



# PINEWOOD

## REDUCING THE SPREAD OF RESPIRATORY ILLNESS, INCLUDING COVID-19

UK-based Pinewood and Shepperton Studios (the **Studios**) have remained open and operational throughout the pandemic in line with government guidance. Pinewood Group (the **Group**) is committed to maintaining the health and wellbeing of all persons using the Studios and keeping the Studios open in line with legislation and the latest government guidance to control the risks posed by respiratory infections, including COVID-19.

In April 2022 the Government replaced its COVID-19 Secure guidance with public health principles for reducing the spread of respiratory infections, including COVID-19, in the workplace, available [here](#). This document is an update setting out the ongoing steps the Studios are taking as we learn to live and work safely with COVID-19. We continue to co-ordinate and support our clients to maintain, encourage and enforce safe ways of working.

Our guidance will be updated as required to reflect changes as necessary. This document is supplemental to, and part of, the Group's Studio Regulations which apply to all persons accessing the Studios.

This guidance applies to all staff, which for these purposes includes Pinewood employees, temporary and agency workers, other contractors and volunteers. All staff should familiarise themselves with this document. It does not form part of any employee's contract of employment and it may be amended at any time. Where appropriate, we shall notify changes by email and/or by publishing further updates.

Everyone has a responsibility to assist in reducing the risk of transmission of respiratory infections, including COVID-19, at the Studios. The Studios may refuse access to or remove any person from site who fails to follow applicable government guidance and/or site rules put in place to minimise the risks of transmission. If you have questions about the contents of this document or any concerns around the measures implemented at the Studios, please contact [CV-Taskforce@pinewoodgroup.com](mailto:CV-Taskforce@pinewoodgroup.com).

**Responsibility for this document: CV-Taskforce**  
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## 1. Thinking about Risk

**Objective:** *To reduce the risk of spreading of respiratory infections, including COVID-19, in the workplace*

### 1.1 Risk Assessment

The legal requirement for explicit consideration of and/or a dedicated health and safety risk assessment in respect of COVID-19 has been removed. However the Studios will continue to consider COVID-19 in its workplace risk assessments going forward and, as necessary, provide inductions and further information on applicable measures the Studio has implemented to reduce the spread of respiratory infections.

The Studios continue to comply with applicable requirements for cleaning, ventilation and welfare facilities in the Workplace (Health, Safety and Welfare) Regulations 1992 and/or the Construction Design and Management Regulations 2015 to control occupational health and safety risks.

The Studios will continue to comply and to consult with Staff, or their representatives, on health and safety matters.

Organisations operating at our sites are responsible for ensuring that their staff (including their service providers and contractors) follow their employer's risk assessment and measures in all common areas around the Studios. Organisations who invite visitors to the site are responsible for ensuring that visitors are fully aware of any continuing measures in place on site.

### 1.2 Monitoring, Reporting and Enforcement

**Objective:** *To monitor and update guidance and enforce relevant procedures*

While it will be the responsibility of the Pinewood Health and Safety team to audit and collate reports of concerns and non-compliances of health and safety measures, including those related to reducing the spread of respiratory illnesses, every Pinewood employee on site has a responsibility and the authority to challenge a member of staff, or other personnel on site regarding their behaviour. Awareness of and actions to be taken to reduce risk as we learn to live safely with COVID-19 require changes in behaviour, and everyone has a responsibility to help others learn and maintain new habits.

## 2. Know which symptoms to look out for

**Objective:** *Reducing the risk of spreading respiratory infections, including COVID-19, by recognising the symptoms*

Respiratory infections can spread easily between people. It is important we are all aware of the symptoms in order to take action to reduce the risk of spreading the infection. Symptoms of COVID-19 and other respiratory infections are very similar so it may not be possible to differentiate COVID-19, flu or another infection based on symptoms alone. Most people with COVID-19 will have a relatively mild illness, especially if they have been vaccinated. Symptoms of COVID-19, flu and common respiratory infections include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

Some people may continue to have a cough or feel tired after other symptoms have improved, but this does not mean that they are still infectious. Further information about these symptoms on the [NHS website](#).

