It is however, imperative that these arrangements are discussed with TBYS Covid-19 Supervisor so that overall site wide cleaning arrangements are understood. To confirm, TBYS will not undertake cleaning of any technical equipment or sets. The scale and specialism of such cleaning prohibits this being possible via TBYS retained cleaning contract.

Please note that equipment used at home must be cleaned with surface wipes as it comes into the TBYS building(s).

17.0 Ventilation

It has been widely published that good ventilation can assist to reduce the risk of transmission of Covid-19. This should be considered in all tenant/ production Risk Assessments.

Air handling via air conditioning units in offices are widespread at TBYS. Please see REFCOM Covid-19 Technical Bulletin dated 8th April 2020 within Appendix 2 of this document that provides guidance and assurance around the use of air conditioning units during the Covid-19 pandemic.

18.0 First Aid & Emergency Services Response

All First Aiders must familiarise themselves with safe working practices during this period of Covid-19 risk. Guidance on Covid-19 cardiopulmonary resuscitation can be found here: [https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19#:~:text=If%20COVID%2019%20is%20suspected,or%20advanced%20care%20team\)%20arrives.](https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19#:~:text=If%20COVID%2019%20is%20suspected,or%20advanced%20care%20team)%20arrives.)

Tenants and productions should implement clear health monitoring, isolation and emergency plan protocols for all staff, crew, contractors and visitors. This may include an on-site medic, regular temperature checks, daily health declaration and health questionnaires, dedicated isolation space and plans for getting symptomatic workers home/to medical assistance.

The emergency plan must include a response protocol should any worker present with Covid-19 symptoms. The protocol should include if they become symptomatic at work *and/or* at home.

TBYS will not be providing an on-site Covid-19 medic nor are we making temperature checks mandatory.

TBYS will provide an isolation cabin that can be used by Tenants.

Consideration should be given acknowledging that emergency services are under increased pressure at this time.

TBYS nearest medical facilities are;

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| South Bristol Community Hospital (Urgent Care Centre) | Telephone: 0117 342 9692 Open: 8am-8pm every day Address: Hengrove Promenade, Bristol BS14 0DE |
| NHS 111 Service | Telephone: 111 Open: 24 hours a day, 7 days a week Website: https://111.nhs.uk/ |
| Emergency Services | Telephone: 999 |
| Bristol Royal Infirmary (BRI) | Switchboard: 0117 932 0000 Emergency Department: 0117 342 1000 Open: 24 hours a day, 7 days a week Address: Bristol Royal Infirmary, Upper Maudlin Street, BS2 8HW |
| Nearest available Covid-19 testing station: | Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk) |

19.0 Emergency Evacuation

In the event of an emergency, clients should exit the buildings via their nearest fire escape route following social distancing as much as practicably possible. Clients should observe social distancing rules when they reach their designated muster point having reported to their departmental fire marshal as normal.

20.0 PPE

Masks must be worn in all communal spaces across the site.

Each tenant/production should assess their own PPE requirements. This may include creating additional separation measures on-set or in offices via perspex screens.

All used PPE must be double bagged and disposed of in the TBYS communal PPE bins provided (located next to general waste and recycling bins).

21.0 Dining, rest areas and communal kitchenettes

Wherever possible, Tenants and Productions should encourage workforces to bring their own food to site. If practicably possible, workers should remain onsite once they have entered to avoid using local shops and reduce movements on/off site.

For filming productions, additional dining facilities will need to be implemented along with staggered breakfast and lunch breaks as much as possible. Food should be boxed and eaten adhering to social separation guidelines.

Due to the anticipated demand for additional dining facilities, TBYS are unable to guarantee internal additional dining hall accommodation. However, wherever possible, we will work with productions to try and accommodate their needs dependant upon space availability and length of time required. Please understand that we cannot prioritise one production over another and that a fair and consistent approach will be adopted in this area. Please get in touch with the TBYS Covid-19 Supervisor should you require any additional dining facilities.

TBYS will utilise any spare external areas onsite and create additional dining seating via picnic benches for communal use.

All crockery, cutlery, cups and glasses will be removed from communal kitchenettes and clients must bring their own to site. Users of kitchenettes should wash up and take away their own items immediately after use. Dishwashers will remain in use; clients must load the dishwasher, sanitising before and after and a TBYS cleaning attendant will unload the dishwasher once in the morning. It is the responsibility of the user to wipe down kettle & dishwasher handles and all surfaces after use, using the anti-bacterial sprays provided by TBYS. The use of communal kitchenettes around the site will be regularly reviewed, taking user feedback into consideration.

Potable water is available from all internal sink taps onsite.

