

Guidance for Safe Working in Post-Production and VFX during the COVID-19 Pandemic (Version control document)

[Version 3.1 published 18th January 2021](#)

The following changes were made from version 3.0

Paragraph 11.1.4

Updates to reflect Travel Corridor suspension

Section 12

Updates throughout to reflect the bans on travel from certain countries, suspension of travel corridors, the suspension of exemptions to self-isolation for international travellers (incl Film, TV and advertising related exemptions) and the compulsory testing of inbound passengers.

Appendix 1

Health questionnaire updated to remove reference to travel corridors

[Version 3.0 published 8th January 2021](#)

The following changes were made from version 2.5

Paragraphs have been renumbered in many places throughout the document to accommodate new paragraphs into the numbering structure.

Section 1 – Introduction

Whole section restructured in light of new national lockdown. Some superfluous paragraphs removed and new paragraph 1.5 emphasising the need for reasonable excuse to leave home added.

Paragraph 3.6

Paragraph moved from Section 1

Section 7.1

Paragraphs added from Gov.uk regarding stay-at-home policy and fines for leaving home without reasonable excuse.

Paragraph 7.1.6

Sentence added regarding shielding of Extremely clinically Vulnerable person.

Paragraphs 11.1.1 and 11.1.2

First sentence changed to align with gov.uk stay at home advice.

Reference to operational practices section added where activities which might be considered unreasonable to be performed at home are listed.

Paragraph 11.9.1

Strengthened to emphasise face to face meeting should only be held in exceptional circumstances.

Paragraph 12.1.1

New paragraph regarding need for negative COVID-19 test before travelling to the UK

[Paragraph 12.1.2](#)

People with negative COVID-19 test prior to departure for UK may still need to isolate on arrival

[Paragraph 12.1.5](#)

New sentence added. Quarantine exemptions are suspended from certain countries

[Paragraph 12.1.5](#)

New paragraph to mention visa requirements have changed since 1st Jan.

[Section 12.6](#)

New section about travelling from the UK.

[Section 13.1](#)

New section page explaining the need for reasonable excuse for leaving home to go to work and providing example scenarios for where it might be allowed.

Old Paragraph 13.1.2 removed about future blended working models – irrelevant information.

Paragraphs 13.1.3 to 13.1.5 moved to section 13.2

[Paragraph 13.2.3](#)

New emphasis on legal grounds for client attendance. i.e. only being allowed if remote working is not a viable option

[Paragraph 13.3.1](#)

Consider whether it is appropriate for creative operators and clients to be working in same room together for long periods. Added recommendation for face coverings.

[Paragraph 13.3.2](#)

Strengthened need for good ventilation in suites and repeated recommendation for the use of air quality meters to verify effectiveness of ventilation strategy.

[Paragraphs 13.3.6, 13.8.3, 13.9.3 and 13.10.3](#)

Only essential persons should be in an edit suite and only for the minimum possible time.

[Paragraphs 13.6.4 and 13.6.5](#)

Strongly recommend use of two rooms for viewing and that there may be an additional charge. All other options must be exhausted before considering viewings with participant in the same room.

[Paragraphs 13.7.5 and 13.7.6](#)

Recommended size of edit team cohorts reduced from 6 to 4 persons

[Appendix 2](#)

New template letter added for employers to give to employees with justifications why home working is not possible in certain scenarios and to provide reasonable excuse should this be challenged by the police.

[Version 2.5 published 21st December 2020](#)

The following changes were made from version 2.4

Section 5

Section simplified to allow for changes to Local Tiers and to emphasise that local restrictions do not require post & VFX businesses to close.

Paragraph 11.1.2

Sentence added to reflect shortening of the minimum self-isolation period to 10 days from 14 days

Bullet point about international travellers and exemptions simplified and detail moved to new International Travel section

Paragraph 11.9.6

Last sentence removed – obsolete wording regarding introduction of NHS App.

Paragraphs 11.9.8 and 13.2.3

Paragraph inserted about isolation between productions within the premises. Subsequent paragraphs in section 11 renumbered.

Paragraph 13.4.2

Language changes to emphasis separated facilities for each cohort.

Section 12

New section inserted dealing with International Travel, Safe Travel Corridors, Self-Isolation on arrival and exemptions. Note the reduction of the required self-isolation period for international travellers to 10 days.