### 3. What to do if you have symptoms of a respiratory infection, including COVID-19

If a member of staff becomes unwell with symptoms of a respiratory infection, such as COVID-19, they should follow the [guidance for people with symptoms of a respiratory infection such as COVID-19](#).

Principle	Actions
<b>1. If you have symptoms of a respiratory infection</b>	<ul style="list-style-type: none"> <li>▪ If you have symptoms of a respiratory infection, such as COVID-19, as listed in Section 2 above, and you have a high temperature or you do not feel well enough to go to work or carry out normal activities, staff are advised to try to stay at home and avoid contact with other people</li> <li>▪ If you are feeling unwell with these symptoms you should get plenty of rest and drink water to keep hydrated. You can use medications such as paracetamol to help with your symptoms. Antibiotics are not recommended for viral respiratory infections because they will not relieve your symptoms or speed up your recovery</li> <li>▪ In some cases, you might continue to have a cough or feel tired after your other symptoms have improved, but this does not mean that you are still infectious</li> <li>▪ If you are concerned about your symptoms, or they are worsening, seek medical advice by contacting NHS 111. In an emergency dial 999</li> </ul>
<b>2. What to do if you have symptoms of a respiratory infection, including COVID-19, and have not taken a COVID-19 test</b>	<ul style="list-style-type: none"> <li>▪ If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell</li> <li>▪ It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose immune system means that they are at higher risk of serious illness, despite vaccination (see Section 5 below)</li> <li>▪ Try to work from home if you can. If you are unable to work from home, talk to your line manager about options available to you</li> <li>▪ If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your symptoms</li> <li>▪ You may wish to ask friends, family or neighbours to get food and other essentials for you</li> </ul>
<b>3. Leaving home and/or attending the Studios if you feel unwell</b>	<ul style="list-style-type: none"> <li>▪ If you leave your home while you have symptoms of a respiratory infection of within 5 days of first receiving a positive COVID-19 test, and you have a high temperature or feel unwell, avoid close contact with anyone who you know is at higher risk of becoming seriously unwell, especially those whose immune system means that they are at higher risk of serious illness, despite vaccination.</li> <li>▪ The following actions will reduce the chance of passing on your infection to others: <ul style="list-style-type: none"> <li>○ wearing a well-fitting face covering made with multiple layers or a surgical face mask</li> <li>○ avoiding crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated</li> <li>○ taking any exercise outdoors in places where you will not have close contact with other people</li> <li>○ covering your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face</li> </ul> </li> </ul>
<b>4. What to do if you test positive for COVID-19</b>	<ul style="list-style-type: none"> <li>▪ Take the same steps as at 3.1 and 3.2 above (i.e. try to stay at home and avoid contact with other people)</li> <li>▪ If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms</li> <li>▪ Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you received your first positive test</li> <li>▪ Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19</li> <li>▪ At the end of this period, if you have a high temperature or feel unwell, try to follow government advice on staying at home and reducing contacts until you feel well enough to resume normal activities and you no longer have a high temperature if you had one</li> </ul>
<b>5. What if you are a close contact of someone who has had a positive test result for COVID-19</b>	<ul style="list-style-type: none"> <li>▪ Prolonged close contact with someone creates the highest risk of becoming infected</li> <li>▪ If you are a household or overnight contact of someone who has had a positive COVID-19 test result it can take up to 10 days for your infection to develop. It is possible to pass on COVID-19 to others, even if you have no symptoms</li> <li>▪ You can reduce the risk to other people by taking the following steps: <ul style="list-style-type: none"> <li>○ avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those whose immune</li> </ul> </li> </ul>

	<p>system means they are at higher risk of serious illness from COVID-19, despite vaccination</p> <ul style="list-style-type: none"> <li>○ limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces</li> <li>○ wear a well-fitting face covering made with multiple layers or a surgical face mask if you do need to have close contact with other people, or you are in a crowded place</li> <li>○ wash your hands frequently with soap and water or use hand sanitiser</li> </ul> <p>▪ If you are a contact of someone with COVID-19 but do not live with them or did not stay in their household overnight, you are at lower risk of becoming infected. There is <a href="#">guidance on protecting yourself and others in living safely with respiratory infections, including COVID-19</a>, including getting vaccinated, letting fresh air in, remembering good hygiene and when to consider wearing a face covering</p>
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#### 4. What to do if a member of staff has symptoms of a respiratory infection, including COVID-19, and response to illness on site