22.0 General Guidance for Tenant & Production offices

- Social distancing must be maintained at all times.
- Masks are mandatory onsite.
- Working from home should be encouraged.
- Occupancy levels should be monitored to enable social distancing. Offices should be set up to maintain social distancing. Floorplans can be provided for desk mapping.
- Consider reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.
- Consider installing screens to protect staff in receptions or similar areas.
- Consider options for storage for deliveries.
- Encourage staff to not order personal post/Amazon goods to site.

23.0 Waste Management

TBYS will;

- install additional general waste/recycling bins within internal communal spaces
- increase removal of rubbish from communal bins (including toilets)
- set up a central PPE disposal facility for clients use
- coordinate safe removal of central PPE bins offsite
- TBYS cleaners will continue to empty office waste bins as part of standard cleaning procedures

All other waste (including PPE) is the responsibility of the Tenant/Production to organise disposal of.

Tenants and Productions must;

- not dispose of PPE within communal/office waste bins.
- set up separate PPE local waste bins where deemed appropriate and document this within your risk assessment.
- double bag PPE waste (mandatory)
- organise collection and disposal of PPE waste to the designated central PPE skip onsite
- organise disposal of all construction/studio/costume waste themselves
- enforce a strict no-littering policy for the workforce. All litter should be put straight in the bin and not left for some-one else to clear up.

24.0 Security

TBYS acknowledge the importance of maintaining our security guarding onsite. Bristol City Council have fully risk assessed the security guarding activities and operatives have been briefed in Covid-19 specific guarding parameters.

The security gatehouse is cleaned daily, the guards have increased sanitising facilities available to them and their own designated toilet facilities.

25.0 IT Services

TBYS are working with our IT support team to consider technical solutions that may enable Tenants and Productions to work remotely/virtually and successfully implement a reduced on set crew. At the time of writing, these include;

- Improved wifi bandwidth in studios to enable digital rushes upload
- Remote working solutions - crew can access secure production networks from their homes, via TBYS connectivity.
- Playback solutions (Q-Take Monitor, Tera-Vuer) to production offices/ remote video village/ standby crew

- Digital sign in package (currently in use in TBYS reception) to include digital health declaration and NDA acceptance in order to reduce contact with paper
- Assistance in setting up of virtual meetings
- Virtual / 360degree tours of offices, studios and ancillary space

Please get in touch with the TBYS team if you require any of these services, please note charges may apply.

26.0 Wellbeing

TBYS acknowledge that the new industry Covid-19 working controls may increase stress and anxiety levels amongst workers. Should any worker onsite feel that they need to take some time for themselves, TBYS have a private wellbeing space located within area M1. To gain access, please call the TBYS office and ask for the code - no questions asked.

TBYS will ensure that the space is cleaned in between uses. Accordingly, the space may not be available at all times. Whilst not as comfortable, we will endeavor to find an alternative private space.

Support is also available via the following links:

<https://filmtvcharity.org.uk/>

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/coronavirus-covid-19-helpline>

27.0 Frequently Asked Questions

What would trigger the site to close?

TBYS are committed to keeping the site open. We managed to keep the site open throughout lock down and believe that we have sufficient resilience within our services and systems to continue to do so, even if the Government enforces another lock down due to a second peak of the virus. The consistent enforcement of the measures outlined within this document will further assist the Studios to remain operational to all of our clients.

However, to enable our clients to understand the parameters within which the site may be forced to close, and in the event that circumstances beyond our control occur, the following scenarios would trigger a site wide closure:

- Security guarding services become unavailable due to infected personnel.
- Cleaning services for welfare facilities (toilets, kitchenettes etc) become unavailable due to infected personnel (for a sustained period of time).

- TBYS Management team become ill and cannot safely manage an emergency incident.
- There is a significant outbreak of the virus onsite that is deemed of high enough risk that all persons onsite should enter quarantine.
- Government, Health & Safety Executive and/ or Bristol City Council intervention enforces a site closure.

What determines an outbreak?

As defined by Public Health, an outbreak is two or more linked cases in one setting.

Are TBYS making temperature checks mandatory?

No, each Tenant/production must risk assess and implement if deemed necessary. It is highly recommended though.

Will I need to declare myself healthy and asymptomatic of Covid-19 before coming onto site?

Yes. This applies to all crew, staff, visitors and contractors. Where possible, users of the site should sign this remotely ahead of arriving at work. Each tenant/production must implement their own health declaration procedure, and this must be declared every day.

Should staff evacuate if the fire alarm sounds even if social distancing cannot be adhered to?

