

# LIPSYNC

## **COVID-19 GUIDELINES FOR MITIGATING THE RISK OF INFECTION WHILE ON SITE AT LIPSYNC POST 123 WARDOUR STREET**

Lipsync has carried out a Risk Assessment in accordance with Governmental Guidelines. This highlights the risks and outlines the need for safety precautions while working on site during the pandemic.

This can be found on our website:

<http://www.lipsyncpost.co.uk/wp-content/uploads/2020/05/Covid-19-Risk-Assessment-for-LipSync.pdf>

To mitigate these risks we are instigating a code of practice to be carried out by all employees and visitors while working at Lipsync.

These will be revised on a regular basis to rapidly evolve as circumstances change.

As the lock down eases the code will be revised in sync with Governmental advice.

It may need to be strengthened or relaxed as required.

The current advice is that you should work from home as much as possible.

However, there will be instances when attendance at Lipsync is required and therefore the way we comply with Government advice will involve a mixture of working from home and on site attendance when necessary.

Visitors should only attend the facility if essential.

As the lockdown eases we will introduce a rostering system for employees across all departments that restricts numbers and involves staggered shifts to avoid peak public transport times.

### **PERSONAL HYGIENE AND SOCIAL DISTANCING**

Personal hygiene and Social Distancing is of the utmost importance during this time and you must adhere to the UK Governmental Covid-19 policies on both of these matters.

Please continue to wash your hands regularly for 20 seconds or sanitise your hands using the sanitisers provided. There are hand sanitisers in every room and you can wash your hands in the toilets provided on the ground and basement floors.

Please ensure you wash your hands after blowing your nose, sneezing or coughing, on arrival at work, before eating, after using public transport and on arriving home.

Avoid touching eyes, nose and mouth as much as possible.

Employees are responsible for cleaning their own work area / desk / station on a regular basis and at the beginning and end of a shift. This includes computers, phones and any technical equipment used.

Please keep 2 metres apart from people at all times.

In essential exceptions limit close proximity of less than 2 metres to no more than 10 minutes and wear face coverings or appropriate PPE if possible.

Avoid working face to face and instead work side by side or back to back.  
Avoid any form of contact when greeting people. Verbal greetings are enough.

Employees and visitors must only bring essential personal items to work.

Employees are not permitted to have any personal online purchases delivered to work.

Please do not share any personal property such as pens, chargers etc  
These items should be regularly wiped with the anti-viral sprays supplied in every room.

Avoid sharing newspapers or magazines.

If employees have any concerns about others not adhering to guidelines on personal hygiene or social distancing, please report this to your manager as soon as possible.

If visitors do not comply with these guidelines on personal hygiene and/or social distancing they will be asked to leave the building or banned from attending the site if necessary.

#### **SUSPECTED SYMPTOMS & SYMPTOM RESPONSE**

If at any time while you are at the premises you suspect you have symptoms please let your manager or a member of staff know as soon as possible so that your direct return home by private transport can be organised.

During the wait for private transport please confine yourself to an empty room as designated. This will be the room behind reception.

Please avoid touching anything and cough or sneeze into a tissue that you dispose of in a bin.  
The driver will need to be informed and you will need to wear appropriate PPE during the journey.  
Once at home you must then follow the NHS advice regarding self-isolation.  
If an employee then you will need to inform your manager as soon as possible.  
If you are a visitor please also advise the company so that we can minimise any further risk for those you have been in the presence of and the areas you have attended.

In the meantime the company will organise a deep clean of the areas that have been worked in to minimise risk to others.

Please keep the company updated of your progress and of any test results.

#### **CONTACT TRACING**

Both employees and visitors are encouraged to install the NHS Contact and Tracing App and to have it activated both inside and outside of work.

#### **TRAVELLING TO AND FROM LIPSYNC**

Working from home should be the first option, however, if you need to attend Lipsync for essential work that cannot be completed at home, you are encouraged to walk or cycle if possible.

If taking public transport then you should wear a face covering or appropriate PPE and adhere to strict personal hygiene rules.

If driving or taking cabs, do not share with others unless you are from the same household.

