



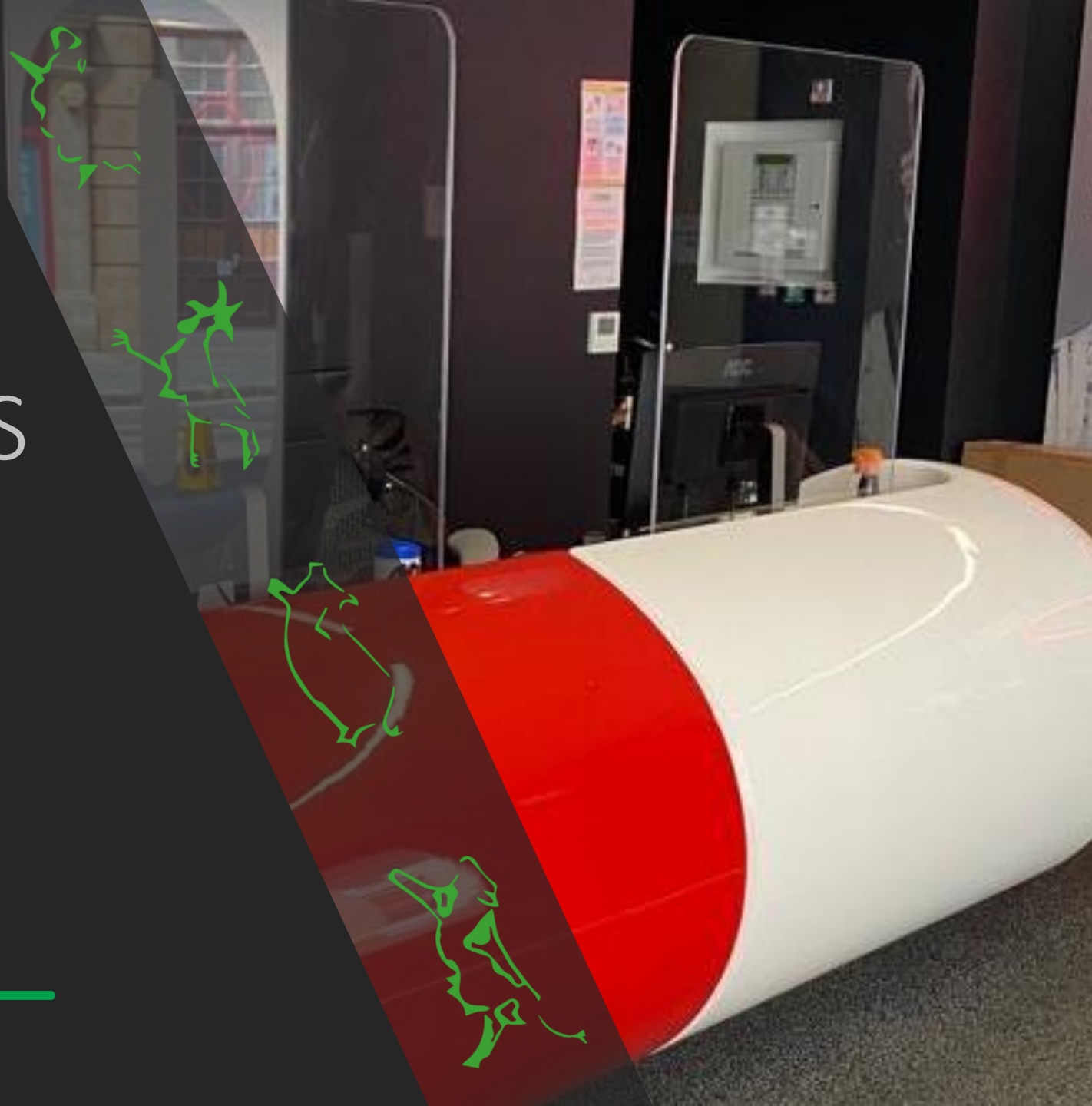
THE FARM GROUP'S

COVID-19

BACK-TO-WORK

GUIDELINES

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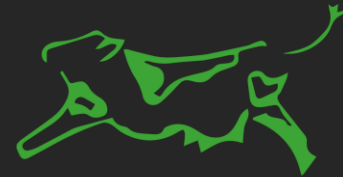
# Introduction

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*Welcome back to The Farm!*

*We have worked very hard to ensure that our facilities are “Covid Secure” as our priority is to protect our staff and clients, and to prevent the spread of the virus. We will continue to put the health, safety and wellbeing of our staff and clients at the forefront of all operational decisions and we thank you for your support and cooperation.*

*We appreciate you taking the time to look at our guidelines for working from the facility.*





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IT IS MANDATORY THAT  
ALL STAFF AND  
CLIENTS WEAR A FACE  
MASK WHEN THEY ARE  
NOT SAT AT THEIR DESK

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# What to expect in the facilities ..

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- Perspex shields have been erected in our office spaces and receptions
- We've introduced a 'bubble' system which means clients and staff must remain in their designated area
- All staff and client attendance is registered by the Front of House team

- Temperature is taken on arrival
- Bike sheds are available to all staff and clients
- Remote working will be encouraged where possible
- No personal deliveries are to be sent to any of the offices

- Separate wash-rooms have been allocated to staff and clients
- We have added social distancing tape in all areas to protect our staff
- Staff and clients must sign a self-declaration form 48 hours before attending the facility

# Hygiene

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We have increased the frequency of cleaning. In addition to our daily cleaning, deep cleans of each entire building will be carried out every weekend



Communal areas are cleaned throughout the day by farm staff. Additional deep cleaning for breakout spaces, desks, suites and VO booths will be carried out by our professional cleaning contractors



PPE and hand sanitisers have been distributed throughout the building for clients & staff to use

# Social Distancing

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## SUITES AND STUDIOS

If an engineer or edit assistant needs to attend the suite, we will kindly ask the client to leave temporarily

Air cons have been changed to a 'fresh air only' mode to reduce the circulation of recycled air

Where possible creatives will be assigned to their own suite

## WORKING AND COMMUNAL AREAS

You will be informed of your allocated working areas ('bubbles') prior to arrival. You must stay in your allocated area

Staff will have an allocated desk assigned to them by their line manager before attending the facility

One-way systems have been implemented where possible

# Viewings & VO's

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- Clients should only attend the suite if a viewing room will not suffice.
- Every suite or studio will have a maximum capacity. Clients must arrange with producer & creative beforehand if they wish to attend a suite or studio with farm staff
- All clients attending sessions with farm staff must wear masks for the duration
- The suite will be deep cleaned before and after the viewing



- VO Artists must bring their own headphones
- VO Artists must wear gloves throughout their VO
- Pop shields are changed frequently and disinfected in-between sessions
- Surfaces are deep cleaned and fully aired for 10 minutes in-between sessions

 **FARM**

Thank You!

