COVID-19 Group Production Safety Principles

Contents

1. Sky Studios Key Safety Principles 2
2. Sky Studios 3-Category Approach 3
3. Broadcasters and BFC Production Guidance 6
4. Key COVID-19 Safety Standards 7
5. Production Checklist 11
6. Sky Studios Sample Risk-Assessment 12
7. Assurance Process 13
8. Sky Health and Safety Policy and other Useful Links 15
9. Appendix 18

<table>
<thead>
<tr>
<th>Version</th>
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COVID-19 Group Production Safety Principles

During the unprecedented COVID-19 period, our key objective is keeping everyone safe.

Sky Studios COVID-19 Production Safety Principles pack brings together the guidance, key standards and support documentation to ensure Production safety across Sky Studios productions. It provides a framework for individual productions by which the COVID-19 risks will be addressed and aims to support the build of the right risk assessment, control measures and assurance process.

This guidance pack has been written with consideration of relevant industry standards and is intended to meet or exceed the local and national guidance in relation to COVID-19 and wider Health & Safety Risks.

The ‘Producer’ has overall responsibility for ensuring that appropriate standards of health and safety are achieved and maintained throughout the production process. However, applying this guidance to an individual production will be a collaborative process between Sky and the Production. Sky Studios and Sky Health & Safety team will be available to support each production to establish the right structures that support risk control. We will continue to prioritise the safety, health and well-being of everyone throughout the production lifecycle with good planning, communication and co-ordination.

With COVID-19 Safety approach, Sky will require additional assurance process from the Producers. This will be reviewed and agreed with each production.

Please note this document should be treated as a guide, and in the event of any conflict between any applicable legislation (including the health and safety legislation) and this guidance, the applicable legislation shall prevail. This guidance will be updated regularly in line with COVID-19 evolution, industry learnings, local public health and government guidance changes.

To ensure you that you have the very latest version of the guidance, please contact Sky Studios team.
1. **Sky Studios Key Safety Principles**

Aligned with wider Sky policies, our key COVID-19 production safety principles are set out below.

All Production Risk Assessments must include, but not be limited to these controls:

| Social Distancing | - Enable remote working  
|                  |   - Minimise number of people in attendance  
|                  |   - Specifically consider vulnerable individuals  
|                  |   - Maintain the required separation distance wherever possible  
|                  |   - Enable large enough working space and site layout to promote social distancing wherever possible  
|                  |   - Enable the right set up for communal areas  
|                  |   - A high threshold for justification and additional controls will be required where separation is not possible  
| Protection and Hygiene | - Provide adequate number of hygiene stations with hand wash and sanitisers  
|                      | - Promote effective and frequent hand washing  
|                      | - Ensure routine sufficient cleaning and sterilisation processes  
|                      | - Provide PPE where required with any relevant training  
| Health Checks        | - Anyone with symptoms to remain at home and away from the production (following local guidance)  
|                      | - Ensure a clinical vulnerability assessment is offered  
|                      | - Provide daily temperature screening for anyone entering site  
|                      | - Review daily Self-Declaration requirement in line with production set up (without retaining data)  
| Communication and Assurance | - Complete all required risk assessments and share key findings on a regular basis  
|                         | - Establish a robust and relevant assurance process (to be agreed with Sky – details can be seen on pg.11)  
|                         | - Sky to carry out an independent verification that COVID-19 controls are being implemented to support production  
|                         | - Provide additional on-site COVID-19 support and advice; provide a method by which any member of cast or crew can raise concerns whilst on set  
|                         | - Provide details of the Sky whistle-blower line to cast and crew  
|                         | - Ensure the site has all required signage, markings (please see Appendix for available signage that Sky can help with)  
|                         | - Ensure regular briefings / frequent updates as required  
|                         | - Feedback any issues and learnings into Sky teams  

Due to the specific nature of individual productions, the following additional production principles will need to be reviewed:

| **Production Specific** | - Adapt the script where possible  
|                         | - Consider use of tech solutions where possible  
|                         | - Consider use of CGI in place of crowd scenes where possible  
|                         | - Ensure everyone completes a mandatory COVID safety training prior to access to production site. Sky will provide a production specific e-learning module: 'Return to Production with COVID-19' to support this requirement  
|                         | - Create dedicated areas, pools of people or closed sets where required  
|                         | - Create a specific risk assessment including all COVID-19 considerations  
|                         | - Agree and implement an assurance process specific to individual production  
|                         | - To support safety at all times, review and use the Sky Studios 3-Category approach |

2. **Sky Studios 3-Category Approach**

Our priority at Sky is always to ensure the Health, Safety and Welfare of our staff, customers, cast, crews, production teams and contractors.

We recognise that the nature of production may require more complex controls to manage the risks from COVID-19 within the life of a production, particularly in relation to the requirements of some productions for close contact between members of the cast and/or crew. The instances of this should be kept to a minimum and a high threshold of planning and assurance must be in place before these types of productions can be undertaken.

This section sets out a framework by which the risks of COVID-19 could be managed in line with both COVID-19 specific and general Health & Safety Law.