**Objective:** To reduce risks of transmission through prompt and direct response to potential cases on site

If a member of staff is unwell with symptoms of a respiratory infection, such as COVID-19, they should follow the guidance (summarised at [Section 3](#) above and available [here](#)). If anyone develops symptoms of a respiratory infection, including COVID-19, whilst on site, they should be sent home quickly and directly. The Studios may in response to a suspected or confirmed case of COVID-19 set up isolation areas, initiate active tracking and monitoring, contact key production/tenant/contractor/other studio contacts with updates, consider alternative transport options for staff travelling by public transport and gather information from visitors to site/restricting access on public health guidance.

Steps taken shall comply with data protection law (see [Section 8](#)).

Production, tenant, contractor or other personnel on-site should follow their employer’s risk assessment and follow the relevant guidance if they become ill with symptoms of a respiratory infection including COVID-19.

Persons needing clinical advice should go to NHS 111 online, or call 111 if they do not have internet access. In an emergency, standard Studio emergency procedures will continue to apply. Persons with symptoms of COVID-19 must not visit their GP, pharmacy, urgent care centre or a hospital.

Principle	Actions
<b>1. Notification of illness</b> on site. First responders	<ul style="list-style-type: none"> <li>▪ Identify first responders to employee (or other person) taken ill on site from possible COVID-19. Follow procedures for leaving site and minimise contact wherever possible</li> <li>▪ Employees leaving site with symptoms must contact their line manager as usual under the absence policy</li> </ul>
<b>2. Isolation areas</b> (if necessary)	<ul style="list-style-type: none"> <li>▪ Temporary isolation areas may be established for persons taken ill and not able to leave site immediately. These rooms can be thoroughly cleaned after use. Please contact Pinewood Health &amp; Safety for further information.</li> </ul>
<b>3. Staff attending persons with symptoms on site</b>	<ul style="list-style-type: none"> <li>▪ Medics or First Aiders who have received training should be first responders to persons taken ill with possible COVID-19 symptoms</li> <li>▪ Pinewood First Aiders who may be required to respond to someone taken ill with COVID-19 are issued with the appropriate PPE and trained on its use as identified by government guidance</li> <li>▪ If a member of staff has helped someone or been in close contact with someone who has developed symptoms of COVID-19, they do not need to go home unless they develop symptoms themselves or receive a notification to self-isolate from NHS test and trace. Consideration should be given to the level of exposure to the individual with symptoms. Persons who have been in close contact should: <ul style="list-style-type: none"> <li>▪ wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection and should raise any concerns with their line manager or HR</li> <li>▪ take extra care in practising social distancing and good hygiene, watching out for symptoms</li> </ul> </li> </ul>
<b>4. Confirmed positive test result</b>	<ul style="list-style-type: none"> <li>▪ Persons testing positive for COVID-19 should follow government guidance</li> <li>▪ Pinewood staff should inform their line manager if they test positive for COVID-19 as soon as possible and should follow applicable guidance</li> <li>▪ Productions, tenants, contractors or other organisations should inform the Pinewood representative if any of their staff test positive for COVID-19</li> </ul>
<b>5. Contact tracing</b>	<ul style="list-style-type: none"> <li>▪ If the person experiencing symptoms is confirmed as having COVID-19, those persons who were in close contact may be asked take additional precautions and look out for symptoms themselves</li> </ul>
<b>6. Communication</b>	<ul style="list-style-type: none"> <li>▪ See Communication at <a href="#">Section 7</a>. In particular:</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Communicate as necessary with other departments (H&amp;S, Operations, Security, Customer Services) as well as third party representatives (e.g. if person taken ill had been in a production area)</li> <li>▪ Line managers and HR should be informed of persons in their teams self-isolating due to symptoms or as required by NHS test and trace</li> <li>▪ Sharing of personal data (including without limitation information related to health) must follow data protection laws – names of persons should not be disclosed unless absolutely necessary</li> </ul>
<b>7. Tracking incidents</b>	<ul style="list-style-type: none"> <li>▪ Record and update as required in respect of incidents in accordance with data protection laws and the Group’s policies, particularly on data retention</li> </ul>

## 5. Actions to reduce the spread of respiratory infections, including COVID-19, at the Studios

Various actions can be taken to help reduce the risk of spreading respiratory infections, including COVID-19, at the Studios. Additional measures may be required from time-to-time, but the below is a summary of key actions and considerations.

