

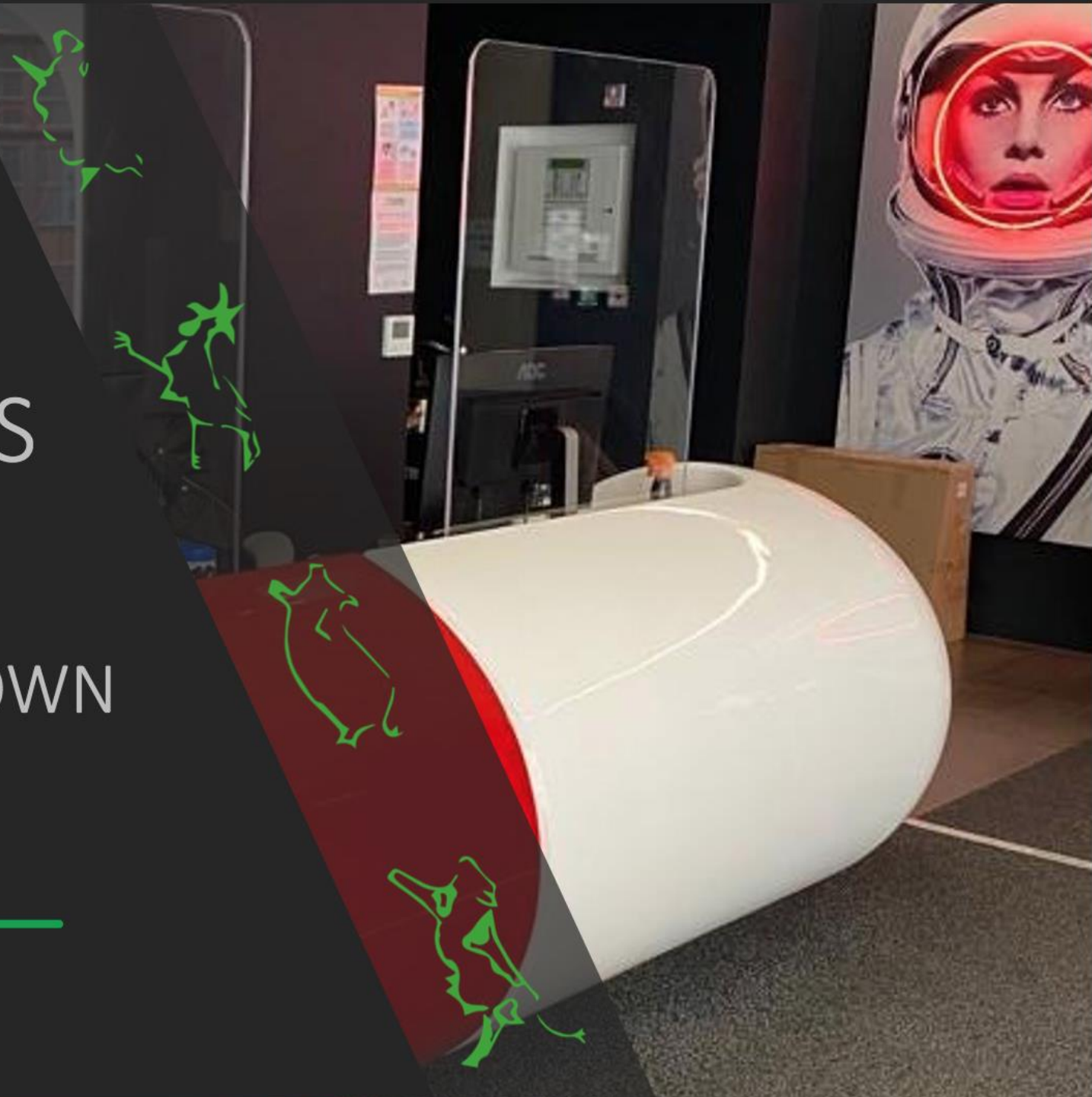


THE FARM GROUP'S

COVID-19

WORKING DURING LOCKDOWN

PROTOCOLS



Self-Declaration Form



Prior to your arrival you will be asked by the sales team or your post-producer to complete our COVID-19 self-declaration form. You will only need to complete this prior to your first arrival at the facilities.

www.cognitofrms.com/FarmHR1/COVID19SelfDeclarationForm

What to expect when you arrive at the Facilities



When you arrive please sanitise your hands thoroughly before you enter the building. Sanitiser has been provided inside and outside the reception area.



Individuals will only be allowed access to the building if they have been added to the entrance list prior to their arrival, so it is imperative that your Farm representative knows each time you plan to work from the facility.



The Farm Group strongly recommend clients and staff to download the NHS test and trace app, and to check into the facility on arrival.
<https://www.nhs.uk/apps-library/nhs-covid-19/>

Taking your temperature on arrival

You will be asked by the front of house team to take your temperature on arrival. There are two options for taking your temperature. It can either be taken by one of our trained front of house team, who will be donned in PPE (Gloves, Mask, Visor), or if you feel more comfortable, you can take it yourself following this step-by-step guide.

