



## 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.

### 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 **must** induct **all staff, crew and talent** 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 to

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>

## 3 Mills Studio Covid-19 Cleaning Procedures

3 Mills Studios have a duty of care and must protect stakeholders from harm. This includes taking reasonable steps to protect all our visitors from potential exposure to Covid-19 (the disease known as coronavirus disease).

Coronavirus can be transferred from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping 3 Mills clean reduces the potential for coronavirus to spread and is a critical part of making and keeping our premises 'covid-secure' for everyone.

This guidance will help you understand the measures we have implemented to clean 3 Mills and to reduce risk.

### Cleaning Procedure

After careful consideration we have adopted the following measures and have now initiated a two-step approach:

#### **STEP 1 - General Disinfecting**

- All common areas will be cleaned daily, please be aware that this frequency may change if significant increase in footfall occurs in any area.
- Our key focus is all potentially contaminated high-contact areas such as WC's, door handles, grab-rails in corridors and stairwells.
- WC's will be cleaned twice daily.
- All areas will be first cleaned with warm soapy water, then sanitised with a virucide disinfectant.
- Disposable cloths or paper roll and disposable mop heads will be used on all hard surfaces, floors, chairs, door handles and sanitary fittings.

#### **STEP 2 – 30 Day Sanitising**

- All common areas, including high contact areas will be sanitised / disinfected using a sanitising germ protection spray.
- This procedure protects against 99.99% of germs and lasts for up to 30 days and forms an antimicrobial coating on all surfaces.
- This will be applied with an electrostatic sprayer. This is a highly effective means of applying the sanitising solution and ensures even coverage on all surfaces.

If any Production / Tenants require further information on our contractor's exact procedures, these are available on request.

## Contamination Procedure

- In the event of any confirmed Covid 19 cases, these must be reported as soon as possible to the 3 Mills studio management team.
- We will inform the relevant production department heads occupying spaces likely impacted so that they can make necessary and quick informed decisions
- In all cases we will immediately repeat steps 1 and 2 of the Cleaning Procedure in all common areas.
- In addition, we will sanitise all areas that the individual has been in contact with within production / tenant areas.

## PPE

Full PPE will be worn by 3 Mills' third-party contractors and personnel during all cleaning procedures.

## Production / Tenant requirements

All production tenants must implement a robust cleaning procedure for all leased spaces. These must be presented to 3 Mills studio management for review prior to occupation.

Productions will be charged 1-day sanitising fee at the end of their stay to ensure Stage/Ancillary spaces are left virus free. This is priced at £0.37p per sq/m.

Production are not charged 1-day sanitising fee if they choose to book 30 – day sanitising and it covers the last day of their stay.

Productions can choose to fog/sanitise stage/ancillary spaces at the end of their stay and not be charged our fee. However, in this case we would need to see documentation of how it was done and by who to ensure the stage is left virus free.

In partnership with our cleaning contractor we can offer several procedures to enable production to meet governmental guidelines. These are –

- 30-day Sanitising. This is priced at £0.75p per sq/m and provides the same benefits as outlined above
- 1-day Sanitising. This is primarily aimed at killing all germs on contact but provides no further long-term protection. This is priced at £0.37p per sq/m
- Cleaning as outlined in Step 1 (General Disinfecting), this is to be delivered by our Cleaning contractor
- Alternatively, you can procure your own services. We ask that you inform us who you are using and provide documentation of how sanitising have been completed to ensure virus free area and we ask that they wear PPE when moving around site

If you have any questions in regards to using 3 Mills' cleaning contractor for your own cleaning plan, please don't hesitate to get in touch with 3 Mills' Client & Services Coordinator, Elvina, who can advise:

[elvina.baltrusaityte@3mills.com](mailto:elvina.baltrusaityte@3mills.com)