Further clarification is being sought from government about whether the Film & HETV, Broadcast TV and Advertising self-isolation exemptions can apply to post-production and VFX visitors

Following section on Operational Procedures renumbered as Section 13

Appendix 1

Questions a) and b) on the Health Declaration have been updated to reflect the shortening of the self-isolation period to 10 days

Version 2.4 published 2nd December 2020

The following changes were made from version 2.3

Paragraph 1.10

Deleted as national restrictions have ended

Paragraph 5.3 to 5.5

Reinstated from version 2.2 as national restrictions have ended and local restriction have returned in England

Paragraph 11.1.2

Bullet points updated to include new test to release regime for international arrivals, reducing quarantine to 5 days on receipt of a negative test. Website reference added.

[Paragraph 11.1.4 to 11.1.7](#)

Original paragraph 11.1.4 deleted about additional restriction for travellers from Denmark and mutant virus strains in mink. These restrictions are no longer in force. Subsequent paragraphs up to 11.1.7 have been renumbered.

[Appendix 1](#)

Question “e” amended on Health Declaration Template to cover test to release quarantine possibility for international travellers

[Version 2.3 published 12th November 2020](#)

The following changes were made from version 2.2

[Paragraph 1.5](#)

Minor amendments to acknowledge the 2nd lockdown or new National Restrictions

[Paragraph 1.9](#)

Minor amendments to acknowledge the 2nd lockdown or new National Restrictions

[Paragraph 1.10](#)

Additional paragraph to acknowledge the 2nd lockdown or new National Restrictions

[Paragraph 5.3, 5.4. 5.5](#)

Replacement paragraphs acknowledging National Restrictions in England replacing Local Covid Alerts and acknowledging separate restrictions in Wales, Scotland and NI.

[Section 7.1](#)

Updated to reflect measures for extremely vulnerable people during 2nd lockdown

[Paragraph 10.1](#)

Part of paragraph deleted to avoid conflict with paragraph 11.1.1

[Paragraph 11.1.2](#)

Updated to recognise separate travel corridor lists in devolved nations

[Paragraph 11.1.4](#)

New paragraph about restrictions on travellers from Denmark

[Paragraphs 11.1.5 to 11.1.18](#)

Renumbered to reflect above insertion

[Paragraphs 11.4.5 to 11.14.19](#)

Renumbered to correct formatting error in previous version

[Version 2.2 published 19th October 2020](#)

The following changes were made from version 2.1

[Paragraphs 5.3, 5.4 and 5.5](#)

Replaces paragraph 5.3 with reference to Local COVID alerts (aka Tiers). Stresses that currently these do not increase restrictions on post production or VFX.

[Paragraph 11.1.1](#)

Updated to align with government advice about working from home where possible. Emphasises that rule of 6 restrictions on mixing households in social settings do not apply to COVID-secure office-based workplaces.

[Version 2.1 published 5th October 2020](#)

The following changes were made from version 2.0

[Paragraph 1.9](#)

Tone of text changed to reflect the increased likelihood of further restrictions with 2nd wave

[Paragraph 6.8.8](#)

Updated “should” share to “must” share risk assessment

[Paragraph 7.0](#)

Text updated to align with current Government standard text instructing people to work from home where they can.

[Paragraph 7.2.1](#)

Additional text added to cover the fines for breaching self-isolation rules

[Paragraph 7.2.2](#)

Additional clause added regarding advice by test & trace to isolate. Also added new text on fines for employers.

[Paragraph 7.2.4](#)

Added text regarding support payments for low paid workers told to self-isolate

[Paragraphs 9.1.1 and 9.1.2](#)

Updated text to acknowledge launch of NHS Covid-19 app

[Paragraphs 9.1.14](#)

Updated to say employees must notify employers if they are self isolating and may incur a £50 fine if they do not.

[Paragraph 11.2.1](#)

Clarifications to bullet points to remove ambiguity about when people need to self-isolate. There was some confusion about whether flatmates of people who are quarantining after foreign travel need to self-isolate. This is not the case.

Added acknowledgment that some commercial crew now have quarantine exemption.

[Paragraph 11.8.2](#)

Paragraph updated to align with current face covering regulations on public transport and in taxis.

[Paragraph 11.8.2](#)

Paragraph aligned with Government recommendations for car sharing

[Paragraph 11.8.8](#)

Paragraph update to align with current face covering regulations in taxis and private hire vehicles

[Paragraph 11.10.1](#)

Reminder added that only necessary participants should attend meetings (which includes viewings)

[Paragraph 11.10.4](#)

Additional text regarding use of NHS QR code

[Paragraph 11.10.6](#)

Addition to clarify that visitors should inform post company if they show Covid symptoms whilst on the premises

[Appendix 1](#)

Health Declaration form updated to remove ambiguity about people self-isolation after travel.