In order to manage the risks from COVID-19 across the variety of different situations which will occur during a production, we have devised a plan to split teams into 3 categories. The 3-category approach will apply to all productions, with Category 3 only being used by exception only for those members of cast and crew who cannot work within the parameters of Categories 1 and 2.
Each element of production will require the support of a suitable and sufficient Risk Assessment.

Key safety principles will apply to all categories including without limitation:
- Adherence to Sky Studios COVID-19 key-principles at all times
- Vulnerable individuals to be assessed by a clinical assessment
- Sky’s mandatory e-learning ‘Return to Safe Production with COVID-19’ (or suitable equivalent provided by Production) required prior to access to production site

**Category 1 (minimum 50% of the full team)**

**Those who can maintain social distancing on site or work remotely as required.**

*e.g. Production team, writers, set design, build, rig / pre-light crews, catering*

It would be the expectation that the majority of teams on a production would fall into this category wherever possible. It would be incumbent on the production company to justify why any task or group who do not fall into this category cannot be done whilst observing social distancing.

The rules that apply to this group include:
- Temperature checks to get on site
- Masks issued and used as required
- Staggered shifts and location set-up to support social distancing
- Teams to be provided designated positions to enable social distancing
- Strict cleaning and sterilisation processes in place
- Travel, visitors, deliveries, etc. in line with wider Sky standards (see section 4)
- Extras and crowds are to be considered as part of this category, however where social distancing cannot be maintained, this will be reviewed in line with specific production requirements

**Category 2 (up to 40% of the full team)**

**Those required to work in proximity to each other; not on camera and can wear protective equipment if required. Segregated pools to be created to reduce risk. This category requires Production review and risks are to be covered in the assurance plan.**

*e.g. Cameras, lighting, sound, set build, props, make-up, costume teams - when required to work in close proximity*

The rules that apply to this group in addition to Category 1 requirements include:
- Require personal protective equipment (PPE) with relevant training when social distancing cannot be maintained. The correct PPE will be identified according to the production needs.
- Each segregated pool to remain in designated work areas with local monitoring
- Crews and talent to be put in pairs to reduce risk when they need to work in close proximity for limited amounts of time (e.g. Actor-A always works with Make-up-A)
- Consider the use of screens or structures to provide barriers between individuals
- Category 2 and Category 1 interactions will be reviewed in line with individual production requirements and be built into the risk assessment and production schedules accordingly.
- You may wish to consider screening certain roles within this group of people in circumstances where the infection rate is higher in the local population. This should be considered on a case-by-case basis.

**Category 3 - by exception only (up to 10% of the full team)**

**Close Contact Cohort: On-screen talent that cannot maintain social distancing and crews that may be required to work closely with talent on set**

This category is to be kept at a bare minimum and requires approval by Production and Sky/Commissioner.

*e.g. Cast who cannot maintain social distancing; director, cameraman if required on specific scenes*

The rules that apply to this group in addition to Category 1 and 2 requirements include:

- Details of this category will be reviewed and agreed on individual production basis.
- PCR testing prior to and at a **minimum of once weekly** during the filming period or as recommended following risk assessment; to be used in combination with safe distancing, use of PPE whilst not on camera and soft isolation outside working hours.

  *Note: LAMP tests may be considered by productions as a screening measure to give access to faster results. However, all members of this category must be subject to regular testing with RT-PCR tests to ensure accuracy.*

- Reduced team on closed set (comparable to nude scenes).
- Require use of identified PPE where possible.
- Closed Category 3 areas set up for make-up / hair; wardrobe and props laid out in advance.
- Any other category interactions require protective equipment (e.g. masks, gloves – to be determined in line with Production requirements).
- Enhanced hand hygiene, cleaning and sterilisation procedures in place.
- Production process to be put in place to manage the event of a positive case as an outcome of the testing process.
3. Industry TV Production Guidance and BFC Codes of Practice

COVID-19 TV Production Guidance

Sky Studios COVID-19 Group Production Safety Principles pack has been collated as a framework to be used in conjunction with broadcasters’ ‘TV Production Guidance: Managing the risk of COVID-19 in production’ document and British Film Commission’s ‘Film and TV Production Codes of Practice’ in line with individual production requirements.

The ‘TV Production Guidance: Managing the risk of COVID-19 in production’ document has been collated by Sky, BBC, ITV, C4, COBA, Pact, STV, ITN and ViacomCBS with additional consultation provided by wider industry organisations including First Option, HSE, Bectu and British Film Commission. This document outlines the key industry guidance for TV production in the UK. (v6, published on 19th January 2021)

The latest version of this document can also be found on: https://www.skygroup.sky/skystudios/production

TV Guidance COVID-19 Close Contact Cohorts

Following the workings on COVID-19 TV Production Guidance workings, the Broadcasters have also agreed on an approach to support the resumption of production activity. This includes additional risk mitigation measures for productions where the current social distancing boundaries cannot be maintained. (v4 published on 19th January 2021)

Pact Covid-19 Production Guidance

BFC Film and TV Production Codes of Practice

British Film Commission’s ‘Film and TV Production Codes of Practice’ focuses on film and high-end drama production. On this basis, the finalised and agreed version of this document will co-exist alongside the broadcasters’ TV Production Guidance. (V5.1 published on 17th February 2021)

This also includes the latest guidance on Travelling to the UK for work in Film or High-end Television (current version v5.1 published 17th February 2021)

