



September 22nd 2021

Visitors Guide to Visiting The Laboratory and Attending Sessions.

Cinelab Film and Digital carry out ongoing risk assessments based on UK Screen's "Guidance for safe working in Visual Effects and Post Production during the Pandemic".

The "Visitors Guide to Visiting The Laboratory and Attending Sessions" – is taken directly from this approved guidance and we have stated where the guide has been adjusted for Cinelab Film and Digital

To read further explanation and current guidance visit:

<https://www.ukscreenalliance.co.uk/campaigns/guidance-for-safe-working-in-post-production-and-vfx-during-the-covid-19-pandemic/>





2. Definitions

- “Company” or “Companies” refer to a post-production or VFX company
- “Worker” means an employee or contractor working for a post-production or VFX company
- “Visitor” means anyone entering a post-production or VFX company who is not contracted by the company. This includes clients, suppliers, contractors, volunteers, and people on work experience.
- “Fully Vaccinated” means you have received your final dose of an MHRA approved vaccine in the UK vaccination programme and 14 days have elapsed since the last dose

9.5.2. The main symptoms of coronavirus are:

9.5.3. high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

9.5.4. new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

NHS website – Check if you have coronavirus symptoms <https://www.nhs.uk/conditions/coronavirus-covid19/check-if-you-have-coronavirus-symptoms/>

9.5.5. loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

9.5.6. Most people with coronavirus have at least one of these symptoms.

9.6. Data protection

9.6.1. Companies need to identify what additional personal data will be collected with respect to addressing COVID-19, most likely this will be collecting information from workers and visitors and temperature testing.

9.6.2. Companies will need to identify suitable lawful bases for collecting this personal data. Consent will likely not be the applicable lawful basis and legitimate interests should be relied upon as well as necessary to comply with employment obligation with respect to personal data relating to health.

9.6.3. Companies will need to conduct a risk assessment for collection and processing of such personal data and should seek legal advice. This risk assessment should not be published.

9.6.4. Companies will need to update worker and visitor privacy notices and should include signage at the entrance to premises to notify people of additional processing of personal data for COVID-19 related purposes.



9.6.5. Companies will need to ensure that additional personal data collected is kept suitably secure and with restricted access.

9.6.6. Companies will need to ensure that such personal data is not retained for any longer than is necessary

9.5. Symptom Response Plan

9.5.1. Your risk assessment should include a clear Symptom Response Plan that is ready to implement should someone exhibit symptoms of COVID-19 or be at work when they should be self-isolating.

Note Amended: The Isolation Room at Cinelab London is the main Meeting Room, please ask to be shown where this is.

9.5.7. As part of the risk assessment plan, Companies should have a designated isolation room where anybody displaying symptoms of COVID-19, or is not fully vaccinated and is suspected to have had close contact with someone who may be infectious, should be requested to remain during the short period while transport is arranged to send the person home. The isolation room must be deep cleaned immediately after use using appropriate PPE, along with any other areas in the workplace that had been visited by the person showing symptoms.

9.5.8. The suspected case should be sent home as soon as possible by private transport with appropriate protections for the driver. The suspected case should seek advice from the NHS 111 service. See section 7.2 for further guidance on self-isolation of suspected cases of COVID-19. Companies should strongly recommend that the suspected case orders a COVID-19 test from the NHS Test and Trace system: <https://www.nhs.uk/ask-for-acoronavirus-test> or call 119. Any test should be done within 5 days of first showing symptoms. If the test result is negative, the suspected case no longer needs to self-isolate and may return to work.

9.5.9. Companies may consider arranging private testing for any worker if they or members of their household show symptoms, to avoid unnecessary self quarantine and delays in diagnosis.

9.5.10. The Company should instigate contact tracing to identify and inform any workers or visitors who had been in contact with the suspected case within the last 2 days. Before contact from the NHS Test and Trace service, the co-workers and other close contacts of the suspected case do not officially have to self-isolate yet. They will not be required to self-isolate if they are fully vaccinated. Companies may decide to send co-workers home immediately as a precaution if they are not fully vaccinated, where they should follow the government guidance on self-isolation for contacts of people with possible or confirmed Covid-19. They may return to the premises, if the original suspected case returns a negative test result for COVID-19. Companies should cooperate with the NHS Test and Trace service wherever possible in identifying potential contacts.



9.5.11. The suspected case should keep the Company updated on their prognosis as requested by the Company. The worker should inform the Company of the result of any subsequent COVID-19 test. 8 The service is called NHS Test and Trace in England, 'Test and Protect' in Scotland, or 'Test, trace, protect' in Wales. <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

9.5.12. Companies should ensure that they are familiar with the recent changes to the legislation relating to statutory sick pay (SSP) and how these apply to individuals who are isolating.

9.5.13. If an employee contracted coronavirus at the workplace employers must report this to the Health and Safety Executive, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

9.5.14. If there is more than one case of COVID-19 associated with a workplace, employers should contact their local health protection team to report the suspected outbreak. The health protection team will:

- undertake a risk assessment
- provide public health advice
- where necessary, establish a multi-agency incident management team to manage the outbreak

12. Reducing contact for workers

Objective: Reducing the risk of spreading COVID-19 by reducing the number of people workers come into contact with.