Yes. In the event of an emergency, clients should exit the buildings via their nearest fire escape route following social distancing as much as practicably possible. Clients should observe the appropriate distancing rules when they reach their designated muster point having reported to their departmental fire marshal as normal.

Is there any additional parking close by?

Action Indoor Sports and/or Matthew Clarke Bidendum Ltd may have additional parking available. In the first instance, please contact TBYS covid-19 supervisor who can provide updates and make introduction or manage the additional parking as appropriate.

Why is it important to close the toilet seat before flushing?

Research has shown that COVID-19 can be found in faecal matter, therefore it is imperative to close the toilet lid before flushing. The associated droplet spray from a toilet flush can exceed that emanating from a sneeze and closing the toilet lid before flushing will prevent other occupiers becoming exposed to potentially infected airborne droplets.

Is the Cafe open?

Happily, yes! Masks must be worn inside and social distancing adhered to.

Can we bring our own catering teams to site?

Yes, adhering to social distancing measures and risk assessed appropriately. Pop up coffee carts are permitted, in strict liaison with TBYS COVID-19 Supervisor.

How often will this document be reviewed?

This document will continually evolve and amend as new Government Guidance is issued. All updates will be issued to site occupants. Tenants/productions should make any necessary amendments to any PEEPs in place should workers require assistance evacuating in the event of an emergency.

Should staff wear PPE in communal areas?

Masks must be worn at all times in communal areas.. Every worker must risk assess their own activity and wear relevant additional PPE if deemed appropriate.

28.0 Useful Information

Public Health England (PHE);

[Public Health England - GOV.UK](#)

World Health Organisations (WHO);

https://www.who.int/health-topics/coronavirus#tab=tab_1

British Film Commission (BFC);

[Coronavirus COVID-19 Guidance](#)

BECTU;

[Coronavirus \(COVID-19\) hub](#)

Bristol City Council;

Business Support;

[Coronavirus \(COVID-19\): Business support - GOV.UK](#)

Self Employment Income Support Scheme;

[Check if you can claim a grant through the Self-Employment Income Support Scheme](#)

Financial Support;

[Financial support for businesses during coronavirus \(COVID-19\)](#)

Working Safely;

[Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK](#)

Outbreak Management Plan;

[Coronavirus \(COVID-19\): outbreak management plan - bristol.gov.uk](#)

Fogging Services;

Bells & Two Tones; www.bellsandtwotones.co.uk | Tv and film fire cover | Fire Training

Initial; [Essential environmental surface hygiene](#)

Location One; [Location One | Location Supplies for Sale and Hire to the TV AND Film Industry](#)

Super Clean Bristol; [Infection Control + Bio Hazard Cleaning](#)

Digital Temperature checks products/services;

Bells & Two Tones; www.bellsandtwotones.co.uk | Tv and film fire cover | Fire Training

Digital ID; [Temperature Screening Kiosk](#)

Allied Pharma Ltd; [New Machines](#)

Covid-19 Training;

Screenskills; [Coronavirus basic awareness on production training](#)

Beyond Dispute; [COVID-19 | beyonddispute](#)

First Option Safety; <https://www.firstoption.group/home>

Industry support;



TV & Film Charity; <https://filmtvcharity.org.uk/covid-19-help-advice/>






COSHH RISK ASSESSMENT

Contract: Group- Disease Control and Prevention Procedure

| Contract: Group- Disease Control and Prevention Procedure | | PRODUCT USAGE RATING | | COSHH Assessment Date: | |
|--|--|--|--|-------------------------------|--|
| 1. Product Name: | | 2. Product Use: | | 3. Date of Assessment Review: | |
| VMix Bactericidal Cleaner- V500 | | Hygiene Clean/Hard Surface Cleaner | | 10/03/2020 | |
| 4. Manufacturer's Details: | | 5. Ingredients | | 6. Physical Form | |
| Selden Research Limited safety@selden.co.uk | | Alcohol Alkoxylate; Quaternary ammonium compounds, benzyl-Cl2-16-alkyldimethyl, chlorides; didecylidimethylammonium chloride; pH 10.8 | | Red Liquid, odourless | |
| Emergency Telephone No: 01298 26226 (Mon-Fri 8:30-17:00) Fax No: 01298 26540 | | | | | |