British Film Commission Working Safely - BFC COVID-19 Guidance

All documents are to be read in conjunction with general guidance provided by the government about management of COVID-19 risks in workplaces and ‘stay-at-home’ practices out of work hours, if in force.
4. **Key COVID-19 Safety Standards**

In line with Sky’s wider business COVID-19 safety standards, here are the key production safety standards that all productions should adhere to:

<table>
<thead>
<tr>
<th><strong>Social Distancing</strong></th>
<th>Everyone across productions should try to maintain the safe separation distance wherever possible and respect others’ space. Please see Sky COVID-19 Social Distancing Standard in the appendix. These have been implemented company-wide across Sky workplaces.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hygiene Stations</strong></td>
<td>Hand hygiene should be reminded to everyone across the production as key priority. Hygiene stations must be made available for easy access across all production areas and kept refilled throughout the day as required. Hygiene stations will provide either running water and soap or provide hand sanitiser. Productions will be required to review this in line with their set up and scale. Please see Sky’s COVID-19 Hand Wash Guidance document in the appendix.</td>
</tr>
<tr>
<td><strong>Cleaning</strong></td>
<td>Each Production should implement their own robust cleaning regimes to ensure work areas and work equipment are cleaned regularly. E.g. cleaning equipment between uses. Closed sets (Cat.3) will require the highest frequency of cleaning. It will be key to consider the process as part of existing teams and not increase site attendance significantly with additional cleaning personnel. Productions will be required to review this in line with their risk assessment and assurance process.</td>
</tr>
<tr>
<td><strong>Masks</strong></td>
<td>Masks/face coverings may be recommended where social distancing is difficult, including corridors, stairwells, in between stages, buildings, catering areas, or bathrooms. Masks cannot be used as a substitute for social-distancing and you must always aim to maintain the required separation. Training in wearing and disposal of these must be provided. Please see Sky’s Face Mask &amp; Respirator Guidance V3 in the appendix.</td>
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<td><strong>Protective Equipment</strong></td>
<td>Any teams who need to get closer than the safe separation distance due to working requirements must wear relevant protective equipment. These should be cleaned, replaced and disposed of in line with local guidelines. Productions will be required to review this in line with their risk assessment process as PPE requirements will be production specific. Please find Sky’s Disposable Gloves Guidance in the appendix if required by your production.</td>
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<tr>
<td><strong>Health Checks and Medics</strong></td>
<td>Check for clinically vulnerable individuals by offering a clinical vulnerability assessment in line with the appropriate guidance (specifically those who are over the age of 70 or with underlying medical conditions) Sky Occupational Health team will be able to support productions to provide vulnerability assessments based on availability. Please find further details on this in Sky Vulnerability...</td>
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Assessment documents (see appendix, pg.27 and 29) and liaise with Sky Studios Covid Project Lead at Sky to get additional support on this area.

Daily temperature checks at site-entrance; medic available on production site throughout the day. Medic to be trained/provided with information on signs and symptoms of COVID-19. Please find Sky's COVID-19 Deployment of temperature checks at entrance v2 in the appendix.

| **Catering** | Mealtimes will be staggered to support social distancing; food will be provided for take away with sustainable materials |
| **Travel** | Use single occupancy vehicles; no car-pooling allowed; parking provided for those who can travel by car. If public transport has to be used, provide all necessary safety briefing and PPE in line with local guidelines with possible staggered start times to avoid busy times. Unit cars to have reduced number of people, passengers to be seated as far from the driver as possible, use of Perspex screens in line with vehicle safety requirements is encouraged, use of hand sanitiser, cleaning of high contact surfaces, use of PPE is a requirement. Accommodation to be organised considering COVID-19 risk and social distancing; Category 3 to be kept at isolated accommodation as and when required. Please refer to TV Production Guidance in section 3 of this pack for further production specific details. **Please refer to further transport guidance in the appendix** |

**International Travel**

Travel restrictions are changing regularly, therefore it is important for production to keep up to date with the latest travel guidance with the Foreign, Commonwealth & Development Office [https://www.gov.uk/government/organisations/foreign-commonwealth-development-office](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office)

It is also key to recognise that the local requirements for that country will need to be complied with. This will also include isolation requirements. We urge productions to check the local requirement in advance.

**Visitors**

No visitors allowed

**Deliveries**

Minimise person-to-person contact during all deliveries

**Meetings**

Any meetings to take place remotely; if site meetings are required, full social distancing rules to be adhered to

**Risk Assessment Process**

Production and all specialist risk assessments to be updated in line with COVID-19 guidance; producers will be responsible for individual production assessments with additional support and advice from Sky H&S team where possible. Risk assessments should be made available to Sky. Please see the sample risk assessment for further details in section 6 of this document.
To ensure safety across all productions and adherence to our COVID-19 key principles, every production will require a specific assurance plan.

All COVID-19 related issues, breaches, learnings are to be reported to Production and documented. For more information, please see section 7 of this document.

Details of the Sky Whistleblower line must be made available to all those on set. Sky’s whistleblowing policy, Sky Listens: Group Whistleblowing Policy and Guidance can be found on: https://www.skygroup.sky/skystudios/production

Details of the Assurance process can be found in section 7 of this document.