### 5.1 Encourage and enable vaccination

Vaccinations are very effective at preventing serious illness from COVID-19, flu and other diseases. Staff are encouraged to get vaccinated and should speak to their line manager if they need to arrange for absence to get vaccinated.

### 5.2 Ventilation

**Objective:** To provide adequate ventilation

Bringing in fresh air to occupied spaces can help to reduce the concentration of respiratory particles, lowering the risk of airborne transmission of respiratory viruses.

The risk of catching or passing on COVID-19 and other respiratory infections can be higher in certain places and when doing certain activities. Virus-containing particles can come into contact with the eyes, nose or mouth or can be breathed in by another person, or land on surfaces where the virus can be passed from person to person via touch. In general, the risk of catching or passing on a respiratory infection is highest when in close contact with someone who is infected.

It is also possible to pass on a respiratory infection between people who do not have close contact, especially if they are in a crowded and/or poorly ventilated space where smaller virus particles can stay suspended in the air for some time and where there are more people who might be infectious. The risk of airborne transmission is increased when occupants in a space are participating in energetic activity, such as exercising, shouting, singing or talking loudly.

Principle	Actions
<b>1. Service or adjust ventilation systems</b>	<ul style="list-style-type: none"> <li>▪ Ventilation and extraction system settings adjusted to enable the maximum possible flow of fresh air into spaces, whilst also being able to maintain an acceptable indoor air temperature</li> <li>▪ Air handling system filters changed quarterly in line with planned preventative maintenance regime (PPM)</li> <li>▪ Washroom extract systems adjusted to operate continuously in enclosed spaces</li> <li>▪ Pinewood Operations will enable the adjustment of ventilation operating times to extend to 2 hours before and 2 hours after expected occupation times upon request. Pinewood Operations will coordinate with customers on timing and arrangements</li> </ul>
<b>1. Vehicles</b> used for onsite travel	<ul style="list-style-type: none"> <li>▪ All site vehicle windows should be open wherever practical and as weather permits to promote ventilation</li> </ul>
Holding <b>meetings outdoors or in well-ventilated rooms whenever possible</b>	<ul style="list-style-type: none"> <li>▪ Whenever possible, inductions and briefings that are face-to-face should occur outside</li> <li>▪ Wherever possible, windows in meeting rooms should be open to improve ventilation</li> <li>▪</li> </ul>
<b>2. Open windows and doors</b> frequently to encourage ventilation, where possible	<ul style="list-style-type: none"> <li>▪ All public thoroughfare doors that can be safely secured open are clearly marked, where security arrangements and fire regulations permit</li> <li>▪ Open all windows within washrooms and public spaces where security and local weather conditions permit</li> <li>▪ Clear guidance provided to all staff, visitors and customers on which doors and windows are safe to secure open, and which must remain closed for safety or security reasons</li> </ul>

## 5.3 Cleaning

### 5.3.1 Before reoccupation

**Objective:** To make sure that any site or location that has been under-occupied is clean

Principle	Plan specifics
3. <b>Service or adjust ventilation systems</b>	<ul style="list-style-type: none"> <li>▪ Ventilation and extraction system settings adjusted to enable the maximum possible flow of fresh air into spaces, whilst also being able to maintain an acceptable indoor air temperature</li> <li>▪ Air handling system filters changed quarterly in line with planned preventative maintenance regime (PPM)</li> <li>▪ Washroom extract systems adjusted to operate continuously in enclosed spaces</li> <li>▪ Pinewood Operations will enable the adjustment of ventilation operating times to extend to 2 hours before and 2 hours after expected occupation times upon request. Pinewood Operations will coordinate with customers on timing and arrangements</li> </ul>
4. <b>Open windows and doors frequently to encourage ventilation, where possible</b>	<ul style="list-style-type: none"> <li>▪ All public thoroughfare doors that can be safely secured open are clearly marked, where security arrangements and fire regulations permit</li> <li>▪ Open all windows within washrooms and public spaces where security and local weather conditions permit</li> <li>▪ Clear guidance provided to all staff, visitors and customers on which doors and windows are safe to secure open, and which must remain closed for safety or security reasons</li> </ul>
5. <b>Carry out cleaning procedures and provide hand sanitiser, before reoccupation</b>	<ul style="list-style-type: none"> <li>▪ All buildings have continued to undergo necessary cleaning including those that have been under-occupied</li> <li>▪ Identify/restock hand sanitiser stations</li> </ul>