You must return a temperature of below 37.9 degrees to be allowed access to the building.



Thermometer Reading

Step By Step



Step 1: Please use the sanitiser and sanitise your hands for 20 seconds



Step 2: Please put on gloves safely and appropriately



Step 3: Please bring the thermometer to your forehead and hold 3 to 5cm away ensuring the reader does not touch your forehead.



Step 4: Please show the reading to the receptionist. If your temperature is above 37.8 the high fever icon will go red and access to the facility will be denied.



Step 5: Please remove gloves and dispose of them in the PPE dedicated bin provided. Using a gloved hand, grasp the palm area of the other gloved hand and remove first glove. Hold the removed glove in the gloved hand. Slide fingers of ungloved hand under the remaining glove at the wrist and peel off second glove. Discard gloves



Step 6: The receptionist will wipe down the reader with a sanitising wipe before the next reading

Working from the Facility

- Whilst in the building, you MUST wear a mask at all times, apart from when you are at your desk or in your suite or studio. All clients must continue to wear a mask if they are in a suite or studio with a Farm creative.
- On arrival at the facilities, the front of house team will inform you of where you are permitted to be. This will be your suite or booked area and a designated restroom
- Refreshment areas will be accessible during lockdown, but kitchens will be closed off to all clients.
- If you require printing, please call reception and a runner will bring this to your suite.
- If a member of the operational support team needs to attend your suite, they will wear gloves and a mask, and you will be politely asked to vacate the suite while they attend to the technical issue.

Viewings & VO's



- Client attendance with a Farm creative is strongly discouraged under COVID secure guidelines. Where 'essential' attendance is requested, clients will only be permitted with the full consent of the individual creative and this MUST be discussed and arranged beforehand
- Every suite or studio will have a maximum capacity. Clients must arrange with their 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



- Due to Equity requirements, VO Artists must bring their own headphones. Please speak to your producer for connectors specification
- 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

What The Farm has done to protect our clients & staff

- Admin staff are working from home
- Social distance tape has been applied around the building
- Designated toilets for staff and clients
- Perspex shields erected in reception areas and offices
- Designated seating plan to allow for social distancing
- Training for client service team
- Client service team handwashing using soap and water for 20 seconds after each activity

- Biometric readers have been disabled. Fob access only
- All air conditioning has been turned to 'fresh air mode' so that no air is recycled
- Sanitiser points across all floors in all buildings
- Whenever handling assets, librarians, receptionists and support staff will wear gloves and will wipe down assets on arrival and distribution

Cleaning Protocols

All staff and client areas, suites and studios are 'deep cleaned' before and after use by a professional cleaning team. This includes:

- Sanitising of all desktops and legs
- Sanitising of all sills and ledges
- Sanitising of all paint work
- Sanitising of all handrails and bannisters
- Sanitising of all doors and door furniture
- Sanitising of all chair arms and bases
- Pulling out all sofas and cushions and vacuuming thoroughly
- Washing of all bins and thorough disinfecting
- Sanitising desk and chair controls
- Sanitising light switches and aircon remote controls
- Sanitising of all cupboard doors
- Sanitising of all filing cabinets and radiators
- Sanitising of all push button panels in lifts
- Sanitising of all other exposed areas
- Sanitising of all telephones and computer equipment
- Sanitising all keyboards, screens, mice and wacon pens
- Sanitising televisions and remote controls

Cleaning Protocols

On top of the professional cleaning, The Farm Group has designated staff to constantly clean all touch points throughout the day.



- Spray/wipe down all door handles every hour
- Spray/wipe down all sanitiser dispensers every hour
- Spray/wipe down all lift buttons every hour
- Spray/wipe down all communal areas and coffee machines every hour
- Ensure hand sanitisers are always full
- Ensure toilets are cleaned and stocked with soap every hour
- Disposal of PPE in designated bins

Our staff on site



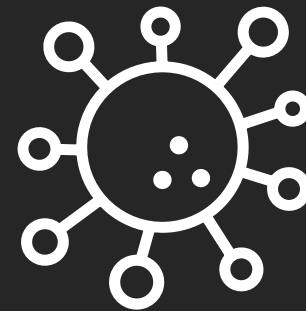
- Are allocated a designated seat and work only from that area
- Do not move between areas unnecessarily
- Do not short-cut between support areas
- Only use the bathroom in their working area
- Always maintain social distance in the workplace
- Respect other staff members' working space and do not enter their area at any time
- Follow the same protocols as clients and visitors

COVID SYMPTOMS: What to watch out for

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.



Useful Links



The Farm internal links: <https://farmgroup.tv/covid-19-info/>



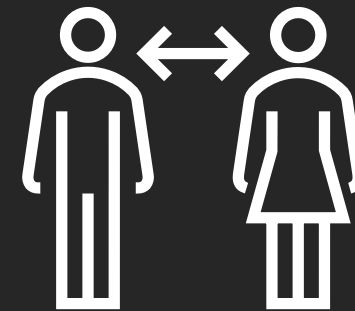
<https://www.nhs.uk/conditions/coronavirus-covid-19/>



WASH HANDS



COVER FACE



MAKE SPACE