PCR testing a minimum of once weekly is recommended to reduce the risk to actors and crew who cannot maintain social distancing and cannot wear PPE (“Category 3” team). The ‘gold’ standard test for a current infection with SARS-CoV-2 virus, which causes COVID-19, remains the PCR test. Swab samples taken from the nose and back of the throat or saliva samples are examined in a UKAS accredited laboratory to look for the presence of genetic material from the virus.

Testing should always be used as a last resort, as is not an effective measure of control, but may reduce risk by identifying asymptomatic and pre-symptomatic cases. All productions must in the first instance plan and organize to minimize the number of staff needed on-site, to allow social distancing on-site, ensure hygiene processes are in place and to provide PPE where necessary.

**Testing requirements will require Sky Studios review**

- In principle, consider testing for Category 3 and test in advance of coming on set (the timings, frequency and the level of isolation required will be part of the risk assessment) and potentially at intervals during the production to detect the majority of asymptomatic and pre-symptomatic cases.
- Point of Care Testing (POCT) undertaken on site (e.g. LAMP tests and Lateral Flow devices) may appear attractive in providing faster results but no tests currently available are considered sufficiently sensitive for use in CCCs and while these may be used as a screening tool to isolate asymptomatic cases quicker, RT-PCR tests continue to be the gold standard of Covid tests and must be used to confirm a positive case detected with POCT screening.
- Any POCT being considered in this context must meet the Target Product Profile of the Medicines and Healthcare Products Regulatory Agency (MHRA). Suppliers should be required to confirm in writing that their products and processes comply with these standards.
- Tests should be procured from reputable suppliers who appear on the Government list of private providers for general testing.
• For accuracy and an effective result testing/sampling should be collected by a trained operator in line with approved methodologies. Self-sampling may be considered in exceptional circumstances but increases the risk of both an invalid result or a false negative.
• The use of semi-automated analysers (e.g. mobile laboratories) is appropriate, when operated by trained laboratory technicians.
• We will always follow local regulations – and specifically, we will only ask actors / crew to work in close proximity after testing if this is permitted under local regulations
• Testing programme and frequency are to be tailored and agreed for each production, considering a number of factors including levels of community transmission, recent travel and degree of isolation by the team.

In case of any positive COVID-19 cases being found as a result of the testing, please follow Sky’s Guidance – Positive Coronavirus (COVID-19) case document in the appendix immediately inform Sky Studios and follow the local authority’s guidance to ensure the welfare and safety of staff, cast and crew.

Testing Exemptions: Please see testing exemption note within the appendix.

<table>
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<tr>
<th>Mandatory Training</th>
<th>All Production teams including cast and crew must complete a mandatory Covid Safety training prior to site entrance. Sky Studios e-learning ‘Return to Production with COVID-19’ e-learning module is available to use and includes information on COVID-19 safety principles and guidance on how to maintain these principles on production site to ensure safety of everyone in attendance. Productions may choose to use an alternative training in place of Sky’s e-learning module. No site access to be granted without completion of Covid safety training.</th>
</tr>
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<tbody>
<tr>
<td>Self-Declaration</td>
<td>Each person attending Production site(s) to self-declare and provide consent for COVID-19 health checks/testing. The data will not be retained. Please see sample Self-Declaration form attached in the appendix.</td>
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## 5. **Production Checklist**

The following production checklist provides a prompt and guidance for discussion with the production company when carrying out the risk assessment. Additional areas should be explored in line with production requirements.

| Planning | - Review production requirements in line with COVID-19  
- Consider editorial changes where possible  
- If required update script  
- Choose locations carefully so support Covid safety  
- Build high-level assurance plan in line with COVID-19  
- Challenge if people 'need to be' on location  
- Check suppliers H&S and COVID-19 policies  
- Consider tech solutions instead of people on site  
- Consider creating a detailed filming plan that supports people categories, pairs and staggered call/mealtimes  
- Pre-order sufficient supplies and materials |
| Pre-Production | - Build production contingency plans  
- Complete risk assessments, build detailed assurance process in line with risk assessment and collate any other required documentation  
- Interview, inform and train everyone (mandatory e-learning)  
- Set-up to prevent spread across offices, stages, storage and common areas  
- Prepare signage/posters/notices (please see Appendix for available signage that Sky can help with)  
- Recce and casting to be done remotely where possible  
- Reduce attendance unless necessary  
- Set up remote monitoring where possible  
- Minimise use of paper (e.g. scripts, call sheets) and go electronic  
- Encourage use of pre-loaded cards; discourage use of petty cash |
| Production | - Set up location/production areas enabling social distancing where possible  
- Set up regular COVID-19 safety/assurance briefings and audits (please see pg. 11 for details on the assurance process)  
- Training on PPE use if required  
- Ensure availability of PPE supplies; those on site are strongly encouraged to wear a face covering  
- Plan clinical vulnerability assessments and regular health checks (temperature check at arrival)  
- On-site testing for Cat.3 (Close Contact Cohort) team at relevant intervals  
- Establish active monitoring / assurance  
- Ensure availability of on-site hygiene products, sanitisers, etc.  
- Plan routine enhanced cleaning |
### Available guidance/support
- Increase ventilation or manage number of people in line with sufficient levels of air circulation in closed areas

#### End of Filming
- Deep clean
- Health follow ups with contributors if required
- Sterilise and prepare any reusable PPE
- Complete Production review and H&S update
- Document and share learnings with wider group
- Centralised documentation

#### Post-Production
- Keep post-production to remote working where possible
- Use innovative technology for viewing and sign-off processes
- Set up edit, sound, grade suites for one person in a room, where this has to be breached, consider use of plexi-glass separation and PPE
- Ensure hygiene and routine cleaning procedures

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**6. Sky Studios sample risk-assessment**

All productions require a full risk assessment that includes COVID-19 coverage.

