evolutions

Working safely during COVID-19 pandemic

Guidance for Evolutions' Staff and Clients: 25 April 2021

This document is to ensure Evolutions' employees and clients understand how to work safely during the COVID-19 pandemic, while observing social distancing (keeping 2-meters from people you don't live with). It is important that you can work safely and support your colleague's and client's health and wellbeing during the COVID-19 pandemic.

We know that most staff are not currently in the workplace. We hope this document will help those who are already working, because they cannot work from home, as well as help other people think about how to prepare for when office working returns. The Government is clear that workers should not be forced into an unsafe workplace.

This document has been prepared by Evolutions, drawing on documentation provided the Department for Business, Energy and Industrial Strategy (BEIS) with input from firms, unions, industry bodies and the devolved administrations in Wales, Scotland and Northern Ireland and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

You can check for updates at www.gov.uk/workingsafely.

How to use this guidance
This document sets out guidance on how to work safely. It gives practical considerations on how safe working during the Covid-19 pandemic can be applied at Evolutions' sites.

1.   Managing Risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

In every Evolutions' location, increasing the frequency of handwashing and surface cleaning.

Evolutions will make every reasonable effort to enable working from home as a first option. Where working from home is not possible, Evolutions will make every effort to comply with the social distancing guidelines set out by the Government (keeping people 2-metres apart wherever possible).

If there is any situation where social distancing guidelines cannot be followed in full, in relation to a particular activity, Evolutions will consider whether that activity needs to continue for the business to operate and if so, take all mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

Increasing the frequency of hand washing and surface cleaning.

Keeping the activity time involved as short as possible.

Ensuring face masks and protective gloves, if appropriate, are used

Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.

Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

2.   Working from home

Objective: Evolutions Staff will work from home if at all possible.

Evolutions will plan for the minimum number of people needed on site to operate safely and effectively.

Evolutions will monitor the wellbeing of people who are working from home and help them stay connected to the rest of the workforce.

Evolutions will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.

If appropriate Evolutions will provide equipment and systems for people to work at home safely and effectively, for example, remote access to work systems.

3.   Protecting people who are at high risk

Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.

Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and will be enabled to work from home, if both possible and required.

4.   People who need to self-isolate

Objective: To prevent the spread of Coronavirus

Evolutions will do its best to ensure that individuals who are advised to stay at home under existing Government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.

5.   Social Distancing at Work

Objective: To maintain 2-metres social distancing wherever possible, to include arrival and departure at from work, while in work and when travelling between sites.

You must maintain social distancing in the workplace wherever possible.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, Managers should consider whether that activity needs to continue for the business to operate, and, if so, take all mitigating actions possible to reduce the risk of transmission between their staff.

Mitigating actions will include:

- Further increasing the frequency of hand washing and surface cleaning.

- Keeping the activity time involved as short as possible.
- Ensuring face masks and protective gloves, if appropriate, are used if appropriate.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, common areas and similar settings.

Specific actions

- All office areas working with skeleton cover at all times observing a 2-metres social distancing
- Communal areas have a directional flow introduced to minimise traffic crossing.
- Clear boundaries defined to indicate foot traffic and direction
- Clean desk policy in place
- No hot desking
- No face to face desking
- No sharing of resources, phones, workstations etc
- Seating areas assigned, marked and specific to teams/staff
- Office desking and touch points cleaned twice daily

6. Coming to and leaving work

Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Encouraging staff and clients to walk, run, or cycle to work where possible.

Reducing congestion, by having more entry points to the workplace where possible.

Using markings and introducing one-way flow at entry and exit points.

Providing handwashing facilities, or hand sanitiser, where handwashing is not possible, at entry/exit points and not using touch-based security devices such as keypads.

Defining process alternatives for entry/exit points where appropriate, for example, deactivating code access in favour of showing a pass to Evolutions staff at a distance.

7. Back to work declaration

All staff and clients are required to complete an online Covid-19 self-declaration form before access will be allowed

8. Lateral Flow Testing

All staff onsite are required to carry out a Covid-19 rapid lateral flow test twice per week.
In addition, it is advised by Evolutions that all clients in the building for 1 week or more are requested to carry out a Covid-19 rapid lateral flow test twice per week. These will be supplied by Evolutions at Reception desks.

If anyone displays a positive result they will be required to stay at home and self-isolate according to government guidelines.

9. Temperature Checks

All staff and clients are required to have a temperature check before being granted access to Evolutions sites.
If anyone is showing a temperature in excess of 37.8C they will not be allowed access.

10. Moving between Evolutions Sites

Objective: To maintain social distancing wherever possible while people travel through the workplace.

Reducing movement by discouraging non-essential trips within buildings and sites.

For example:

Restricting access between different areas of a building or site.

Reducing job and location rotation.

Introducing more one-way flow through buildings.

Reducing maximum occupancy for lifts, providing hand sanitisers (close by) for the operation of lifts and encouraging use of stairs wherever possible.

Making sure that people with disabilities are able to access lifts.

Regulating use of high traffic areas including corridors, lifts and walkways to maintain social distancing.

11. Workplaces and workstations

Objective: To maintain social distancing between individuals at their workstations.