Added note about commercials exemption. Minor changes to points a,b,d and e

[Version 2.0 published 26th August 2020](#)

The following changes were made from version 1.6

As this version introduces significant changes to the Guidance regarding client attendance it has been given the status of an integer release (2.0) rather than a point release.

We recommend reading section 11.5 on ventilation and section 12 on operational practices in their entirety as there have been many changes.

[Paragraphs 1.5 and 1.6](#)

Minor changes to verb tense to reflect some measures are now in the past and that filming is now restarting. Also final sentence of para 1.7 changed to acknowledge that the time for changes to client attendance has now arrived.

[Paragraphs 1.7, 1.8 and 1.9](#)

New text replacing original paragraphs to set the scene for changes to client attendance guidance

[Paragraph 5.3](#)

Acknowledgement of possibility of regional lockdowns as well as specific cities

[Paragraph 7](#)

References to August 1st date removed as changes have now happened.

Final sentence strengthened to emphasise that no one should be forced to work in an unsafe workplace.

Section 7.1

Updated to align with the pausing of shielding

Paragraph 7.2.1

Self-isolating being extended to 10 days for 7 now applies to all and sentence referring to those who isolated before July 30th is redundant and has been removed.

Paragraph 7.2.3

Paragraph 7.2.5 has been moved to become 7.2.3. Subsequent paragraphs in section 7.2 have been renumbered

Paragraph 7.2.5

New text added recommending full pay for people self-isolating to encourage reporting of symptoms

Paragraph 7.2.7

New paragraph regarding no SSP for people quarantining after foreign travel

Paragraphs 10.1 and 11.1

New introductory text reflecting greater flexibility to return to on-premises working

Section 11.5

Whole section on ventilation rewritten and expanded to include more detail and specific advice

Paragraphs 11.9.2 to 11.9.4

New text to align to government approved text on use of face coverings

Paragraph 11.9.7 to 11.9.12

New text to align with changes to mandatory face covering in some public spaces

Paragraph 11.10

Title changed from Visitor policy – client attendance to Receiving visitors in the workplace

Original paragraphs 11.10.1 and 11.10.2 deleted as they discouraged client attendance. Original paragraph 11.10.3 moved to Operational section. Subsequent paragraphs renumbered.

Paragraphs 11.10.9 and 11.10.10

New paragraphs discouraging personal online shopping deliveries and bringing pets to the workplace

Old section 11.12 and 11.13

Sections on Viewings and Hospitality and runner services relocated to Operational section

Section 12

Extensive changes to this section to define responsibilities of production companies for client attendance in dry hire bookings, client attendance limits, cohorting of edit teams for complex bookings, use of break out areas

Recommendations on the wearing of face coverings in some circumstances have been added

Paragraph 12.11.8 and 12.11.9

Section on loop groups clarified.

[Paragraph 12.14.10](#)

Updated to reflect the pausing of shielding and its effect on deliveries to such households.

[Version 1.6 Published 1st August 2020](#)

The following changes were made from version 1.5

[Paragraphs 1.8, 1.9 and 1.10](#)

Updated to align with government advice that employer have greater discretion between working from home and on premises. Language about severely limiting client attendance has been softened but only if there is no viable alternative. Notification of ongoing further consultation on mitigations to allow greater client attendance.

[Section 5](#)

Local lockdown information moved to its own paragraph and link added to Gov.uk page.

[Paragraph 6.10.4](#)

Reference added for increase in self-isolation period to 10 days elsewhere in document

[Paragraph 7.1.1 and Paragraph 7.2.6](#)

Tense changed as shielding has been paused as expected from August 1st.

[Paragraph 7.2.1](#)

New information about increase in self-isolation period for Covid-19 to 10 days minimum.

[Paragraph 10.1](#)

Sentence deleted about working from home as a first choice in line with discretion given to employers

[Paragraph 11.2](#)

Final bullet point deleted regarding people who should be shielding

[Paragraph 11.8.2](#)

Updated as it now mandatory to wear face coverings on public transport in Wales.