Sky Studios sample production risk assessment should be used along with the COVID-19 TV Production guidance to ensure adherence to Sky Studios key COVID-19 safety principles. The risk assessment would be built during the planning phase and cover each individual production’s requirements.
7. Assurance process

To ensure safety across all productions and adherence to our COVID-19 key principles, every production will require a specific assurance plan. This plan will cover each step of the production process.

Each production will require a COVID-19 approval as part of the green-light process in line with Production Safety Guidelines.

Following the approval, Sky H&S team will work with the production team to establish the detailed assurance plan. This will include daily checks, briefings, monitoring, documentation, audit and reporting processes with the objective to ensure that the control measures proposed within the risk assessment are implemented and maintained. The ‘Producer’ has overall responsibility on each production to maintain standards and address any issues. Sky will provide the guidance and support to build the assurance plan in collaboration with the producer.

This will be followed up by ad-hoc site visits by Sky for audit purposes. Sky will ensure minimum site attendance to keep the numbers low, however will also ensure safety protocols are adhered to with spot checks. The frequency of these visits will be dependent on the risk profile and nature of the production.

Anyone attending the production will be required to complete the mandatory e-learning module on COVID-19. Guidance on the assurance plan will be built into the mandatory e-learning module along with information on the COVID-19 feedback loop and Sky’s whistle blowing policy if required.

The assurance process will follow the below guidelines:

| Contract/Planning | - Health and Safety assurance will be a contractual requirement in the commissioning agreement  
|                   | - High-level checks against the Industry Guidelines for each Production  
|                   | - Sky Health and Safety team to provide initial review of potential adaptations required  
|                   | - High level COVID-19 Risk assurance plan to be built for each production where Production Company responds against each risk  
| Pre-Production    | - COVID-19 safety protocols to be included in all Production risk assessments  
|                   | - Sky H&S advisor to be actively involved in reviewing the production risk assessment and detailed assurance plan  
|                   | - Review all COVID-19 related documentation  
|                   | - Review Covid Test Provider and testing/screening schedule/method  
|                   | - Formal COVID-19 Safety sign off to be recorded and risk assessment archived |
**Production**

- Assurance questionnaire to be established for each production in line with level of risks
- Production Company report on effectiveness of COVID-19 measures and compliance within agreed timescales
- Production company obliged to share with Sky, including evidence
- Results monitored by Sky H&S and Production team
- Issues raised to be actioned by Producer
- Active monitoring by COVID-marshals (or equivalent) selected from within the Production team
- Unannounced spot-check visits carried out by Sky on each production. Frequency based on level of risk and reporting outcomes
- Available guidance and support
- Sky’s Whistle-blowing line advertised across production

**End of Filming**

- Production review and H&S update, to discuss issues and learnings to pass on to other productions
- Document and share learnings

**Assurance process will include, but not be limited to the checklist below:**

1. When queuing to enter site and have their temperature checked, are cast and crew able to maintain the required social distancing gap? If not, please explain why.
2. Are the people carrying out temperature checks wearing the appropriate PPE correctly (gloves, masks)? If site has the walkthrough scanners, please answer N/A and note that in the comments.
3. Is the temperature checking equipment being cleaned regularly? Please stand and observe the checks take place. If your site has the walkthrough scanners, please answer N/A and note that in the comments.
4. Is there signage throughout the site explaining/describing the requirements for handwashing and general cleanliness?
5. Is there a routine cleaning process in place in between teams working on set, before and after filming and on common areas?
6. Are there sanitising products such as paper towel with spray, and soap or sanitiser gel readily available for cast and crew to use?
7. Whilst carrying out the check, were all cast/crew maintaining the safe separation distance between themselves? If no, please explain possible reasons why.
8. Are all Production areas laid out to enable social distancing? If work-stations need to be closer, are there Perspex separators in place
9. Are make-up, wardrobe and props laid out and prepared in advance to enable social distancing?
10. Are there daily briefing sessions on COVID-19 safety?
11. Whilst queuing for or using the facilities/toilets, are cast and crew able to maintain the required social distancing gap? If not, have mitigations been put in place such as signage, restriction of usage or new procedures?
12. Whilst using the stairs, are cast and crew able to maintain the required social distancing gap? If not, have mitigations been put in place such as signage/restriction of usage/new procedures?

13. When in break-out areas such as coffee stations, are all cast and crew maintaining the social distancing guidance? If no, please highlight any particular areas or reasons why the required gap was not being maintained.

14. When taking breaks, are the numbers of cast and crew managed/rotated so that congregations are not causing the social distancing rule to be broken? If no, please explain why.

