

# KLATCH STUDIO COVID POLICY & STUDIO GUIDELINES

*Last updated 1 April 2021*



Klatch Studio is committed to the safety of our clients, staff, and community. We are taking all necessary precautions to ensure that shoots can be facilitated at our premises in a safe manner within UK Government and APA guidelines.

We urge all clients to familiarise themselves with and adhere to the latest government guidelines available at [www.gov.uk](http://www.gov.uk). We also recommend following the APA guidelines designed specifically for productions, as available at [www.a-p-a.net](http://www.a-p-a.net) as well as the AOP guidelines for stills shoots at [www.the-aop.org](http://www.the-aop.org).

Below are outlined our studio guidelines and the measures we are taking to help keep everyone as safe as possible. All clients and guests should read and adhere to the guidelines in this document.

## **CAPACITY**

We urge all productions to reduce their crew size to the minimum.

The maximum capacity for the main studio area is 9 people at any one time - with an additional 2 person capacity for the adjoining green room. These numbers are based on the government advice to allocate at least 4sqm of working space for every member of staff / crew.

## **SANITISATION AND HYGIENE**

Hand sanitiser and anti-bacterial soap is available for use throughout the day in all shared spaces.

There is a hand washing basin within the studio itself as well as in the bathroom, with paper towels provided at both stations.

All surfaces with high touch frequency (i.e. door handles, power switches etc.) will be cleaned thoroughly prior to the shoot, and cleaning products will be made available for clients to use as required throughout the day.

## **CLIENT RESPONSIBILITIES**

Clients and crew are responsible for familiarising themselves with our guidelines as well as government guidelines and best practices as outlined by the APA at [www.a-p-a.net](http://www.a-p-a.net). In line with these guidelines we strongly suggest having a member of crew be responsible for compliance with policies and government guidelines on set to act as your COVID SUPERVISOR.

We ask that everyone arrive at the studios with their own face coverings / PPE, or that production supplies this to them on arrival. We ask that clients and guests wear face coverings at all times in any common areas of the studios.

All clients and guests are required to wash and sanitise their hands on a regular basis throughout the day as per government and NHS advice, and to follow social distancing rules of 2m where possible.

The studio space itself has 3 entrances/exits, the use of which should be exploited in order to best facilitate social distancing – it is also possible to implement a one-way system. Where possible please make use of the external studio door to improve ventilation.

The production should inform the studio if they have any confirmed COVID-19 cases among its cast and crew.

## **KLATCH STUDIO STAFF**

All Klatch Studio staff will be issued with the appropriate PPE on a daily basis. This will include gloves and face coverings and will be adapted as necessary to comply with government and APA guidelines. Gloves will be worn for handling all packages. All staff members are required to wash their hands on a regular basis throughout the day as per government and NHS advice.

In accordance with government guidelines, staff will be asked to self-isolate if they have had any symptoms of Covid-19 and not attend work. The studio should keep productions on site aware of any confirmed cases on site.

## **ADDITIONAL SERVICES**

We have an infrared non-contact digital thermometer freely available to our clients to check temperatures of cast and crew upon arrival. We ask that clients provide their own PPE, however we will have extra items available at cost if necessary.

On request and at cost, a grid system can be laid on the studio floor to help remind and assist all crew to observe social distancing and maintain a minimum 2m separation at all times.

With prior notice we can assist you in finding a trained COVID Supervisor for your shoot.

## **PLEASE NOTE**

These guidelines do not remove the legal requirement for clients to conduct their own production risk assessment in accordance with government guidelines, and any laws, rules and regulations which may apply.

Clients and anyone who attends a shoot have a shared responsibility to adhere to these guidelines and any other measures put in place to reduce the risks of COVID-19 (as much as possible), and we accept no liability for our client's failure to adhere to any laws, rules, regulations or guidance which may apply.

While we will do our best to ensure a safe environment whilst working at Klatch Studio, clients do so at their own risk and it is up to the production to ensure that guidelines are followed during their time here. Klatch Studio does not take any responsibility for transmission of COVID-19 virus that might have taken place on its premises.

This document and its contents will be reviewed regularly to ensure it continues to comply with all government guidelines and with best practice on Covid-19 risk reduction.

Thank you for following these guidelines and helping us to keep everyone safe.

If you have any questions or would like to discuss our policy in more detail then please email our studio manager at [becka@klatchstudio.co.uk](mailto:becka@klatchstudio.co.uk).