[Paragraph 11.10.1](#)

Language changed from “strongly discourage visitors” to “discourage visitors”

[Paragraph 11.10.2](#)

Clarification about air conditioning that does not draw air from outside

[Paragraph 11.10.3](#)

Language softened from “must” to “should”.

[Paragraph 11.10.4](#)

“Where possible” added

Paragraph 11.12.1

Language softened by deleting “strongly” and “in exceptional circumstances”

Paragraph 11.12.3

“a very few exceptional cases” changed to “some cases”

Paragraph 11.13.1

Language softened. Note added about client expectations of hospitality runner services.

Sections 12.2, 12.3 and 12.4

Language softened. Further advice about mitigations to allow greater client attendance will be issued soon following consultation.

Appendix 1

Question removed from form about persons subject to shielding.

Version 1.5 Published 24th July 2020

The following changes were made from version 1.4

Paragraphs 1.8, 1.9 and 1.10

Introductory paragraphs updated to align with government relaxation of restriction on working from home as a first choice after Aug 1st. Also, to acknowledge the current discussions over changes to limitations on client attendance. A further update will be issued following the conclusion of consultations with stakeholders.

Paragraph 6.8.1

3rd bullet point updated to align with Aug 1st change regarding working from home

Paragraph 6.8.9

New updated risk assessment signage available from Government. Changed thumbnail and link

Section 7.0

New text to align with government advice on who should go to work after August 1st

Paragraph 11.3.7

Added text on disposal of face coverings and PPE

Section 11.5

Replacement section to align with latest government guidance on ventilation. Added link to CIBSE website.

Paragraph 11.8.2

Updated paragraph on use of public transport

Paragraph 11.9.2

Updated government advice following new scientific evidence on the effectiveness of face coverings

Paragraph 11.9.5

Updated to reflect mandatory face coverings in shops but not in offices.

Paragraph 11.9.6

Bullet point updated on disposal of face coverings and PPE

Paragraphs 11.9.7 and 1.9.8

New paragraphs on equality considerations for people wearing face coverings

Version 1.4 Published 10th July 2020

The following changes were made from version 1.3

Section 2

Definition of “visitor” expanded to cover volunteers and work experience

Paragraph 5.1

New wording to define scope of Guidance to be all UK unless there is divergence by devolved nations or local restrictions.

Paragraph 6.1

Whole paragraph updated to align with government guidance standard text

Paragraph 6.6 and sub paragraphs

New wording on enforcement to align with standardised government text

Paragraph 6.1

New wording to align with standardised government text

Extra bullet added to assess risk of worker or visitors feeling unwell

Added need to assess risks and mitigations of new 1m + social distancing guidelines

Updated mitigating actions re further increasing hand washing

Added mitigating action around raised voices

Added note that level of protection should be same for all including volunteers and work experience

Paragraph 6.8.8.

Text updated to align with standardise government text

Paragraph 6.8.9

Text updated to align with standardise government text

Link updated to downloadable poster which now refers to mitigation for less than 2m social distancing

Paragraph 6.8.10

New paragraph on signage for required behaviour – as per government guidance

Paragraph 7.1

Update to align with government guidance to prepare for employees returning to the workplace.

Paragraph 7.2.1

Changes in preparation for the end of shielding for clinically extremely vulnerable and their return to the workplace

Paragraph 7.2.2

Changes regarding enhanced social distancing for clinically vulnerable people in context of 1m+

Paragraph 7.2.3

Removed as mental health is covered elsewhere in document

Paragraph 7.4.5 and 7.4.6

Additional examples of reasonable adjustments required for people with protected characteristics

Paragraph 11.2.1

Reference to support bubble added.

Removal of obsolete bullet point on Common Area Travel

Added reference to Film & HETV exemption from self-isolation not applying to post or VFX

Paragraph 11.3.8

Updated to align with government text on cleaning of washrooms

Paragraph 11.3.10 an 11.3.12

Old text moved from 11.3.10 to become paragraph 11.3.12 New paragraph 11.3.10 added to cover queue management for washrooms to align with government guidance text

Paragraph 11.3.3

New paragraph added about ventilation of washrooms

Paragraph 11.5.2

Updated paragraph on ventilation by frequently opening doors and window.

Paragraph 11.6.11

New paragraph regarding social distancing mitigation in meetings, viewings and client attended sessions

Paragraphs 11.6.12 and 11.6.13

Renumbered. Were paragraphs 11.6.11 and 11.6.12 respectively

Paragraph 11.8.2

Added encouragement to walk, cycle or drive.