12.1.1. Social distancing guidance no longer applies and there are no limits on social contact between people from different households. COVID-19 can still be spread through social contact. You can mitigate this risk by reducing the number of people your workers come into contact with.

12.1.2. Examples of ways to do this include:

- reducing the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others)
- Reviewing layouts, using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each)

12.1.3. You should take account of those with protected characteristics and discuss with disabled workers what reasonable adjustments can be made to the workplace so they can work safely.



12.2. Workplaces and workstations

Objective: To reduce contact between people when they're at their workplaces and workstations, if possible.

12.2.1. Workstations should be assigned to an individual if possible. Often this will not be possible, and if they need to be shared, there should be ways to clean them between each user.

13. Reducing risk for your customers, visitors and contractors

Objective: To make sure people understand what they need to do to maintain safety.

13.1. Providing and explaining available guidance:

- Providing clear guidance on how to reduce the risk of spreading COVID-19 to people when they arrive. For example, by phone, on the website or by email or with on-site signage and visual aids. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.
- Establishing host responsibilities related to COVID-19. Provide any necessary training for people who act as hosts for visitors.
- Reviewing entry and exit routes for visitors and contractors. Do this to minimise contact with other people.
- Coordinating and cooperating with other occupiers if you share facilities with other businesses. This includes landlords and other tenants.
- Tell visitors they should be prepared to remove face coverings if asked to do so by police officers and staff for identification.
- Ensuring the information, you provide to visitors does not compromise their safety

14.3. Hygiene: handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day.

Consider:

- Using signs and posters to make people aware: – how to wash their hands well – that they should wash their hands frequently – that they should not touch their faces – they should cough or sneeze into a tissue which is binned safely, or into their arms if a tissue is not available
- Providing regular reminders and signage to maintain hygiene standards.



- Providing hand sanitiser in multiple accessible locations, as well as washrooms. Consider the needs of people with disabilities.
- Setting clear use and cleaning guidance for toilets. This is to ensure they're kept clean.
 - Enhancing cleaning for busy areas.
- Taking special care when cleaning portable toilets.
 - Providing more waste facilities, and more frequent rubbish collection.
 - Providing hand drying facilities. Provide paper towels, continuous roller towels, or electrical dryers.
- Keeping the facilities well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible.

15.2. Face coverings

15.2.1. A face covering is something which safely covers your mouth and nose.

15.2.2. Face coverings are no longer required by law. However, people should wear face coverings in crowded and enclosed settings where they come into contact with people they do not normally meet. Where worn correctly, this may reduce the risk of transmission to themselves and others. Be aware that workers may choose to wear a face covering in the workplace.

15.2.3. Consider encouraging the use of face coverings by workers (for example through signage), particularly in indoor areas where they may come into contact with people they do not normally meet. This is especially important in enclosed and crowded spaces.

15.2.4. When deciding whether you will ask workers or customers to wear a face covering, you would need to consider the reasonable adjustments needed for staff and clients with disabilities. You would also need to consider carefully how this fits with other obligations to workers and customers arising from the law on employment rights, health and safety and equality legislation.

15.2.5. Some people are not able to wear face coverings, and the reasons for this may not be visible to others. Please be mindful and respectful of such circumstances. Be aware that face coverings may make it harder to communicate with people who rely on lip reading, facial expressions and clear sound.

19.3. Responsibilities of production companies during activities requiring client attendance in the workplace

19.3.1. Clients choose their post-production teams of editors, colourists, and dubbing mixers for their creative talents. Clients should be prepared to brief their teams clearly and then trust them to get on with the creative process unattended, wherever possible. This should be the preferred



way of working not just for working from home but also when the work is being carried out at the Company's premises.

19.3.2. Where the creative operator is working from home, client attendance in person is not appropriate and interaction must be via electronic means, such as phone, email, or video conferencing and the review and approval processes should only be conducted by security approved internet uploads, or streaming services.

19.3.3. Where the post-production session is at the Company's premises, managed client attendance may be allowed, but should only be considered if remote working is not a viable option. Only people who are essential for the smooth running of the production should attend. Wherever possible communication between post-production creatives, production teams and commissioning executives should use electronic means, such as phone, email, or video conferencing, and the review and approval processes should be conducted by security approved internet uploads, or streaming services.

19.3.6. The Production companies are recommended to advise their workers and contractors to get fully vaccinated at the earliest opportunity. Production companies are recommended to advise their post-production teams that even though the government has relaxed social distancing and social contact restriction, they should exercise due restraint in their personal lives as well as during their working lives to limit their exposure to Covid-19, even if they are fully vaccinated as protection is not 100%. This includes social distancing and avoiding gatherings of large groups of people, in order not to inadvertently bring the virus to the workplace and jeopardise the health and safety of their work colleagues, which could then impact the business continuity of the production if everyone has too self-isolate.

19.3.7. Adherence at all times to the Company's policy on Covid-safe working should be a condition of hire and of admittance to the Company's premises.

