

Spring Studios Limited

Spring Covid-19 Protocol & Processes for Clients and Visitors

Welcome to Spring

Spring has implemented policies and procedures in compliance with UK Government guidelines and industry best practice. Our priority is the safety of our staff and all visiting clients.

Our operational plan enables the flow of individuals in and out of the building with minimum interaction and maintaining distancing between our studio spaces or our own office activities.

Each production will have a designated time (30 minutes each) which we ask visitors to respect to ensure safe arrival and exiting of the building. Spring has implemented a traffic light system for ease of understanding and require all to co-operate fully once inside Spring House. All production crews are asked to adhere to the allotted times assigned for each space.

Each of our studios has a new maximum occupancy rate. In brief, the formula applied allows 4m² working space for each production member plus 30% of the space for access routes. The Studio Office is able to advise clients so as to allocate the appropriate studio dependent upon need.

Our reception area and bar have clear markings to facilitate adherence to social distancing.

As a cornerstone of protecting our visitors and staff, Spring requires all individuals to complete and sign a Spring Health Declaration Form prior to their entry to Spring House. As an additional precaution, our Front of House team will use a non-contact digital thermometer to check each individual's temperature on arrival. Anyone with a temperature reading of 37.8 degrees or higher will not be permitted access to the building and will be advised to return home. If, for any reason, the booking has to be cancelled or postponed as a result, Clients will be liable to cover all pre-confirmed costs.

Spring will have a **Covid Supervisor** on site (Mon – Fri from 8.30am to 6pm) making sure all visitors and employees adhere to Spring Protocols. They will coordinate the temperature checks and advise on max capacities.

Spring advises employees and all visitors/ clients in the studios to continue wearing face coverings and to follow social distancing to ensure maximum safety for all.

The appointed Production Lead of a client will have the ability to pre-register attendees attending Spring on the day of the production with the digital sign in system sending the attendee an email which they will need on the day of the Production. Upon arrival to Spring, the attendee will need to use email received upon Pre-registering, to complete the sign in process which consists of confirming details that have been pre-populated, entering in any missing mandatory information then finally sign the Health Declaration form electronically. If the attendee has not been pre-registered, they will have the ability to complete the sign in process when they arrive at Spring.

Alternatively, the Production Lead can just forward the link below to everyone in their teams to pre-register themselves.

To complete a pre-registration of attendees please complete this online form -

<https://backend.signinapp.com/form-handler/815?signature=0cb4484b3ca220f91dfbb5168d1b34f0e5f6f5a785a0106d3d7aa0459fdc645d> ensuring you tick "Send Pre Registration Email" as this will give you a link to Sign In on the day of the production. This can also be completed on the day.

The attendees will need to confirm the Health Declaration each day a production is on-going within Spring House.

The Production Lead is required to accept that any authorised participant who arrives with flu-like symptoms shall be refused entry. **In case anyone in the Studio is tested positive The Production Lead is responsible to alert the Studio Director and the Studio Covid Supervisor immediately as well as to share all necessary information (full**

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name, spaces accessed in the building etc). In addition, The Production Lead shall affirm all authorised participants shall abide by Spring's protocols.

Building Entrance Points – Client/Staff

We have allocated 2 client entrance points: **Spring Place, 10A and 10C**. You will be advised which is your designated entrance point according to the studio being attended.

All deliveries and collections must go via **Spring Place, 10A** which will be open for deliveries and collections only between 8am - 6pm (excluding weekends). Deliveries and Collection should take place on the shoot dates only due to no storage space available at present.

PPE & Sanitation

Spring staff should wear face masks in all communal areas and all clients are also advised to wear masks on set and in all communal areas. All clients are expected to supply their own PPE. In case of need, if additional basic PPE is required, Spring can supply based upon our Price List.

Within the building, there will be clear and precise signs in all areas advising everyone of the need for distancing and to keep 1m + apart as well as to wash hands regularly and to wear masks and gloves in all communal areas.

On confirmation of a production, an entrance point will be assigned along with an access time. The Production Lead will need to ensure the authorised participants arrive within the allotted time. A member of Spring shall be at the entrance point to ensure that masks are worn, and social distancing is adhered to.

