

CAMA GROUP COVID-19 POLICY JUNE 2020

Commitment to health and safety

At CAMA we have a commitment to the health and safety of all our employees and our clients.

We have devised and implemented the following guidelines so that we are protecting our staff and minimising the risk of spreading COVID-19.

We continually follow the official guidance issued by the UK Government and industry bodies, notably the following:

<https://www.gov.uk/coronavirus>
<https://www.gov.uk/government/organisations/public-health-england>

And in particular, we follow closely the comprehensive guidance produced by the British Film Commission for film productions:
<http://britishfilmcommission.org.uk/guidance/regarding-covid-19-coronavirus/>



We have a trained Supervisor on site at CAMA that will ensure that the guidelines are being followed, and will provide support to the team. The supervisor will also carry out a risk assessment for each project and client.

At our locations there are posters highlighting the importance of sanitisation, hand washing and protocols. There are regular briefings with the team.

It is important to note that the risk of COVID-19 may need to be overlooked in the case of other immediate dangerous incidents, including fire, break ins or accidents.

All the CAMA team who are supporting productions will have taken the official Screen Skills Coronavirus basic awareness on production training (example of certificate below).

Supporting CAMA employees

- Daily Temperature checks are undertaken for all staff working which are recorded and maintained on file in our head office.
- Upgraded PPE has been issued to all staff to include:
 - Individual Bottles of Hand Sanitiser 75% Alcohol
 - Individual Packets of anti-bacterial wipes for vehicle doors, steering wheels, door handles etc
 - FFP2/KN95 Face Masks (Approved standard by the World Health Organisation)
 - Gloves BS EN420 Standard
- We have produced a symptom response plan and a set of protocols in order to isolate a member of the team who shows symptoms of coronavirus
- We support the Track and Trace initiative and will be following their guidelines.
- The team will be asked to comply with social distancing rules as per the government's advice throughout the office and warehouse.
- This will be made possible through staggered work times, working from different sites and the spacing of workstations.

Personal Hygiene

The CAMA team will be expected to observe personal hygiene rules, including personal belongings. This will include:

- Washing hands following the 6-step technique
- Sanitising personal belongings
- Reducing the number of belongings that are taken into the workplace
- Keeping personal vehicles clear of clutter and sanitised
- Keeping workstations clean and sanitised

Supporting the CAMA team's mental health

- Mental Health support is available to any members of staff who have concerns around Coronavirus and their return to work. We have a qualified mental health first aider available for any team members who need support.

Vehicles and equipment

- For any requirement for a crew of more than 2, we will send the teams in separate vehicles to ensure social distancing is observed
- For the removal of heavy equipment trolleys will be used to reduce the number of people being in close contact
- The team will ensure the ventilation of all vehicles, ensuring windows are open, and the number restricted to each vehicle
- Face coverings & PPE will be used when social distancing is not possible with moving equipment or in certain vehicles

Travelling to and from work

- We have introduced staggered start and finish times.
- We are encouraging the team to cycle, walk or drive to work
- We are encouraging our office-based staff to work from home where possible
- CAMA employees who are shielding due to vulnerability (themselves or a family member) are able to work from home, and we shall support them with this

Warehouse

- Any visitors to our sites will be asked to observe social distancing rules and respect our staff welfare.
- Haz-Chem Bins will be provided for our staff to be able to safely dispose of single use PPE
- Our operation will be based across multiple sites to avoid cross-contamination in the event of a staff member showing symptoms
- All warehouse deliveries and collections to be booked in advance to keep the number of people on site to a minimum
- At the storage and transport CAMA hubs across east London, we are booking in time slots to avoid too many crew being present at the different sites.



Assets

CAMA are ready to help productions comply with the British Film Commission's Coronavirus – COVID 19 guidance for film and high-end TV productions with regards to assets. In particular:

- providing quarantining and decontamination of assets for reshoots
- an online inventory, listing all assets related to a production and its status (ie in terms of cleaning and quarantine)
- storage, transportation & logistics
- the safe distribution and repurposing of assets following the shoot



In particular CAMA can provide short and long term quarantine solutions for assets, including the packing, delivery & collection of items from a show, including props, sets, costumes and office items for all the departments.

The CAMA crew are set up to provide decontamination of assets either on set when packing away or at the CAMA warehouses.

Using CAMA's online inventory – each item can be photographed and listed on their online database, outlining any special cleaning or storage requirements. As well as details about where the asset has been. The item can be stored, delivered, cleaned or collected by the CAMA crew.

Film and TV production crew will not need to physically touch or source assets from warehouses. The CAMA crew can provide this service safely – either packing away from a shoot – or delivering items for a reshoot.

In terms of transport and logistics – we will limit the number of drivers and all CAMA crew. All the CAMA team have upgraded PPE equipment and hand sanitiser and wipes for vehicles, doors and anything that is touched by the team.

Collecting assets from a production

Before collecting or delivering assets to a production, the CAMA crew and Supervisor will carry out a risk assessment. They will also contact the production to discuss their own specific & particular protocols on the shoot.

CAMA crew visiting a location or set will be in sanitised vehicles, will have PPE and will follow social distancing guidelines. Where this is not possible, ie, removal of heavy equipment, this will be discussed with the production crew.

The CAMA crew will have sanitisation equipment for assets should they need to be decontaminated on site.

Further information

The CAMA crew are completing the Screen Skills Coronavirus basic awareness on production training (below).

CAMA is an affiliate company of The Production Guild and a certified We Are Albert Supplier.

If you would like to find out more about our COVID-19 guidelines or sustainability work please email our Sustainability Manager, Yosien Burke at yosien.burke@cama.co.uk.



This is to certify that

Yosien Burke

has successfully completed the following
ScreenSkills online learning module

Coronavirus basic awareness on production training

Delivered by ScreenSkills

SCREENSKILLS CEO
Seetha Kumar

ISSUE DATE
2nd July 2020

EXPIRY DATE
2nd January 2021

CERTIFICATION CODE
SELPDLZ



This certificate can be verified by entering the above certification code at: www.screenskills.com/exam-verify