### **ENTERING THE BUILDING**

Please enter the building as usual via the Wardour Street entrance.

Before you enter ensure that there is no more than 2 people in reception (1 receptionist & 1 other).

This means that there will be a maximum of 3 people in reception at any one time.

If clients / contractors / non-Lipsync staff are exiting, please wait outside and maintain the 2 metre rule.

Be alert to anyone around you that may also want to enter the building. If you need to tell them that you are waiting for the entrance to clear then don't be afraid to let them know.

When using the buzzer to gain access to the building please use your elbow if possible.

There will however be sanitiser provided on reception as soon as you enter.

Either a receptionist or a member of staff will be able to control the numbers in reception by releasing the lock button on the entry system.

Once inside the building please maintain a 2 metres distance from others at all times.

### **EXITING THE BUILDING**

Lipsync staff must exit the building via Duck Lane.

Please make sure all doors lock behind you.

You will only be able to re-enter the building via Wardour Street.

Visitors should continue to exit via the front door but should be extra vigilant of any others either entering or exiting the building at the same time and keep to the 2 metre distancing rule.

### **RECEPTION AREA**

There will be no physical sign in for visitors at reception.

However, visitors will only be admitted by prior appointment and need to have read and signed all relevant documentation in advance of the visit.

On entering reception there must only be a maximum of 3 people including yourself, adhering to the 2 metre rule.

There are 2 metre markings laid out on the ground in reception and in the corridors to help you.

Please sanitise your hands on entry or go straight to the toilet and wash your hands.

Visitors and employees are encouraged not to wait around or gather in reception but must make their way to the suite they are working in.

If employees require anything please call reception from your work area.

### **MOVING AROUND THE BUILDING**

Please adhere to any signage around the building.

Please restrict your movements around the building as much as possible and adhere to the 2 metre rule at all times.

Movements should be restricted to work areas that require essential work tasks, toilet visits and drink replenishments.

If you need to ask one of your colleagues a question, try where possible to call or email.  
When moving around the building please keep to the LEFT of corridors and stairways.

### **KITCHEN AREA**

We will not be offering runner services for refreshments to either clients or staff at this time. Visitors are not permitted into the kitchen. Please bring your own refreshments or use the water stations with disposable cups

Only 2 staff will be permitted in the kitchen at any one time and they must take care to maintain the 2 metre distance rule at all times.

If you would like a drink please make yourself and wipe down afterwards. Do not make drinks for others.

To restrict kitchen visits it's advisable to bring in your own food.

### **WORK AREAS / SUITES/ THEATRES**

The size of your working area will determine how many staff and clients you can share the space with. Please refer to your line manager if you are unsure or have any questions.

Please adhere to the following policies regarding numbers of employees and visitors for each room. Any additional participants should join the session using Zoom or Skype.

#### **Grade 1 and 2**

A maximum of 3 people

#### **Grade 3**

A maximum of 2 people

#### **Theatre 1 and 2**

A maximum of 4 people

#### **Studio 3 and 6**

A maximum of 2 people

#### **Flame online suites**

A maximum of 2 people

Both hand sanitisers and anti viral sprays for hands and work areas are provided in every suite.

Face masks are available on request for client attended sessions.

Employees must wipe their desk, keyboard, work phone and printer (if applicable) at the start and end of the day.

Please dispose of wipes in the bin.

Runners will be cleaning door handles and general surfaces regularly in the communal areas.

### **TOILETS**

There are individual toilets in the basement and communal toilets both male and female on the ground floor. In the communal toilets only 1 person is permitted at any one time. If a cubicle or urinal is in use please wait outside maintaining a 2 metre distance from the door until the user has exited.

**PHYSICAL MATERIALS (DRIVES, PARCELS, POST ETC)**

Please take care when handling the above and sharing with others. Wipe outer packaging if applicable, dispose of packaging and wipes and wash your hands straight afterwards.

**MEETINGS**

Where possible please continue meetings via zoom or phone call.

If a physical meeting is essential then please do not face one another. Sit at side angles at a minimum of 2 metres apart.