# The Jungle Room COVID-19 Policy

The Jungle Room is committed to the safety of our clients and staff. We are taking all necessary precautions to ensure that shoots can be facilitated at our premises in a safe manner, well within UK GOV and APA guidelines.

### Capacity

Following social distancing guidelines issued by the government, we have determined a safe maximum number of floor and office staff at any one time. This formula allocates at least 4sqm of working space for each staff member and ensures safe access and workflow routes.

#### **Transmission Prevention**

All Jungle Room staff will be issued with the appropriate Personal Protective Equipment (PPE) on a daily basis. This will include gloves and face masks and will be adapted as necessary to comply with government and APA guidelines.

Hand sanitiser, toilet seat sanitiser and anti-bacterial soap is available for use throughout the day in all shared toilets and spaces. All staff members are required to wash their hands on a regular basis throughout the day as per government and NHS advice.

All surfaces with high touch frequency (i.e. door handles, sink taps etc.) will be cleaned on an hourly basis.

Cleaning stations to be set up throughout the building with all equipment thoroughly deep cleaned and sanitised before and after each rental with special attention paid to moving parts and grip areas.

During all shoots and events there will be an enhanced WC cleaning rota in operation with reduced 45min intervals.

#### **Additional Services**

On request a fluorescent grid system can be laid on the studio floor to help remind and assist all crew to observe social distancing and maintain a minimum 2m separation at all times.

We have a full stock of PPE equipment available as consumable supplies, to include gloves and 3 layer FFP2 face masks.

All shooting spaces within The Jungle Room are fully networked, which gives

us the ability to provide, on request, remote monitors that can be positioned at chosen locations anywhere around the space, along with a radio communication system. This will further enable our clients to keep safe distancing whilst on set. Our gallery with remote capability also allows us to operate cameras from a separate space, adding a further preventative measure to transmission.

## **Staff Policy**

We have updated our company staff policy following government advice to stress that any staff member feeling unwell with mild symptoms of COVID-19, or with a temperature of 37.3C or higher, must stay at home to minimise the risk of transmission.

All Jungle Room staff will be required to sign a waiver before their first shift back at work declaring that they have been symptom free for the previous 4 weeks.

This document and its contents will be reviewed regularly to ensure it continues to comply with all government guidelines and with best practice on Covid-19 risk reduction