| 7. Hazard & Environmental Classification | | 8. Personal Protective Equipment to be Used | | | | | | | | 9. Disposal Requirements |
|--|--|---|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|---|
|  Corrosive | | Goggles | Safety Glasses | Dust Mask | Overalls/ Uniform | Apron/ Thorax | Robber Gloves | Protective gloves | Safety Shoes | Unopened, this product has a life expectancy of 24 months. After which, product should be disposed of using the clients agreed disposal method or returned to HQ for disposal. If empty, container to be rinsed and disposed of via client approved and identified waste method/ recycling policy. |
|  | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | | |
|---|---|------------------|----------------|----------|
| 10. Who might be harmed during product use? | Employee: <input checked="" type="checkbox"/> | Client Employee: | Subcontractor: | Visitor: |
| 11. First Aid: |  | | | |
|  | Eyes: Rinse cautiously with fresh water for several minutes. Remove contact lenses where easy to do so and continue to rinse with fresh water. If discomfort persists, seek medical advice. | | | |
|  | Inhalation: Remove casualties to fresh air and allow to return breathing to normal rate. | | | |
|  | Ingestion: Give nothing or a little water to drink. Seek medical advice if patient feels unwell. | | | |
|  | Skin: Wash with plenty of fresh water. Repeat contact my cause dryness or cracking of the skin. | | | |

| 12. Task Specific Hazard (s) | Risk Rating | | | 13. Control Measure (s) | Residual Risk | | |
|---|-------------|----------|--------|--|---------------|----------|--------|
| | Probability | Severity | Rating | | Probability | Severity | Rating |
| Lack of general COSHH and product specific training | 2 | 2 | 4 | ALL operatives to receive COSHH/ Product specific induction training | 1 | 2 | 2 |
| Incorrect/improper storage | 1 | 4 | 4 | All products to be stored below 18 degrees in a well-ventilated area as designated by the client. Lids to be tightly closed. | 1 | 4 | 4 |
| Unauthorised use by a third party | 2 | 2 | 4 | All products are for ESC Group employee use only and are to be kept secure at all times and out of children's and all other third party access. | 1 | 2 | 2 |
| Lack of general ventilation | 1 | 2 | 2 | Good local ventilation should be available at all times to reduce store room temperatures – increase if necessary by opening windows/washroom doors during | 1 | 2 | 2 |

| | | | | | | | |
|-----------------------------------|---|---|---|--|---|---|---|
| Ingestion of product | 2 | 2 | 4 | shift hours. Eating, drinking or smoking is prohibited when using this product. Wash hands after using the product and before eating etc. Product must be stored in original sealed containers at all times. NO smoking when using this product. | 1 | 2 | 2 |
| Fire Hazard- sparks, heat sources | 2 | 4 | 8 | | 1 | 4 | 4 |

PROBABILITY X SEVERITY = RISK RATING (USING BOSTON SQUARE);

1 to 6 Controls are adequate; 8 to 12 Review controls, take additional action if required; 15 to 25 Urgent actions required, Stop Work.

14. Further Action Required:

- Review of the identified COSHH substance and associated hazards is to be carried out annually or before if the product significantly changes.
- All staff are to receive initial, on the job and task specific training, this training shall be identified and recorded on the individual's online training platform record.

15. Method/Safe System of Work (SSoW)

- **Apply the appropriate measured dose as stated below into warm, not hot, water (1ltr bottle chamber doses 10ml)-**
Use one dose into a 750ml bottle of warm water to kill bacteria to EN 1276. Allow 5 minute contact time; (Bacterial clean)
Spray & Wipe applications the product can pass EN 1276 within 30 seconds when diluted using 20mls in 1ltr; (Normal use)
To kill Norovirus dose 4 shots into 750ml trigger bottle and allow 5 minutes contact time. (Viral Clean)
- **Apply to water washable surfaces only allowing the recommended contact time as stated above.**
- **Wipe away any residue after the contact time has passed.**
- **Repeat if necessary.**
- **Laundry all cloths and uniform/clothing as normal.**
- **DO NOT smoke, eat or drink when using this product.**
- **Wash hand thoroughly after use.**

Declaration by Exclusive Contract Services Ltd employee involved in the activity detailed above which involves use of the assessed product- I fully understand the activity outlined above and the risk control measures that I must implement, use, or wear. I have received sufficient information, instruction and training on the use of **Vmix Bactericidal Cleaner V500** so as to enable me to conduct this activity with the minimum of risk to myself, or others. I agree that the online training provided has been completed by myself and should I require any clarification of the use of the product, this has been discussed in person with my site supervisor.



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TECHNICAL BULLETIN TB/ 048/4: COVID19 AND AIR CONDITIONING SYSTEMS 8 APRIL 2020

1 CORONAVIRUS COVID-19

The current coronavirus (COVID-19) outbreak is developing rapidly with [Government](#) and medical professional advice changing rapidly. This statement is based on the best advice currently available at the time of writing. Government and [NHS](#) websites should be consulted for any rapidly developing changes to the situation. This guidance addresses the safe management of common ventilation systems.

