

GUIDELINES

**WORKING
DURING THE
COVID-19
CRISIS**

CAMERA-STUDIO

HOW

TO WORK DURING THE COVID-19 CRISIS

AT CAMERA-STUDIO

**OUR
HEALTH & SAFETY GUIDELINES
FOR BEST PRACTICE DURING
COVID-19
v 02**



AIM:

This protocol is intended to ensure the safety of our employees, clients and suppliers.

Our intention is to follow all the legal regulations declared in the BOE (Official State Gazette).

As the information on prevention measures evolve, it is important to underline the need to refine the recommended guidelines and provide adequate training according to the latest directives given by the Health Ministry and Madrid's City Council.

The guidelines are advisory and they do not alter existing obligations created by the Occupational Risk Prevention.

All quotes sent by Camera-Studio, will be bound to an up to date version of the guidelines showing the latest health & safety measures.

Camera-studio believes it's important to establish these guidelines in order to maintain the quality service provided to our clients.

Above all, camera-studio urges personal responsibility from our staff, clients and suppliers to take the necessary Health and Safety prevention measures dictated by the Spanish Government.

THE PROPOSED HEALTH AND SAFETY PROTOCOL IS AS FOLLOWS:

1: GENERAL MEASURES

- To minimise exposure to infection sources potential risk hazards .
- Camera-studio ensures its employees have been informed and properly trained to follow the directives, to implement good hygiene, infection control and social distancing practices recommended by the Health Ministry and the WHO (World Health Organization).
- Employees showing potential COVID-19 symptoms prior work, have to inform camera-studio and they must stay home until all the signs have subsided.
- We will encourage our staff to be aware of their condition and any possible symptoms. If they suspect any symptoms during the course of work, further prevention measures will be placed and the employee will be referred to the nearest health clinic.
- Proper and thorough hygiene is the main prevention practice. The facilities are available to all at our studio to ensure the recommended hygiene practices can be put in place.

- A special attention and support is given to the housekeeping and cleaning staff.
- Emphasise on social distancing (1.5 to 2 meters) measures will be applied in all circumstances.
- All employees and clients coming to the a production must use Personal Protection Equipment (PPE) as recommend in this protocol. This is comprise of gloves, face mask and shoe covers.
- Signs throughout the studio will remind staff and clients about hygiene measures and prevention.
- Camera-studios staff will maintain flexible working hours in order to keep social distancing measures.
- All contractors and subcontractors must inform camera-studio about any emerging COVID-19 case in their team in order to take the appropriate measures.

2: PRE-PRODUCTION

- All quotes sent by Camera-Studio, will be bound to an up to date version of the guidelines showing the latest health & safety measures.
- Location scouting shall be planned so that the number of people visiting the studio is kept to the minimum.
- Camera-studio and clients will agree in advance the number of people coming to the productions to ensure the recommended social distance measures are maintained.
- The studio and technical equipment will under go thorough cleaning and disinfection before and after use.

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3: DURING A PRODUCTION AT OUR STUDIO

- Temperature testing kits will be available for all clientes wishing to test their production staff.
- Antibacterial gel will be available at the entrance and throughout the studio (sets, changing rooms, toilets, etc.)
- On arrival, all clients will be offered individual PPE kits consisting of a surgical mask, nitrite gloves and shoe covers.
- Social distancing must be adhere to when entering the premises as instructed by camera-studio staff and signs.
- It is highly recommend for each person to bring their own protective material although, the studio will have a sufficient supply of protective material, especially hydroalcoholic disinfectant gel, gloves, masks and shoe covers, available to our clients.
- Throughout the day, staff and clients should not remove gloves and mask unless strictly necessary. Clients will be responsible for their own actions in this regard.
- Aside from regular cleaning, our premises (office, sets, changing rooms, toilets, hall, etc.) will be disinfected using suitable products on a daily basis. Sanitised areas will be marked as such when completed.
- Surfaces that are frequently touched (tables, chairs, door knobs, bathroom and toilet surfaces, taps, keyboards, telephones, etc ... will be cleaned with disposable material and disinfected daily with the common household detergents.
- To provide the best service to our clients, cleaning staff with "Occupational Risk Prevention" training, will take care of the facilities throughout the day. Therefore, they must have access to sets at all times.
- As far as possible, Camera-studio will deny entry to anyone who is not essential for the organisation and viability of the production.

- Couriers delivering clothes, props, packages etc., must wear the correct PPE, allowing their access only when strictly necessary.
- We recommend catering suppliers the use of disposable kitchenware and other single-use utensils that is environmentally friendly.
- Air conditioning and heating systems will be adjusted to provide the adequate air flow, giving priority to the natural ventilation of our facilities.
- Access to offices and warehouse will be only allowed to camera-studio employees.

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4: EQUIPMENT HANDLING AND RENTAL

- Lighting, camera and digital material will be subject to deep disinfection after use.
- Equipment cleaning will preferably be carried out with ionized water and when possible with Ozone O3 or UV-C sterilizers.
- When sizes allows it, equipment will be handed out in sealed bags and labelled (sanitised) and when possible using environmentally friendly bags.
- Number of people collecting equipment from our premises should be kept to a minimum and time spent doing so minimized
- Rented Equipment will be handed out and returned through our warehouse door and not through the main entrance.

- All our vehicles used to deliver equipment will be sanitised with ionized water, O3 or similar effective methods.
- All our drivers will have appropriate PPE while in the vehicles.

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5: HYGIENE, CLEANING AND WASTE MANAGEMENT

- Our PPE material will be properly stored following the manufacturer instructions, to avoid accidental damage or contamination.
- Thorough disinfection of all the premises will be carried out daily after working hours. No access will be allowed during this process as the “safe period” recommended by the unit manufacture have to be followed.
- All facilities and equipment especially surfaces and objects that are in direct contact with the hands, such as door knobs, switches, keyboards, etc. will be regularly and thoroughly clean throughout the day.
- When leaving our premises, PPE provided should be disposed in the assigned containers/rubbish bins duly marked.
- Discarded PPE will be handled following Health Authorities’ guidance.

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