For people who work in one place, workstations will allow them to maintain social distancing wherever possible.

Workstations will be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people.

Specific actions

- Workstations will be positioned a minimum of 2-metres apart
- Clean desk policy in place
- No hot desking
- No face to face desking
- Seating areas assigned, marked and specific to teams/staff
- Office desking and touch points cleaned twice daily

12. Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

Using remote working tools to avoid in-person meetings wherever possible.

Only absolutely necessary participants should attend meetings and should maintain 2-metres separation throughout.

Avoiding transmission during meetings, for example, avoiding sharing pens and other stationery.

Providing hand sanitiser in/near meeting rooms.

Holding meetings outdoors or in well-ventilated rooms whenever possible.

13. Common Areas

Objective: To maintain social distancing while using common areas.

Evolutions has worked collaboratively with landlords and other tenants in multi-tenant buildings to ensure consistency across common areas, for example, receptions and staircases.

Lifts have a 1-person limit, and only in an upwards direction.

Reception desks will be protected by a safety barrier or clear boundaries.

Staggering break times to discourage shared lunches breaks.

Using safe outside areas for breaks.

Creating additional space by using other parts of the workplace or building that have been freed up by remote working.

Encourage staff and clients to bring their own food.

Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions.

Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.

Specific actions

- All communal areas working with skeleton cover at all times observing a 2-metres social distancing
- Communal areas have a directional flow introduced to minimise traffic crossing.
- Clear boundaries defined to indicate foot traffic and direction
- Clean desk policy in place
- No hot desking

- No face to face desking
- Seating areas assigned, marked and specific to teams/staff
- Office desking and touch points cleaned twice daily

14. Accidents, security and other incidents

Objective: To prioritise safety during incidents.

In an emergency, for example, an accident or fire, people do not have to stay 2-metres apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

15. Managing visits to Evolutions

Objective: To minimise the number of unnecessary visits to offices.

Encouraging work via remote connection/working where this is an option.

Where site visits are required, site guidance on social distancing and hygiene will be explained to visitors on or before arrival.

Limiting the number of visitors at any one time.

Limiting visitor times to a specific time window and restricting access to required visitors only.

Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.

Maintaining a record of all visitors.

Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.

16. Cleaning Evolutions

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

Frequent cleaning of work areas and equipment between uses, using your appropriate cleaning products.

Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.

Clearing workspaces and removing waste and belongings from the work area at the end of a shift.

Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.

If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.

17. Hygiene – handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day.

Providing regular reminders and signage to maintain personal hygiene standards.

Providing hand sanitiser in multiple locations.

Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.

Enhancing cleaning for busy areas.

Providing more waste facilities and more frequent rubbish collection.

Specific actions

- Hand Sanitiser Stations located

  SS
  1 x Reception
  1 x internal entrance doors
  1 x outside glass entrance doors

1 x double doors to audio area
1 x outside MCR
1 x by the sign in screen

BS
1 x Reception
1 x outside 2nd floor door
1 x outside 3rd floor door
1 x outside 4th floor door
1 x outside 5th floor door
1 x outside terrace door

- All desking and touch points cleaned every two hours
- All Edit Suites and Studios equipped with Alcohol wipes

18. Edit Suites, Dubbing Theatres & VO

Objective: To minimise the risk of transmission in Edit Suites and Studios.

If possible, conduct the activity remotely (e.g. a remote recording using Source connect) so that people do not come in to contact with each other at all. If this is not possible ensure all safety measures in this document are followed.

VULNERABLE GROUP - If contributors, talent or production team are over 70, have an underlying health condition or are pregnant, seriously consider whether they need to be there. Most of these people are at greater risk of being seriously ill if they catch the virus.

If they need to be involved then ensure strict social distancing, following the guidance set out by the Government.

Edit Suites

A strict 2-metrer social distancing policy is observed in all production areas, with no face to face working permitted. In general policy will dictate a 2-person maximum in each room, though larger rooms will allow greater occupancy when a strict 2-meter social distancing policy can be observed.

All desking and touch points cleaned twice daily

Stay at least 2-meters away from technical and production teams, and other members of staff where possible.

Avoid physical contact with the technical and production teams, do not pass/receive objects or documents to/from them or touch shared surfaces (e.g. door-handles, table-tops etc.) where possible.

To protect both clients and staff alike if technical support requires physical presence in a suite or studio the operator/engineer will wear a mask and protective gloves.

To protect staff and clients there will be no runner service or beverage deliveries to edit suites, studios or client areas.

Utilise outside or larger areas to help manage personal interaction and space.

Keep kit clean using appropriate wipes (alcohol based best).

Alcohol based wipes can be used to wipe down workspaces, such as faders, hardware controllers, mice, keyboards, touchscreens, door handles etc. It is advised to wipe the workspace at the beginning and end of an edit session. Same applies to equipment.

Wipe down personal devices as well as work devices such as mobile phones and payments cards.

MIC POP SHIELDS: Personal mic pop shields will not be issued. Anyone who is concerned can use alcohol-based wipes to wipe the mic shield before use, followed by washing hands thoroughly or using sanitiser.