### 5.3.2 Keeping the sites clean

**Objective:** To keep the sites clean and prevent transmission by touching contaminated surfaces

Keeping workplaces clean reduces the risk of infection and can reduce sickness in a workforce, especially to clean frequent touchpoints especially important to clean surfaces that people touch a lot.

Principle	Actions
1. <b>Frequently clean work areas and equipment</b>	<ul style="list-style-type: none"> <li>▪ Wherever practical, equipment is issued to a dedicated individual and must not be shared. Where equipment must be shared it must be sanitised before and after each use by the employee</li> <li>▪ Cleaning regimes may be enhanced to increase frequency, including for high touchpoints, toilets, washrooms and kitchenettes</li> <li>▪ All staff to undergo local toolbox talks on cleaning their personal workspaces and equipment as part of their working arrangements induction</li> <li>▪ Local cleaning materials made available within work areas for employees to sanitise their personal workspaces and equipment at the start and end of each shift</li> <li>▪ Where communal mess areas are used, and a shift structure has been implemented, employees will be encouraged to sanitise their area before and after use, using locally provided cleaning materials</li> <li>▪ COSHH assessments are carried out on any cleaning products issued to staff and actions identified by the assessment (e.g. additional PPE) actioned accordingly</li> </ul>
2. <b>Frequently clean objects and surfaces that are touched regularly, such as door handles</b>	<ul style="list-style-type: none"> <li>▪ Cleaning regimes have been enhanced to increase frequency of cleaning high touchpoints</li> </ul>
3. <b>Clear workspaces and remove waste and belongings from the work area at the end of a shift.</b>	<ul style="list-style-type: none"> <li>▪ Employees are encouraged to adopt a clear desk policy at the end of each shift, clearing surfaces and storing personal belongings within pedestal draws to remove potential contamination points and providing a clear surface to allow the cleaning team to sanitise the surface overnight</li> <li>▪ Employees are to remove all local waste from their work areas to central waste bins at the end of each shift</li> </ul>
4. <b>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</b>	<ul style="list-style-type: none"> <li>▪ Sanitisation supplies are provided in all Pinewood employee kitchenettes, with clear safe sanitisation instructions for cleaning communal appliances before use.</li> <li>▪ Signage to place all cups and crockery in dishwashers immediately after use is displayed</li> </ul>
5. <b>Sanitise all hand tools, controls, machinery and equipment after use.</b>	<ul style="list-style-type: none"> <li>▪ All staff are provided with access to sanitary wipes,. All hand tools and machinery/equipment controls are to be cleaned by the employee before and after each use</li> </ul>
6. <b>Cleaning after a known or suspected case of COVID-19</b>	<ul style="list-style-type: none"> <li>▪ Following notification of a confirmed or suspected Pinewood employee COVID-19 case, the local work area is to be sanitised by trained cleaning operatives in accordance with government guidance</li> <li>▪ Pinewood can assist cleaning production and/or tenant areas where there is a confirmed or suspected COVID-19 case if requested</li> </ul>