15. If the production has provided catering, are the catering team observing personal hygiene rules and maintaining the social distancing guidelines? If no, please explain why.

16. Whilst in smoking shelters and exterior congregation areas i.e. fire assembly points, are the social distancing guidelines being adhered to? If no, please explain why.

17. Anything else you wish to inform us about?

8. Sky Health and Safety Policy and other useful links

Independent Commissioning Corporate Policy (Health and Safety)
https://static.skyassets.com/contentstack/assets/bltdc2476c7b6b194dd/blt5a49b556cd efccf4/5e4e8a5d9911e20db4ddecf9/Independent_Commissioning_Policy_170518.pdf

Health and Safety Executive
https://www.hse.gov.uk/

Sky Listens: Group Whistleblowing Policy and Guidance
https://static.skyassets.com/contentstack/assets/bltdc2476c7b6b194dd/blt4d00a8f55e 7b0d60/5e79ed3d5b63ed09d225703d/Sky_Whistleblowing_Policy_28_May_2019_docx.pdf

Government Guidance and Support on COVID-19
https://www.gov.uk/coronavirus

NHS COVID-19 Information
https://www.nhs.uk/conditions/coronavirus-COVID-19/

World Health Organisation
https://www.who.int/emergencies/diseases/novel-coronavirus-2019

Wellbeing Help and Resources

The Film and TV Charity
https://filmtvcharity.org.uk/we-can-help/support-line/
24/7 advice and support line: 0800 054 0000

Mind – Mental Health E-learning
https://www.mind.org.uk/workplace/training-consultancy/elearning/

Government-run business support line for freelancer/sole traders
Open Monday to Friday, 9am-6pm: 0800 998 1098
Twitter https://twitter.com/BusinessGov
Facebook: https://www.facebook.com/BusinessSupportGov

**Anxiety / Panic Attacks**

**Anxiety No More** – www.anxietynomore.co.uk
Help with panic and anxiety attacks.

**Anxiety UK** – www.anxietyuk.org.uk
A user-led organisation dealing with anxiety disorders.
Tel: 03444 775 774
Text service: 07537 416 905

**No More Panic** – www.nomorepanic.co.uk
Provides valuable support and information for sufferers and carers of people with panic attacks, anxiety, phobias and OCD.

**Depression**

**Mind** – www.mind.org.uk
Offers many services including helplines, drop-in centres, supported housing, counselling, befriending, advocacy, employment and training schemes. Tel: 0300 123 3393 or text 86463
info@mind.org.uk

**Depression UK (D-UK)** – www.depressionuk.org
A national self-help charity promoting mutual support between individuals affected by depression, through pen/phone friend schemes and newsletters with members’ contributions.
info@depressionuk.org

**Moodzone** – www.nhs.uk/conditions/stress-anxiety-depression/low-mood-and-depression/
Advice service providing information and local services available to you.

**Mental Health**

**Rethink** – www.rethink.org
Support and advice for everyone affected by severe mental illness.
General enquiries: 0121 522 7007
info@rethink.org

**Bipolar UK** – www.bipolaruk.org
User-led organisation for people whose lives are affected by bipolar disorder.
Tel: 0333 323 3880
info@bipolaruk.org
OCD Action – www.ocdaction.org.uk
For people with obsessive compulsive disorder and related disorders.
Tel: 0845 390 6232
help@aamail.org

OCD-UK – www.ocduk.org
Run by people with obsessive compulsive disorder for people with OCD.
Tel: 03332 127 890
support@ocduk.org

Samaritans – www.samaritans.org
Provides 24-hour, confidential emotional support to any person who is suicidal or despairing.
Tel: 116 123
jo@samaritans.org

Mind – www.mind.org.uk
Offers many services including helplines, drop-in centres, supported housing, counselling, befriending, advocacy, employment and training schemes.
Tel: 0300 123 3393 or text 86463
info@mind.org.uk
In this section, we have included some of Sky’s COVID-19 policy and key standards. We have provided these documents to support our productions and production partners by sharing our existing knowledge and documentation. These documents may provide a useful foundation to be adapted for individual production’s use.

Please note that these documents get updated regularly and we will include any changes in the updated version of the Sky Studios COVID-19 Group Production Safety Principles pack.

- Sky COVID-19 Social Distancing Standard 19
- Soft Isolation Recommendations 21
- Transport Guidance 22
- Covid-19 Hand Wash Guidance 24
- Face Mask & Respirator Guidance – COVID-19 v3 25
- COVID-19 Disposable Gloves Guidance v1.0 28
- Sky Occupational Health - Clinical Vulnerability Assessment 180620 30
- COVID-19 Information on Vulnerability Assessments 32
- COVID-19 Deployment of temperature checks at entrance v2 35
- Considerations when selecting a COVID testing supplier 090321 37
- COVID-19 Emergency Action Plan (Positive Case and Reporting) 38
- COVID-19 Production Self Declaration form 43
- Sky Return to Work Signage 45
Sky COVID-19 Social Distancing Standard *(applies to all Sky sites)*

**Introduction**

Social Distancing is a key measure being used by governments across the world to reduce the transmission of COVID-19. Social distancing is a range of controls to be utilised to limit the chances for the novel Coronavirus spreading from person to person.