Paragraph 11.8.6

Added reference to support bubble in context of car sharing

Paragraph 12.8.9

Government guidance regarding work in infected households has strengthened

Paragraph 12.8.10

Government guidance regarding work in shielding households has strengthened

Appendix 1

Template updated

Remove Common Travel Area

Added note regarding Film & HETV exemption

Slight formatting changes

Version 1.3 Published 3rd July 2020

The following changes were made from version 1.2

Paragraph 1.10

Note added regarding the point at which visitors will be allowed onto Company premises as a matter of course. It is approaching but is not yet here and that it is being kept under regular review.

Section 5

Entire section replaced and renamed. Was “Current Government Restrictions” and comprised a summary of the headline policy. As the devolved nations are now significantly, the section has been updated to provide links to their websites. Summary of policy removed to avoid repetition, to facilitate ease of document maintenance and avoid confusion given the many possible variations in devolved nations. The section also acknowledges the existence of local lockdowns and the requirement of businesses to follow the restrictions which apply in their area.

Paragraphs 7.2.1 and 7.3.5

Updated to refer to the end of shielding on August 1st for clinically extremely vulnerable individuals and the ending of SSP for those people

Paragraph 7.3.1

Added reference to “support bubble”

Section 9

Major updates to this entire section to align with new government guidance on the obligations of business to gather contact details of visitors to facilitate data sharing with NHS Test & Trace

Paragraph 11.2.1

Updated list of who is allowed to be admitted to the premises to allow for changes after July 10th to government restrictions on who should self-isolate following foreign travel. This refers to the list of countries deemed to be of low or high risk for travellers. Also added an update regarding the pausing of shielding for clinically extremely vulnerable people after August 1st.

Paragraph 11.6.2

Updated to refer to “1m plus” social distancing changes

Paragraph 11.6.6

Sentence deleted about never being closer than 2m as it conflicted with new 1m plus policy.

Paragraph 12.5.8

New paragraph added in Audio Recording section highlighting the increased dangers of aerosol transmission from performers shouting, singing, or playing wind instruments.

Appendix 1

Updated Health Declaration Form to be compatible with Contact Tracing requirements. (e.g. Collect telephone rather than email address).

Condition d) now references support bubbles

Condition e) now offers alternative wording for beyond July 10th for relaxed quarantine from certain countries.

Consent question now added to allow visitors to opt-out of sharing data with NHS Test & Trace.

Retention period of contact tracing data now set at 21 days

Version 1.2 Published 22nd June 2020

The following changes were made from version 1.1

Paragraph 9.1.1 to Paragraph 9.1.3 and Paragraph 11.2.1, Paragraph 11.10.9

References to the NHS smartphone app updated to be consistent with the current status of the app's development

Appendix 1

References to the NHS smartphone app removed from the questionnaire

Paragraph 6.10.10

New paragraph to cover government requirement to contact your local health protection team if there is more than one case of Covid-19 in the workplace. Reference added for website to find your local team.

Version 1.1 Published 15th June 2020

The following changes were made from version 1.0

Paragraph 6.10.4

Added that Companies should strongly recommend that a suspected case of Covid 19 should order a test. Note added to identify the different names for the test and trace system in the devolved nations

Paragraph 6.10.6

Changes to align with methodology of NHS test & trace and added recommendation that co-workers be sent home to self-isolate as a precaution prior to receiving an official notice to isolate from NHS test & trace.

Paragraph 6.10.9

New paragraph to remind companies of their obligation to inform HSE under RIDDOR if an employee contracts COVID-19 at work

Paragraph 9.1.1

Note added to identify the different names for the test and trace system in the devolved nations

Paragraph 9.1.3

Clarified the action a worker must take (i.e. go home immediately) if receiving a test and trace instruction whilst at work.

Paragraph 9.1.6

New paragraph to emphasise the need for employees to tell employers of possible COVID-19 infection and that it may be a disciplinary offence to not disclose this. It may also be a disciplinary offence to attend the workplace in contravention of a test and trace notice

Paragraph 9.1.7

New paragraph to clarify pay or SSP whilst in official self-isolation after notification by the test & trace system

Paragraph 11.8.2

Changes made to sync with government regulation for mandatory wearing of face coverings on public transport. Note regarding Uber decision to ask drivers and passengers to wear face coverings.

[Version 1.0 Published 1st June 2020](#)

First publication of the original document