2 BACKGROUND

Recent newspaper stories have been widely circulated suggesting that research has suggested that "the coronavirus could be spread by air conditioning systems". There is very little robust research to support this, and whilst there is much that is not yet known about this novel coronavirus, early research published in [the Lancet](#) indicated that the primary transmission route is person to person. The current Public Health England guidance on infection control states that "The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact." (See section 2.1 of the guide). In their [guidance](#) on disinfecting business premises in the event that someone is sick, the US Centres for Disease Control and Prevention give a lengthy list of things to be cleaned, but it does not extend to the ventilation or air-conditioning system, and this guidance is intended for use where such systems are almost ubiquitous. At this stage there is no reason to consider that ventilation or air conditioning systems are contributing to the spread of the virus.

3 PREVENTION

The primary mechanisms for preventing the transmission of coronavirus remain regular, thorough handwashing using soap and hot water for at least 20 seconds, coupled with strict adherence to social distancing requirements and staying at home. Dilution of contaminated air will reduce risk from that contamination, so it is recommended that any ventilation or air conditioning system that normally runs with a recirculation mode should be set up to run on full fresh air, if that system needs to be running at this time and cannot be shut down. The potential benefit to public health at this time outweighs the reduction in energy efficiency caused by not recirculating air.

Given the requirement for many business premises to close for the immediate future, there is unlikely to be a requirement to undertake work on their ventilation or air conditioning systems at this time. Having said that, any airborne contaminants can be minimised by proper and effective filtration, regular maintenance and, where appropriate cleaning of ventilation systems, as set out in existing industry guidance.

4 PRACTICAL MEASURES TO OBSERVE

Questions have been raised in relation to what special measures should be taken at this time when dealing with maintenance tasks, the changing or cleaning of filters, etc.

It is important to emphasise that many measures that should be taken are standard practice and should always be taken, not just during the present pandemic crisis.

- **PPE:**

- o Correct PPE should always be worn. At this time these will include disposable gloves, an FFP3 mask, goggles, and preferably a disposable coverall suit.
- o Face fit testing must be completed before the wearing of any tight fitting RPE. It is important to note that if the RPE type changes due to lack of supplies then further face fit testing must be completed.

- **General considerations:**

- o Consider the type of system or area being served:
 - Does it normally work under a negative or positive pressure?
 - Does shutting the fan down create an issue in the area around the maintenance engineer whereby you are potentially drawing foul air towards the engineer or into the duct/equipment when access panels are opened or removed?
 - Can air be drawn through the system while the filter(s) are removed?
- o Switch the fans off before opening access panel doors to remove the filters and allow any air flow to cease and an equalization of the pressure to be established. No air should be flowing through the system without the correct filter in place and the operative should not be exposing themselves to any foul air flowing through or towards the system.

4 PRACTICAL MEASURES TO OBSERVE

- **Disposable filters (common uses include AHUs, etc.):**

- o Should be handled, whenever possible, by the cardboard frame and the filter media left untouched. They should be handled with care to avoid the shaking loose of particulate matter in the filter media.
- o The filter(s) should be immediately bagged to contain any particulate which does shake loose.
- o The bag(s) should be tied securely before being moved.
- o At this time, and if possible, the filter(s) should be left for at least 72 hours before being disposed of in a secure storage area.

- **Washable plastic filters (common uses include modern Air Conditioning systems):**

- o Should be handled, whenever possible, by the frame edges and the filter media left untouched. They should be handled with care to avoid the shaking loose of particulate matter in the filter media.
- o The filter(s) should be immediately bagged and taken to a secure washing area.
- o The filter(s) should be scrubbed in warm, soapy water for a minimum of 20 seconds in line with recommendations for the washing of hands as a preventative measure.
- o The filter(s) must be dried before being re-inserted into the equipment.

- **Personal hygiene:**

- o The Government recommended cleaning procedures should always be followed on completion of each stage of the work and before leaving site in relation to hand washing, disposal or storage of coveralls, etc. In particular you should not handle clean filters with the same gloves that you removed them with to minimise any risk of cross contamination.
- o At all times personnel should refer to the [latest guidance available](#).

Note: this document is based on knowledge available at the time of publication and is meant for general purposes, not for reliance on in relation to specific technical or legal issues, in which case you should always seek independent advice. No responsibility of any kind for any injury, death, loss, damage or delay however caused, resulting from the use of the advice and recommendations contained herein, is accepted by the authors or others involved in its publication (including the Building & Engineering Services Association). 09/04/2020