The UK Government have recommended a sustained period of social distancing to severely limit the spread of the virus for a period of time. We are wholeheartedly committed to maintaining the highest levels of safety and providing suitable levels of support for all colleagues during this period.

This document sets out the measures that Sky have implemented in respect of all aspects of Social Distancing within our buildings. This includes the management, control and enforcement of social distancing within the business.

**First Principles**

The wider approach that we take in protecting staff, customers and visitors are flexible and we anticipate the need for these to change over time. We are committed to ensuring they are fully reflective of government guidance, community transmission rates and the needs of the business.

The fundamental principles of our approach to social distancing are:

**Ensuring symptomatic staff and visitors do not access sites**

Sky will take measures to ensure that workers and visitors who feel unwell stay at home and do not attend the premise. We will communicate the latest Government message around the requirements for self-isolation. Colleagues who need to self-isolate will be supported through policies that promote staff taking responsible action when symptomatic.

**Enhanced Standards of Surface Cleaning and Good Hygiene**

In every workplace, we have and will continue to ensure there is increased cleaning. This programme focusses on high touch point areas and shared equipment. We have also communicated the need for those on site to maintain good hand hygiene, using communication, training and signage. We have also provided additional hand sanitiser and hand sanitisation points.

**Ensuring we take Additional Action to Protect Vulnerable Groups**

We understand that Sky members of staff who either fall into a vulnerable group, or live with someone from this group are at a higher level of risk. We will consider these groups as part of our planning and ensure they are supported in respect of facilitating them to work from home, or if this is not possible, they will be offered the safest roles to work from within the office.
Sky’s Approach to Social Distancing

Sky will continue to support colleagues to work from home. However, we understand that in many roles this is not possible to either undertake these duties at all, or to undertake them to their full extent.

To ensure the safety of colleagues who do need to return to the office, we have taken necessary steps to comply with social distancing guidelines set out by each government across the UK. Due to different standards in each country, our approach to social distancing differs across the estate.

In all cases, the approach taken will be risk assessed to ensure the risks associated with the configurations used and any working practices are low.

Additional Precautions
To support Sky to ensure the safety of staff and visitors throughout the COVID epidemic we have also implemented the following precautions.

Risk Assessment
To understand the nature and impact of COVID-19, and to ensure we have controlled the risks to workers and visitors we have undertaken a series of risk assessments for buildings, processes and business areas. We have used these assessments as the basis for risk reduction measures and programmes to manage risk levels to as low as is reasonably possible.

Training
We have provided e-learning training to all persons using our sites. This includes Sky staff, who must complete the training before returning to sites and visitors and contractors.

Pinch Points
We have implemented guidelines on the safe use of “pinch points” or areas where there is a higher chance of social distancing being breached. This guidance sets out the safe operating principles for areas such as:

- Access and egress around buildings
- Use of lifts
- Use of stairs
- Use of meeting rooms
- Use of restaurants
- Use of changing rooms and showers
- Use of toilets
- Use of smoking shelters
- Signage and visual assets

Temperature Checking
We have introduced temperature screening across our estate. This will help us reduce the likelihood of someone with signs of COVID-19 entering one of our sites.
Sky COVID-19 ‘Soft Isolation’ Recommendation

‘Soft Isolation’

As one part of our many efforts to reduce coronavirus risks on this production, we are asking everyone to help by taking part in what we are calling ‘soft isolation’. This applies to all cast and all crew. It’s one of the practical things you can do to help us all get through the production in good health, ready to go on to your next project. We are hopeful that if everyone plays their part, we can reduce the risks of COVID-19.

We ask everyone to make responsible and reasonable choices about where they spend their time outside of work – and who with. If everyone does this, then the risks to our cast and crew will be significantly reduced. Soft isolation fits within 4 Principles of Protection:

- Minimise the number of people and the time that they spend together.
- Maximise the distance between people.
- Avoid enclosed spaces wherever possible
- Maintain rigorous hygiene - hands, surfaces, equipment.

With these principles in mind we are asking everyone, so far as they practically and reasonably can, to do the following when not physically on-site with the production:

- Let the production know as soon as possible if you are feeling any of the key symptoms of Covid-19: fever, a new and continuous cough or a change / loss in your sense of taste or smell.
- Stay at home as much as possible
- Use two metres as a good guide for minimum social distancing, not one metre.
- Avoid handshakes, kissing and hugging when you meet with friends, colleagues and extended family.
- Avoid having visitors inside your home so far as possible – although outdoors is fine so long as you maintain social distancing and good hygiene – and keep visits short.
- If you do decide to allow someone who is not from your household into your home (e.g. for emergency repairs), ask them to wear a face covering, use hand gel and maintain a minimum of two metres from everyone else.
- Wear a face covering at all times when you are outside your home – unless you are certain that other people will not be around (e.g. driving alone in your car).
- Follow all the good hygiene practices that we’ve come to know so well – thorough handwashing for at least 20 seconds, use of hand gel, cleaning common touch points and surfaces.
- Avoid public transport including buses, trains and planes.
- Avoid sharing cars with others who are not part of your household.
- Avoid social gatherings – especially indoors i.e. pubs, restaurants, shopping outlets
- We ask that everyone in your household follows this guidance too – so far as practical. The more that our cast and crew households join us in this effort, the more we can reduce the risks from coronavirus on the production.
Transport Guidance (COVID-19)

Individuals should travel separately wherever possible however, we recognise the use of minibuses and unit vehicles is commonplace on productions and necessary to their smooth operation. This guidance sets out control measure to mitigate the risk of COVID-19 transmission whilst using vehicles.