### 5.3.3 Hygiene: handwashing, sanitation facilities and toilets

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

Principle	Plan specifics
1. Using signs and posters to <b>build awareness of good handwashing technique, the need to increase handwashing frequency</b> , avoid touching your face and to cough or sneeze into a tissue	<ul style="list-style-type: none"> <li>▪ “Help stop the spread” and “How to wash your hands properly” signage prominently displayed in all washrooms</li> <li>▪ Hygiene signage prominently displayed in public circulation spaces and Pinewood employee areas</li> <li>▪ “Signs and symptoms of COVID-19” signage prominently displayed within receptions and mail rooms, as well as security barriers for vehicle access to the main sites</li> </ul>
2. <b>Providing additional handwashing facilities</b> , for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site	<ul style="list-style-type: none"> <li>▪ Pinewood has over 400 washrooms facilities across its sites, all of which are equipped with adequate hand washing. Hand washing facilities may be supplemented with hand sanitiser provisions</li> </ul>
3. Provide regular reminders and signage to <b>maintain personal hygiene</b> standards	<ul style="list-style-type: none"> <li>▪ “Help stop the spread” signage displayed at the entrance to all public, Pinewood employee, or multi-tenant buildings</li> <li>▪ “Help stop the spread” signage prominently displayed on all Pinewood employee H&amp;S noticeboards in workspaces and mess facilities across the sites.</li> <li>▪ “How to wash your hands properly” signage prominently displayed in all Pinewood employee kitchenettes</li> <li>▪ Soap dispensers provided in every kitchenette area</li> </ul>
4. <b>Provide hand sanitiser in multiple locations</b> in addition to washrooms	<ul style="list-style-type: none"> <li>▪ Hand sanitiser dispensers installed within receptions, mail rooms and security stations</li> <li>▪ Hand sanitiser dispensers installed within the entranceway of all Pinewood employee buildings</li> <li>▪ Hand sanitiser dispensers installed at the entrance to all canteens and coffee shop spaces</li> <li>▪</li> </ul>
5. <b>Set clear use and cleaning guidance for toilets</b> to ensure they are kept clean and social distancing is achieved as much as possible	<ul style="list-style-type: none"> <li>▪ Washroom facilities are cleaned with increased frequency</li> </ul>
6. <b>Enhance cleaning</b> for busy areas	<ul style="list-style-type: none"> <li>▪ High touchpoints within busy public spaces are cleaned with increased frequency</li> </ul>
7. <b>Special care should be taken for cleaning of portable toilets</b>	<ul style="list-style-type: none"> <li>▪ All portable/temporary washroom facilities owned or operated by Pinewood undergo the same cleaning and audit regime as all permanent washroom facilities to ensure that the required standard is maintained across all facilities</li> </ul>

### 5.3.4 Changing rooms and showers

**Objective:** To minimise the risk of transmission in changing rooms and showers

Principle	Plan specifics
1. <b>Set clear use and cleaning guidance for showers, lockers and changing rooms</b> to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible	<ul style="list-style-type: none"> <li>▪ Shower, locker and changing facilities are cleaned with increased frequency</li> <li>▪ Employees are required to store all of their personal belongings within their allocated lockers, and not on benches, floors or tables</li> <li>▪ Locker and changing facilities may be broken up and distributed around site to ensure resilience within teams. Where this is not practical, team start/finish and break times may be staggered to prevent unnecessary interactions</li> </ul>
2. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day	<ul style="list-style-type: none"> <li>▪ Enhanced cleaning, including frequency for shower, locker and changing facilities and high touch points with increased frequency</li> </ul>

### 5.3.5 Handling goods, merchandise and other materials, and onsite vehicles

**Objective:** To reduce transmission through contact with objects that come into the sites and vehicles at the worksite

Principle	Action
1. <b>Cleaning procedures for vehicles</b>	<ul style="list-style-type: none"> <li>▪ All vehicles must be sanitised before and after use as part of the pre and post use checks, and a record made of the user and that the sanitisation has been completed</li> </ul>