19.3.8. The Company at their sole discretion may temporarily or permanently bar any visitors who persistently or seriously fail to comply with the Company's COVID-19 policies.

19.3.9. The Company at its sole discretion may suspend or terminate the hire if the production company fails to take action to ensure their staff or contractors comply with the Company's COVID-19 policies.

19.6. Viewings

19.6.1. Viewings should be conducted remotely wherever possible to avoid visits to the premises by persons from outside the post-production team. Remote streaming of the post-production



suite output or the uploading of review and approval files via the internet can be both viable and secure options.

19.6.2. Clients should be aware that post-production companies take great care to ensure the calibration of their sound and picture monitoring systems to give consistent and accurate results. Some basic remote viewing systems which are optimised for real-time viewing over the internet or for rapid upload and download of files, may not give a wholly accurate representation of the sound or picture quality of the edited material. This is a necessary compromise for speed and convenience. While these solutions are suitable for editorial collaboration and review, a higher-level remote viewing solution may be deployed to critically assess sound or picture (especially colour) quality remotely. In any case the Company does not have control over the calibration of the customer's own viewing or listening device or the environment in which they are reviewing. Clients should be mindful of this advice before requesting or insisting on an unnecessary viewing at the Company's premises.

19.6.3. When it is not practical to view remotely, visitors from outside the post-production team may attend the premises by prior appointment notified to the Company and at the Company's sole discretion. This allows the Company to manage the reception signing in process efficiently and to limit excessive and unnecessary numbers of people attending viewings. Only the minimum number of visitors should attend viewings; preferably just one key decision maker.

19.6.4. Where possible, the use of an isolated viewing area to separate edit teams from those viewing is strongly recommended. This can be achieved by using two suites with suitable communication between them. There may be an additional charge for this.

19.6.5. There should be no visits to the post-production suites from persons external to the post-production team without additional mitigations being in place, and before all remote communication and viewing options have been exhausted. This includes visiting producers, executives, production management team, and runners. Suitable mitigations would be increased hand washing before and after any visit and the wearing of face coverings throughout any visit by all parties involved, both the visitors and those being visited; maximum social distancing allowed by the room layout; the use of transparent screens or ideally, separate rooms.

19.6.6. Visits to the post-production team by persons not directly connected to that production should be strongly discouraged

19.8. Colour Grading

19.8.1. Wherever possible use a properly colour calibrated remote viewing service rather than the client attending the premises. Colour accuracy of home or personal devices is not always guaranteed. Interaction between colourists and clients should be via phone, email, messaging apps, bespoke review and approval systems or video conferencing.



19.8.2. If it is necessary for a client to view on the premises (e.g. a projected final theatrical grade or HDR/Dolby Vision review), at the sole discretion of the Company, only the minimal number of people from the production should attend the session to give sign-off, preferably just 1 person. Consider using two rooms to separate operators and clients and conduct the viewing remotely.

19.8.3. As colourists may work for different clients each day, if it is necessary for the colourist and client to be in the same room, it is advisable for all persons present in the room to wear face coverings and for social distancing to be practiced. Only persons essential to production decision making should attend and only for the minimum time necessary.

19.14. Equipment hire and remote kit installation

19.14.1. Companies should follow the government guidance on “Vehicles – Inbound and outbound goods”

19.14.2. Companies should ensure that any equipment to be hired out or loaned for remote working is sanitised before dispatch to another company or to a private dwelling.

19.14.3. Where possible provide detailed instructions to allow the recipient to set up the equipment to avoid workers having to visit the premises. Additionally, instructions could be given online.

19.14.4. When workers are required to enter other company’s offices for the delivery, or installation of equipment they should respect the social distancing and hygiene protocols of the visited company if they are stricter than their own company protocols.

19.14.5. When workers are required to enter private dwellings for the delivery, installation or de-rig of equipment, they must comply with the specific government guidance for people performing services in other people’s homes such as plumbers, meter readers or locksmiths.

19.14.6. There are circumstances when wearing a face covering may be beneficial as a precautionary measure. The evidence suggests that wearing a face covering may offer marginal protection to you, but it may protect others if you are infected but have not developed symptoms. This may offer some reassurance to the installation location’s occupants and would also be good customer service.

19.14.7. If the installation requires more than one person, comply with the government guidance for social distancing in vehicles²¹ when travelling to the installation location. Consider using face coverings when travelling or working with a partner in enclosed areas where social distancing cannot be maintained.



19.15. Working on location

19.15.1. Amended Some workers will be required to work in studios or on-location. However, Companies must ensure that they consider the implications of any protected characteristics and make any appropriate adjustments in accordance with the relevant equalities' legislation. They should also carefully consider the views of any workers who are concerned or otherwise refuse to attend the studio or location taking appropriate legal advice if necessary.

19.15.2. Separate guidance has been drawn up by the British Film Commission to cover on-set cast and crew including VFX workers.

19.15.3. VFX workers working on the location with a production company will need to consider the health and safety requirements of their employer, the production company operating the location (and any other requirements of the owners of that location) and can refer to the BFC guidance for assistance.