Spring has set up Sanitiser stations in all studio spaces, toilets and communal areas. Covered bins have been provided for safe disposal of tissues and PPE.

Shared bathrooms will be kept clean and disinfected at all times. One in-one out policy will have to be respected by all teams. The frequency of the cleaning of our bathroom facilities has been increased to maintain the highest standards of hygiene.

Spring Equipment

All equipment will be disinfected and cleaned using either UV light or disinfection before and after the production.

Equipment supplied by Spring will be placed in the studio prior to the commencement of the production. On completion of the production all equipment will be dismantled by the Spring Rentals team to facilitate cleaning thoroughly before supplying to another client. Production teams are asked to vacate studios on completion of the production so as to reduce all unnecessary contact.

All consumables will be non-returnable. If we are unable to provide an open roll of colorama from our stock, we will only provide a full new roll for the standard roll price of £60 + VAT.

We will cut all gel to order; we are unable to provide full rolls on a return basis.

Within studios, the use of smoke machines or hazers is not permitted due to the potential risk of these keeping any potential contaminant airborne for longer.

Spring vans will be similarly cleaned and disinfected.

Third Party Equipment

Any equipment required to be sub-hired through third parties will require a full 24 hrs notice (working days). This so we are able to collect the items safely and ensure they have been sanitised fully prior to being placed on-set. Spring will hold no responsibility for sanitation and handling of any Equipment brought by client via external suppliers.

Any deliveries and collections of third-party equipment will have to be arranged in pre-allocated time slots on shoot days and Spring will not store any external equipment overnight.

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Additional deliveries from third party suppliers will not be accepted outside of the pre-arranged delivery slot (30min entry allowance for each studio team).

Third-party suppliers & couriers must wear their own PPE when entering and exiting our premises whilst handling the deliveries and collections of their equipment.

Product and Props Deliveries & Collections

All deliveries must be addressed to be delivered to **Spring Place, 10A** . There is no storage space for deliveries to arrive prior nor to be collected after the shoot so please liaise with the Studio team in advance to find out what is possible.

A strict protocol has been implemented and Lead Producers are required to follow these to ensure there is minimal possibility of contamination of any items entering Spring.

Catering

For the time being, Spring has decided to suspend its internal catering provision in supplying food on-site. This service will be restored when we can be confident the measures in respect of distancing are relaxed.

Spring has a list of trusted suppliers, which can be shared upon request. For each production, the Lead Producer shall have the responsibility for arranging external catering for their teams.

The Bar will be serving (excluding weekends) teas, coffee, soft drinks and alcohol.

Extras required during the Production Day

There will be no studio assistants assigned to the spaces.

Our teams will not be entering the studios during the shoots. We require at least 24-hour notice (working days) for any furniture removal or floor plan set up.

Anything that is requested on the day of the shoot will need to be in-house and we advise to be requested via phone from the space.

Unfortunately, we will be unable to accept any sub-hire equipment requests made on the day of the production. Any item, which has been sourced/sanitised and brought outside the studio door. It will be the responsibility of the team within the studio to retrieve the item. An allowance of 30 minutes should be expected.

Spring would appreciate all equipment and extras needs are finalised at least 24hours prior to the first production day in order to avoid delays and disappointment on the day.

No personnel other than Spring Rentals staff may access the Spring warehouse. Any queries or needs should be addressed to the Rentals staff via the studio extension number.

Smoking Platform

The smoking areas previously designated are no longer in use. A new designated smoking area has been arranged within the gated area in front of Spring Place, 10B Entrance. One in/One out Policy will apply.

Charges

Any equipment and PPE supplied by Spring will be charged. In addition, Spring reserves the right to apply additional charges if a studio has to be closed by reason of a breach of these Protocols & Procedures.

Appreciation

Spring would like to thank all our clients for their support and understanding in these difficult times. The Spring team will work tirelessly to support you in your endeavours whilst you are at Spring House. Like you, we look forward to the time when these arrangements are in the past.

Thank You.

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Spring.

Updated: 19th July 2021