<p><b>2. Handwashing/sanitisation facilities for workers handling goods and merchandise</b></p>	<ul style="list-style-type: none"> <li>▪ Hand sanitiser dispensers are installed in all mail rooms and Pinewood operated stores</li> </ul>
<p><b>3. Cleaning procedures for the parts of shared vehicles, plant and equipment you touch after each use e.g. pallet trucks and forklift trucks</b></p>	<ul style="list-style-type: none"> <li>▪ All staff are provided with access to basic cleaning materials, and be trained in their use. All equipment, plant or machinery is to be cleaned by the employee before and after each use</li> </ul>
<p><b>4. Cleaning procedures for the parts of shared equipment you touch after each use</b></p>	<ul style="list-style-type: none"> <li>▪ All staff are provided with access to sanitary wipes and be trained in their use.</li> <li>▪ All shared Post Production and TV equipment is to be cleaned by the employee before and after each use</li> </ul>
<p><b>5. Regular cleaning of reusable delivery boxes</b></p>	<ul style="list-style-type: none"> <li>▪ All staff are provided with access to sanitary wipes, and be trained in their use. All reusable delivery boxes are to be cleaned by the employee before and after each use</li> </ul>
<p><b>6. Revising pick-up and drop-off collection points, procedures, signage and markings</b></p>	<ul style="list-style-type: none"> <li>▪ All customers are strongly encouraged to route all deliveries where practical to the Pinewood operated mail rooms</li> <li>▪ Where delivery is required direct to a customer worksite, delivery personnel are to be instructed to move directly through the site to their point of delivery</li> </ul>
<p><b>7. Where possible and safe, have single workers load or unload vehicles</b></p>	<ul style="list-style-type: none"> <li>▪ All risk assessments and method statements updated to reduce the level of personnel to complete manual handling tasks to as low as reasonably practicable</li> </ul>
<p><b>8. Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways</b></p>	<ul style="list-style-type: none"> <li>▪ Delivery drivers should attempt to contact the recipient of their delivery by phone, and should be asked not to move around the studio trying to locate them.</li> <li>▪ Delivery drivers are instructed to leave site immediately once completing their delivery</li> </ul>

#### 5.4 Compliance with other measures/procedures

Staff, contractors, visitors and others shall comply with applicable measures and procedures put in place in customer-demised areas, which may include testing, face coverings and social distancing.

#### 5.5 Outbreaks

There is no longer a requirement to report workplace outbreaks of respiratory infections to the local public health team. However, if the Studios experience high levels of people with respiratory symptoms, we may instigate additional measures as necessary and/or promote and apply the actions detailed above more rigorously to help to reduce the spread.

#### 6. Management of staff at risk of serious illness from COVID-19

Some workers are at a greater risk of serious illness from COVID-19, for example people who have a weakened immune system. Pinewood has taken steps to consider the needs of such individuals in light of the latest guidance

Principle	Action
<p><b>1. To support those who are at a higher risk of infection and/or an adverse outcome if infected.</b></p>	<ul style="list-style-type: none"> <li>▪ There are some groups who are at higher risk of severe illness from coronavirus. The current guidance can be found <a href="#">here</a> on who is at higher risk and who is clinically extremely vulnerable</li> <li>▪ Pinewood staff have been requested to disclose to HR if they fall into one of these categories and provide a copy of any letters/documentation of their status from their GP if relevant</li> <li>▪ Following the disclosure of this information, discussions will and have been held between the relevant individual, HR and line managers on working from site arrangements and any appropriate action taken as per the details of this plan and any necessary adjustments put in place</li> <li>▪ Individuals and their line managers are accountable for updating HR if they fall into this category and share the relevant information in a timely manner</li> <li>▪ Staff in this category should follow the latest guidance, available <a href="#">here</a></li> </ul>

## **7. Communication**

### **7.1 Communication of updates and procedures**

A version of this document is shared with all stakeholders, including studios, productions, tenants, contractors and all other organisations on site. We appreciate that these third parties may need this to plan themselves and outline protocols for their staff as relevant.

Customer and other organisations are responsible for cascading information to their on-site staff, together with copies of site arrangements, maps and other documentation as relevant to assist and support.

If and when there are further notable changes to procedures or government guidance, then this document will be updated and re-distributed, and additional measures instigated accordingly.

We ask that customers and other organisations continue to keep us updated regarding their own on-site measures, procedures and requirements so that we can coordinate and support as necessary.

## **8. Data Protection Considerations**

In the gathering, processing and sharing of personal data related to COVID-19, all persons must have due regard for data protection laws and the Group's policies on privacy, data protection and data retention. This is particularly important in relation to any information relating to a person's health and well-being. For information regarding the processing of personal data please contact [dataprotection@pinewoodgroup.com](mailto:dataprotection@pinewoodgroup.com).

## **9. Contacts and further guidance**

For information regarding this document please contact [CV-Taskforce@pinewoodgroup.com](mailto:CV-Taskforce@pinewoodgroup.com). Further guidance can be found at:

- [Reducing the spread of respiratory infections, including COVID-19, in the workplace](#)
- [Guidance for People with symptoms of a respiratory infection including COVID-19](#)