

**Platform – Return to work – Client Policy
25/6/2020 V1**

While the majority of Platform Post’s operation is working remotely, it’s facilities are open for services which cannot take place from a home environment. Platform has created a safe environment and are taking all steps possible to make the building as safe as we can.

- We have increased our cleaning protocols and in addition to the normal cleaning service there will be regular cleaning by staff on all high contact areas.
- Where possible doors and windows will be open to increase ventilation throughout the facility.
- We would encourage the use of face coverings in all communal areas and where required single use masks will be provided.
- Disposable gloves must be worn when in contact with another individual, preparing food/drinks and handling of assets/equipment. Disposable gloves are subject to single use and must be disposed of immediately after completion of a procedure or task, and after any personal contact, followed by hand hygiene.
- Records will be kept of anyone attending site for the purposes of contact tracing.
- Platform recognises the stress and anxiety the individuals working from the facility are exposed to and will continue to request feedback and discuss changes with those personnel where relevant. Employees are encouraged to speak with their line managers if they are struggling as well as using the Film & TV Charity number for support – 0800 054 0000.

We have adopted the UK screen guidance on safe working within the VFX and Post Production industry. A copy of this is available to download here and is being kept up to date with the ever changing requirements and situation.

<https://www.ukscreenalliance.co.uk/news/uk-screen-alliance-launch-guidance-for-covid-19-safe-working-in-vfx-and-post-production/>

Travelling to Work

- When travelling to work is absolutely essential, Platform encourages cycling and walking if possible. Bicycle storage facilities are located at the facility with a strict 1 in 1 out system in place. Employees are recommended to follow government guidance when commuting to work and have access to the cyclescheme for the purchase of bikes.
 - <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Arrivals

- Before you arrive at Platform you will have been asked to complete a [declaration form](#). This outlines that you are not experiencing any symptoms or living with anyone that is. All visitors will need to be coordinating with their post producer in advance of attending Platform.
- We may need to limit the amount of people at reception so you may be asked to wait outside until the area is clear.
- Whilst we cannot insist, we are asking that all arrivals have a temperature check using a contactless thermometer. Anyone displaying a temperature above 37.8 degrees will not be admitted. This is for the safety of everyone at the facility and I hope that all visitors will be happy to participate.
- All clients will be asked to use the anti-bacterial gel on arrival and to observe the social distancing measures at all times when moving through the facility.

Social Distancing

- Personal hygiene is a key factor in the spread of Covid-19 so we would ask that everyone follows guidelines on hand washing and use of sanitiser. This will be provided throughout the facility.
- Social distancing protocols need to be observed by all staff and clients as per [Government guidelines](#). Due to the nature of the building we cannot achieve a 2m distance on the stairways so we would ask that everyone is mindful and courteous to all others to pass. There are lobby areas on each floor where people can retreat to allow someone to pass safely.
- All toilets are now single occupant only and we ask that clients and staff use the toilets on your floor to minimise traffic through the building. Paper towels or hand dryers have replaced towels in all toilets.

- Staff and clients must keep to their designated work areas and seating.
- Hotdesk stations in reception have been removed at this time.
- Visitors will not be permitted from attending the workplace if there is a viable alternative which in most cases there will be. Client attendance is the exception rather than the norm and all facility attendees will be signed off by senior management.
- Kitchen areas are closed to all staff and clients excluding authorised runners. For access through to the toilets on the ground floor please adhere to social distancing and do not congregate.
- Runner service is limited and we request that clients and staff provide their own food and drink. We will be able to provide limited tea and coffee and water to the suites.

Deliveries

- All packages will be handled with gloves and cleaned prior to delivery to the suites/MCR.
- We request that no personal items are ordered to arrive at Platform for either staff or Clients.
- Packaging should be disposable
- There will be dedicated in and out points for despatch to minimise the need for contact amongst the team.
- Couriers are requested to wait outside 2 metres away from main entrance when awaiting despatches.

Edit,VFX and Grade rooms and Audio Studios

Where possible we are promoting remote working all services. Where a client does need to attend, they will need to notify their post producer.

- All suites will be thoroughly cleaned before use including keyboards/mouse/tablet/screen/headphones and microphones.
- No member of support staff will enter the suite, any technical support will be handled initially by phone but if attendance is required the clients will be notified and requested to leave the room while a member of the team attends.

Finishing post sign off

Where possible this will still be handled remotely. Where a client needs to attend, we currently have two options.

- Firstly we can arrange for a separate room to be available with a live stream of the session on broadcast monitoring that allows the operator and client to be in separate spaces.
- Alternatively you may be left to review a show and provide notes.
- VO artists will be able to attend as they are in an isolated space. Directors are encouraged to dial in remotely via zoom where possible. If a client does need to attend then the dubbing mixer will remote in to control the session from another suite.

Suspected case of infection

Any individual displaying Covid-19 symptoms:

- If they are at work, we will send them home or to their accommodation by private transport and instruct them to seek medical advice from the NHS.
- We will have a designated isolation space in which to place them if suitable transport is not immediately available (this space will be deep cleaned immediately after each use) Other staff members or visitors who are known to have been in close contact* with a suspected or known case of Covid-19 while that individual was displaying symptoms will be contacted and instructed to follow UK Government guidelines and stay at home until safe to return. *‘Close contact’ – defined at time of writing in the UK as below 2m for more than 15 mins or having had unprotected direct contact to respiratory secretions of the ill individual (e.g. cough/sneeze in face)

Platform Post encourages staff to report any non-compliance to the senior management.

Platform will regularly remind employees and clients of their responsibilities to ensure that company operates in the safest possible environment.

We will update staff with any changes to the health & safety measures outlined in this document as they occur.

We look forward to seeing our clients return and are happy to discuss any of these measures in further detail as required.

Platform will be monitoring compliance on these protocols and updating as necessary.