



3 Mills Studios Covid 19 Policy

Our COVID 19 policy follows HM Government, Public Health England and advice from the HSE.

We confirm we have complied with the government's guidance on managing the risk of COVID-19 Staying COVID-19 Secure in 2020 FIVE STEPS TO SAFER WORKING TOGETHER

1. We have carried out a COVID-19 risk assessment and shared the results with the people who work here
2. We have cleaning, handwashing and hygiene procedures in line with guidance
3. We have taken all reasonable steps to help people work from home
4. We have taken all reasonable steps to maintain a 2m distance in the workplace name
5. Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Our policy and procedures will be reviewed periodically to ensure the effectiveness of the measures.

Further guidance on specific measures can be found within our re-occupancy plan.

All Tenant, Productions, and Contractors RAMS must demonstrate that ALL COVID 19 safe working practice has been risk assessed and that suitable and sufficient controls and monitoring are in place. This is to be monitored by a competent person. We must have prior notification of any works or activities taking place including updated RAMS

All Production / Tenants / Contractors must follow the guidelines below

Tenants/Productions must follow HM Government guidelines.

Tenants/Productions must implement secure policies and procedures.

Tenant/Production management fail to induct staff on Covid Policies

Tenants and Productions must implement a strict hygiene and cleaning routine within their demised areas

Tenants and Productions must implement strict waste management controls

Tenants and Productions must report any member of staff who is showing symptoms of COVID 19

Tenants/productions must encourage staff to work from home where applicable

Tenants and Productions must have in place a COVID 19 response plan in the event of a confirmed case.

RAMS must demonstrate that a COVID 19 Safe Working Practice is in place

PPE must be provided - if social distancing cannot be maintained - and its use monitored.

3 Mills Studios Covid 19 Control Measures

Social distancing, where possible

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible
- switching to seeing visitors by appointment only if possible

Signage

We have put in place the following.

- Information signage
- Directional signage
- Social distancing signage
- Hygiene information signage
- Policy and Procedural signage

Movement around site

Productions / Tenants are expected to develop bubbles to limit movement around site therefore reducing potential impact in the event of any contamination.

We have put in place control measures to ensure continued freedom of movement, as far as possible, in and around the studio.

Tenants and Productions and any visitors who use 3 Mills Studios must follow directional arrows and social distance signage. This is for your safety and must be strictly adhered too

A number of fire doors have now been fitted with “Door Guards” which hold open the doors. On fire alarm activation these units will release the doors to maintain compartmentation and to stop the spread of smoke.

(Note: These doors and units must not be interfered with as with any fire door fire escape route door/s they must ALWAYS be kept clear of any obstruction/s)

Cleaning and Hygiene

We have developed a two-step approach to Cleaning

STEP 1 - General Disinfecting

Daily cleans of all common areas

STEP 2 – 30 Day Sanitising

We will apply an antimicrobial sanitiser in all common areas. This kills all bacteria and provides a protective coating

Further guidance can be found within our Covid 19 Cleaning Procedure

Waste management

3 Mills Studios will monitor to ensure that ALL waste is removed from site as soon as is practicable.

Pedal bins are provided in all toilets for paper towels ONLY no other waste should be placed in these bins. If anyone finds a bin that is overflowing report immediately to reception and receptionist will contact cleaner to attend.

ALL Tenants and Productions must put in place a strict waste management regime in line with Government guideline's

ALL Waste must be double bagged and sealed before leaving Tenant or Production demise.

All Cardboard waste is to be broken down within demised areas then should be double bagged and sealed

Wheelie bins: must not be overfilled

Clinical waste: Two wheelie bins are provided in each bin area marked clinical waste only

Monitoring

We will continually monitor and assess all the measures we are putting into place

We will hold weekly meeting with all occupiers to ensure the measures continue to be implemented correctly.

We will hold regular meetings with key contractors, Cleaning, Security and the Maintenance Team to ensure they are satisfied that the measures are working

Fire & Emergency

Fire & Emergency for 3 Mills Studios currently remains the same but due to COVID 19 this is currently under review following HM Government and HSE guidelines

H&S REF:

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/organisations/public-health-england>

<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

<https://www.queenelizabetholympicpark.co.uk/planning-authority>

<https://www.london.gov.uk/updates/news-feed>

<https://www.knightfrank.co.uk/research/covid-19>