



Covid-19 safe working practices with visiting clients

Here at Broadley, we are stronger than ever as we continue to adapt to the regulations that the Coronavirus brings. We aim to ensure that we take all the mitigating actions possible to reduce the risk of transmission of Covid-19 between those working on and attending shoots at the studio.

We are in a controlled space, with one studio so there is no chance of meeting people who are not on your shoot.

Measures In Place

- ✓ Client-facing Studio staff will wear face-masks
- ✓ There are hand washing facilities across the building and antibacterial gel will be available at different stations around the building. (Entrance door, Green Room, Studio and Make-up room)
- ✓ Door handles, taps and any other surfaces that are identified as 'high-touch' will be cleaned regularly during the shooting day (unless shooting sound precludes studio access).
- ✓ Hired-in equipment will be cleaned on arrival.
- ✓ We will sanitise in-house equipment before use.
- ✓ We ask that crew/clients arrive with their own PPE, or that production supplies PPE to visiting crew members/clients.
- ✓ We have a shower room for the use of all clients but we ask that people bring their own towels. We have paper hand towels in the toilets.

How many people in the studio?

We insist on adhering to 1m social distancing and where this isn't possible PPE must be worn. We will have to limit the number of people physically in the studio to only the essentials.

- ✓ Stage - 6 talent seated or standing
- ✓ Studio - 6 crew
- ✓ Green room - 5 people
- ✓ Control Room - 5 people
- ✓ Make up room - 3 People
- ✓ Waiting room - 4 people
- ✓ Upstairs production offices - 10 people

We have a playback monitor in the Green Room and control room if a client is attending the shoot. We also have a reliable internet connection to stream remotely if clients or production staff are not able to attend in person. Please see our online virtual 360 tour so that you can work out in advance where to place crew and clients.

Drinks and catering

- ✓ We are able to provide Tea & coffee facilities, which are cleaned thoroughly, but clients may feel more comfortable providing their own cups or beverages. We do ask that they think about the environment.
- ✓ We can organise catering via our local suppliers or production can organise.

- ✓ We ask that all crew/clients bring a refillable water bottle, preferably clearly labelled with their name, to the studio.
- ✓ Until now, we have avoided single use plastic bottles, but in light of Covid-19 we will have individual can/bottles of water available.

NHS COVID-19 Contact Tracing App

We hope that anyone entering the studio will have NHS contact-tracing app installed on their phones with Bluetooth activated.

We understand some may feel that the potential for infringement of civil liberties and data protection issues are more important than health protection. Our feeling is that any temporary measure – the app can be deleted at any time – that will both protect people's health and make it easier to get life back to normal should be welcomed.

We will do our best to make the studio a safe environment, however in shooting at the studio, clients do so at their own risk. Broadley Productions Ltd does not take any responsibility for transmission of the COVID-19 virus that might have taken place on its premises.

Up To Date Government Guidelines

Government Advice: <https://www.gov.uk/coronavirus>
TV Production Guidance: <http://downloads.bbc.co.uk/safety/documents/health/covid19-tv-production-guidance-v2.pdf>