



COVID-19 SAFETY PRECAUTIONS

Assessment date: 22nd July 2020
Updated 2nd November 2020

Coronavirus has had a huge effect on all aspects of our lives, how we socialise, how we eat & exercise and of course, how we work. As we adapt to a new normal, we have made some changes to our studio and the way we operate, to ensure that our staff and our clients are as safe as possible and that the risk of spreading and catching coronavirus is minimised.

We have categorised these in to 5 key areas: Social Distancing, Hygiene, Cleaning, Filming and Food & Drink, which are further detailed below.

For our clients concerned about the legality & ability to film during periods of lock down, the APA & other industry bodies have confirmed that in line with the latest government advice, as live action productions cannot be carried out at home, we can continue to operate and host clients for shoots.

That said, as per this document, we have made various changes around the studio to minimise the risk of infection. **If you are showing any signs or symptoms of Coronavirus, please do not attend the studio.** Instead, please notify us at your earliest opportunity and we will reschedule your shoot.

SOCIAL DISTANCING

- Attendance to the studio will be limited to 6 people at any one time, including Bonfire staff. Additionally, only people that are essential to a shoot should attend the studio. Depending on the type of shoot being undertaken, exceptions may need to be made to this guidance, which will be reviewed and considered on a case by case basis.
- Wherever possible a 2m distance between people should be observed. Where a 2m distance cannot be observed, then in line with government advice, we would look to maintain a 1m+ distance with risk mitigation, such as utilising face coverings.
- For clients that have multiple staff members coming and going through the day, we are now planning a minimum 15-minute gap between each shoot. This allows for:
 - previous guests to leave in the first 5 minutes
 - the middle 5-minute period to clean communal surface areas and contact points
 - the last 5 minutes for the next guests to arrive prior to their shoot.

HYGIENE

- Upon entering the studio, we have now fitted a hand sanitiser dispenser to be used whenever desired before, during and after the session.

- Antibacterial hand soap dispensers have been installed in the toilet, as well as the kitchenette area. Additional signage encouraging the recommended procedure has been located by the hand soap dispensers.
- We have replaced fabric towels with single use paper towels in the toilet and kitchenette.

CLEANING

- Prior to each day filming, the studio will be cleaned with all major surfaces being sanitised with a suitable product. We will also sanitise any shared contact points, such as door handles and the intercom.
- As detailed in 'Social Distancing', where there are back to back shoots, there is to be a brief period between each session where the core work surfaces can be cleaned and sanitised.

FILMING

- Where clients are conducting interviews on our main set, in line with government advice, we are recommending that only two people are on set at any one time (one person per sofa) to maintain a 2m distance.
- Where lapel microphones are used, whilst we consider these low risk items due to their size and distance from people's faces, we will be able to provide a brand-new pop filter (cover) for each person using that microphone. Alternatively, if you would prefer not to use a lapel microphone, we do have alternative microphones that can be used, however they will pick up more ambient room noise than a lapel microphone, which is why these are not our default choice for certain types of recording.

FOOD & DRINK

- Single use cups and containers are available for any drinks required whilst on site. All our cold drinks are supplied in individual cans or bottles. Hot drinks are dispensed from the kettle and coffee machine. Alternatively, you are more than welcome to bring your own drinks to the studio.
- For longer shoots, we have a small selection of snacks available in the studio; these are all individually portioned and packaged from the manufacturer, to eliminate the possibility of contamination from an open food source. Please ensure any food you want is properly sealed before consuming it.
- Whilst we do not expect high usage of them, our utensils and crockery have always been soaked and cleaned using an antibacterial washing up liquid, which we continue to use.

Should you have any questions or need for an additional requirement or change to the above precautions, please don't hesitate to get in touch and we will of course help as best we can.