

Jumbuck Film & Television

COVID-19 risk statement

Jumbuck is committed to following the Government's advice on ensuring our workplace is Covid-secure and adheres to the current guidelines. We will review this advice every week, and update this statement accordingly.

Below is further information on how we have adapted to each of the Government's 5 Key Steps from their advice first published on 11th May 2020 entitled "Working Safely During Coronavirus", and updated on 23rd July 2020.

1. Work from home, if you can

Jumbuck has used remote-working as part of its standard business practices since 2010, so this is something we have been able to adapt to easily.

Jumbuck operates two 7.1 remote premixing suites, with full encrypted media sharing between sites, allowing us to work with the same flexibility as if we were in our central London base. This workflow is not new to us, so premixing has been uninterrupted.

All our key project management and scheduling personnel have shifted operations to home. Staff have the same access to our Farmers Wife scheduling systems and are reachable on our London number in the same way.

The use of video-conferencing has meant our teams are able to keep in touch.

The upshot of all this is that our self-contained facility is a safe place to be for our clients. If you are booked on a mix in our studio, you can expect to have the entire facility to yourself, with one or two staff in attendance for technical and operational backup. You will not be passing people in the corridor or sharing communal spaces with other people. This allows us to maintain distance and hygiene protocols easily.

2. Carry out a COVID-19 risk assessment, in consultation with workers or trade unions

We have carried out a risk assessment of our facility in line with the government recommendations and following the advice from BECTU.

Steps that we have incorporated include:

- Removal of certain desk and seating areas to maintain a 2m social distance at all times
- Change to hospitality services - clients and staff are entitled to make their own drinks, but not drinks for other people. We can show you how to operate the coffee machine!
- Installation of hand sanitisation equipment at the main entrance and at the entrance to each studio
- Physically cleaning and sanitising all equipment and client areas at the beginning and end of every day

- Provision of PPE, gloves, masks and hand sanitiser to all staff and clients for use where required
- Wipe down of shared bathroom facilities by our own staff every 2 hours and upon request

3. Maintain 2 metres social distancing, wherever possible

Certain areas of the facility have been closed off to staff and clients, and provision of desk space is on the basis of maintaining 2m distance from any other personnel.

Our Studio 1 has room for one mixer and two to three clients, all with 2m separation, and with a correct view of the projected image or grading monitor and within the sweet spot for audio monitoring. The room is served by fresh air from outside, which can operate with air conditioning on or off.

Adjacent to the studio is a client lobby area, which would be suitable for one person to work or make phone calls, but would not be suitable for meetings.

We would maintain one production in the building at a time. This ensures that the only people you would come into contact with would be those that had been invited specifically by production, plus one or two Jumbuck staff.

The reception area of the building is yours to use, and there will be no other members of the public allowed into the building at any time. Couriers or deliveries will all be met in the safety of the ground floor lobby area, and with appropriate PPE including face mask and disposable gloves.

Our reception area is served by fresh air and air conditioning, and is big enough for three or four people to meet at 2m social distance.

Other studio and production space is available to you upon request, and will be cleaned at the start and end of each day.

4. Where people cannot be 2 metres apart, manage transmission risk

If it is not possible to maintain a 2m separation, we will take measures to limit the risk of transmission.

Hand sanitiser dispensers are placed throughout the office, and these should be used before and after meetings.

Type-IIR Face Masks are available.

Our reception area is ventilated by three windows, and an external door which can be opened where necessary. The studios are served by air conditioning, which feeds fresh from outside.

Our reception area is laid-out so that you can comfortably sit without directly facing anybody. In the studio, you will be positioned behind the mixer and side-by-side with your colleagues, so you can work comfortably without facing anybody.

We ask you to resume two-metre distancing when possible.

5. Reinforcing cleaning processes

Cleaning routines have been increased, including:

- Disinfecting all communal areas at the beginning and end of each day
- All high-contact areas such as door handles and push plates, bathrooms, and to be wiped down every 2 hours.
- Requesting that anyone using the shared drinks making facilities and client fridges wipes them down before and after use, and uses the provided hand sanitiser.

Further notes

PPE

All staff travelling in to work will wear a face cover and practice proper handwashing upon arrival. Key to the health message is that lots of proper handwashing and not touching your face is still the biggest help in the fight against Coronavirus.

We won't be insisting on staff wearing PPE around the office, unless it is specifically requested by a production. This is per the Government advice published on 11th May: *...At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying 2m away from each other in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.*

Changes to the building

Bottled water will be provided to the studio at the beginning of each day, with the use of disposable gloves. We will keep bottled water in the fridge, and the studio water will be replenished during a lunchtime break in the studio, where our staff can get in and wipe down surfaces and bring new water wearing gloves.

We will place a sign on the fridge asking anyone who wishes to use the fridge to wipe down the handle before and after use, and to sanitise their hands before and after.

Rooms that are not available to clients without prior approval will be marked with No Entry signs.

We would encourage you to not use the lift if possible, and to not use the staircase until it is clear. There is room to safely pass at the top and bottom of the staircase to the basement floor.

Some doors that ordinarily would be closed in session will be kept open, including several of the corridor doors that aid soundproofing. This is to reduce the use of high contact door-plates, and shouldn't affect sound isolation under normal circumstances.

Hand sanitiser will be provided in several places around the facility, including in the studios and reception areas.

Staff travel, communication and behaviour

Staff will be encouraged to not use public transport where possible, and in accordance with regulations will wear face coverings at all times on their commute. All staff to wash their hands properly upon arrival.

Staff are encouraged to remain seated in their dedicated workspace as much as possible. In rooms where there is a maximum of one person in the room at a time, anybody requesting assistance from that person must call them on their mobile phone. Engineers and staff must keep their mobile phones on them at all times, and answer when it is called.

In shared studio spaces, the engineer will enter the room first and leave last. This allows clients in and out without compromising social distance protocols.

Staff can bring in lunch from outside, but must eat their lunch at their dedicated workspace.

Hospitality

Unless we inform you otherwise, the people you invite to attend the mix will be the only people in our facility, aside from key support staff and your mixer. You can use any of the areas set out for you, providing you observe social distancing rules. You must inform us if you enter an area we are not expecting.

Our hospitality provisions will have to be greatly reduced for the time being.

Clients will be able to make their own tea and coffee, but cannot make drinks for anyone else. Our staff will not be able to make you hot drinks or other refreshments.

Our staff will be able to fetch your lunch from a limited selection of outlets determined by us. This will be done whilst wearing face covering and disposable gloves. We will not handle any client money, but will pay ourselves contactlessly and re-charge on the final bill.

If you would like to request staggered working hours you may do so and we will do our best to accommodate this. Please give us 48 hours notice of any change of scheduling.