MICROPHONES & HEADPHONES: Microphones and headphones will be removed from suites and studios and only issued on request. They will be presented within a sealed ziplock bag clearly showing when the microphone/headphone was sanitised.

If an artist is concerned about using a mic after a hot-seat handover then a second mic could be made available to swap in.

HANDHELD ROVING MICS: Mics being held by multiple producers should have the body and microphone surface wiped between use; it is strongly recommended that a foam shield is not used in this environment, as it is possible that it will become contaminated between contributors. It may be necessary to have additional mics to make this practical.

HEADPHONES: Use an alcohol wipe and clean headphones after use.

Dubbing Theatres and VO

A strict 2-meter social distancing policy is observed in all production areas, with no

face to face working permitted. In general policy will dictate a 2-person maximum in each room, though larger rooms will allow greater occupancy when a strict 2-meter social distancing policy can be observed.

To protect both clients and staff alike if technical support requires physical presence in a suite or studio the operator/engineer will wear masks and protective gloves.

To protect staff and clients there will be no runner service or beverage deliveries to edit suite, studios or client areas.

All desking and touch points cleaned twice daily.

If possible, keep a barrier (e.g. windows, glass door), between people (e.g. the artist and the mixer).

Stay at least 2-meters away from talent, and other members of staff where possible.

Avoid physical contact with the contributor or VO artist. Do not pass/receive objects or documents to/from them or touch shared surfaces (e.g. door-handles, table-tops etc.) where possible.

Utilise outside or larger areas to help manage personal interaction and space.

Keep kit clean using appropriate wipes (alcohol based best).

Alcohol based wipes can be used to wipe down workspaces, such as faders, hardware controllers, mice, keyboards, touchscreens, door handles etc. It would be sensible to wipe the workspace at the beginning and end of a studio session. Same applies to equipment.

Wipe down personal devices as well as work devices such as mobile phones and payment cards.

To protect both clients and staff alike if technical support requires physical presence in a suite or studio the operator/engineer will wear masks and protective gloves.

MIC POP SHIELDS: Personal mic pop shields will not be issued. Anyone who is concerned can use alcohol-based wipes to wipe the mic shield before use, followed by washing hands thoroughly or using sanitiser.

MICROPHONES & HEADPHONES: Handheld microphones and headphones will be removed from Suites and Studios and only issued on request. They will be presented within a sealed ziplock bag clearly showing when the Microphone/Headphone was sanitised.

VOICE OVER BOOTHS: The specialist nature of VO booths dictate that the microphone and headphones cannot necessarily be removed for sanitisation.

All spit guards will be removed and sanitised before and after recording session, touch points, door handles, script stands will be sanitised as will headphones and the Neuman microphones.

MIC POP SHIELDS: There is no specific need for personal mic pop shields to be issued. Anyone who is concerned can use alcohol-based wipes to wipe the mic shield before use, followed by washing hands thoroughly or using sanitiser.

If an artist is required to use a mic after a hot-seat handover then a second mic will be made available to swap in,

LAPEL MICS: To avoid the need for personal contact when fitting a lapel mic, attach the lapel mic to a lanyard and hand that to the contributor to place over their head with the radio transmitter placed in either their pocket or held in their hand. Upon return of the equipment wipe/clean all the equipment with a alcohol based wipe.

HANDHELD ROVING MICS: Mics being held by multiple contributors should have the body and microphone surface wiped between contributors; it is strongly recommended that a foam shield is not used in this environment as it is possible that it will become contaminated between contributors. It may be necessary to have additional mics to make this practical.

HEADPHONES: Use an alcohol wipe and clean headphones after use.

Objective: To minimise the risk of transmission in showers.

Enhanced cleaning of all facilities regularly during the day and at the end of the day.

19. Handling in and outbound physical items, drives and packages

Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site.

All deliveries to Evolutions will be thoroughly cleansed before acceptance

Specially defined areas will be located for incoming deliveries prior to sanitisation procedures

Restricting non-business deliveries, for example, personal deliveries to workers.

Revising pick-up and drop-off collection points, procedures, signage and markings.

Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.

Where possible and safe, having single workers load or unload vehicles.

20. Face coverings

Objective: To reduce transmission of coronavirus due to face-to-face and airborne transmission.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.

Change your face covering if it becomes damp or if you've touched it.

Continue to wash your hands regularly.

Change and wash your face covering daily.

Practice social distancing wherever possible.

21. Shift Patterns

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.

Shift start times are staggered to avoid busy times on public transport.

As far as possible, where staff are shifted, fixing these teams or shift so that where contact is unavoidable, this happens between the same people.

Identifying areas where people directly pass things to each other (for example office supplies) and finding ways to remove direct contact, such as using drop-off points or transfer zones

Where to obtain further guidance

COVID-19: what you need to do

https://www.gov.uk/coronavirus

Support for businesses and employers during coronavirus (COVID-19)

https://www.gov.uk/coronavirus/business-support

General guidance for employees during coronavirus (COVID-19)

https://www.gov.uk/guidance/guidance-and-support-for-employees-during- coronavirus-covid-19