Suggested Control Measures:

- Where possible use larger vehicles (minibuses/coaches) to transport multiple people to provide 2 m social distancing whilst on board
- Driver's cab should be fully screened off with a high grade of sheeting is fitted within vehicles between occupants /cab and that all edges are comprehensively secured/sealed. For example; physical plastic/Perspex sheeting fully sealed on all edges, including top and bottom. Operators should ensure that any adaptations are road legal and don’t have an adverse effect on vehicle safety
- It would be advised that such sheeting/screening is checked on a daily basis for wear/seals/holes - This should be undertaken by driver prior to each shift. - the operator should keep a record of checks - periodic additional checks should be undertaken by production.
- Interlinked ventilation heating systems between the cab and rear of the vehicle should be avoided or disabled. This should be confirmed with the vehicle supplier/operator
- Open the windows to ensure ventilation
- Individuals in any vehicle should all wear face masks at all times.
- Occupant numbers should be limited to allow for social distancing.
- Occupants should sanitize their hands when entering and exiting the vehicle, and after touching the seatbelt.
- Driver should avoid any direct contact with the vehicle occupants
- Drivers should have a cleaning regime which is implemented at the start of the shift and repeated between shifts. An associated record should be kept by the operator to ensure this is being undertaken and the production should perform periodic checks to ensure this is being undertaken.
- A dedicated protocol sheet should be produced and clearly communicated for all operators/drivers to follow, covering safety protocols for when picking up away from and on location. Production should ensure the driver has acknowledged, read and understood these protocols.
- Responsibility for implementing these agreed measures needs to be taken by the transport operator, with production having an appropriate management system in place to periodically check and oversee these are being adhered to
- Individuals should only travel in vehicles with members of their own cohort group.
Assessing the impact of a Positive Case

Each situation will have to be assessed on a case-by-case basis, taking into account the control measures set out above, in order to establish who is classed as a close contact and will need to isolate as per public health guidance. You may want to consider testing those individuals within the vehicle with a PCR/LAMP test to provide reassurance after a positive case.

Further Guidance
Covid-19 Hand Wash Guidance

When to wash hands:
- Regularly and thoroughly with soap and water
- Before and after preparing food
- After going to the toilet
- Before and after eating
- After coughing and sneezing
- After removing personal protective equipment like mask and disposable gloves

Handwashing technique (for hand sanitiser follow steps 1-7):

<table>
<thead>
<tr>
<th>Step</th>
<th>Image</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td><img src="image" alt="Wet hands with water" /></td>
<td>Wet hands with water</td>
</tr>
<tr>
<td>1</td>
<td><img src="image" alt="Apply soap to cover all hand surfaces" /></td>
<td>Apply enough soap to cover all hand surfaces</td>
</tr>
<tr>
<td>2</td>
<td><img src="image" alt="Rub hands palm to palm" /></td>
<td>Rub hands palm to palm</td>
</tr>
<tr>
<td>3</td>
<td><img src="image" alt="Right palm over left dorsum with interlaced fingers and vice versa" /></td>
<td>Right palm over left dorsum with interlaced fingers and vice versa</td>
</tr>
<tr>
<td>4</td>
<td><img src="image" alt="Palm to palm with fingers interlaced" /></td>
<td>Palm to palm with fingers interlaced</td>
</tr>
<tr>
<td>5</td>
<td><img src="image" alt="Backs of fingers to opposing palms with fingers interlocked" /></td>
<td>Backs of fingers to opposing palms with fingers interlocked</td>
</tr>
<tr>
<td>6</td>
<td><img src="image" alt="Rotational rubbing of left thumb clasped in right palm and vice versa" /></td>
<td>Rotational rubbing of left thumb clasped in right palm and vice versa</td>
</tr>
<tr>
<td>7</td>
<td><img src="image" alt="Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa" /></td>
<td>Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa</td>
</tr>
<tr>
<td>8</td>
<td><img src="image" alt="Rinse hands with water" /></td>
<td>Rinse hands with water</td>
</tr>
<tr>
<td>9</td>
<td><img src="image" alt="Dry thoroughly with a single use towel" /></td>
<td>Dry thoroughly with a single use towel</td>
</tr>
<tr>
<td>10</td>
<td><img src="image" alt="Use towel to turn off faucet" /></td>
<td>Use towel to turn off faucet</td>
</tr>
<tr>
<td>11</td>
<td><img src="image" alt="...and your hands are safe." /></td>
<td>...and your hands are safe.</td>
</tr>
</tbody>
</table>

Paper towels are the most hygienic way to dry your hands, but automatic hand dryers may also be used in your workplace. If yours does, make sure you do not touch any part of the hand dryer with your clean hands, as you will risk transferring bacteria back onto them. Likewise, you should never use a reusable towel to dry your hands, as they can harbour dangerous levels of bacteria that transfer back onto your hands.

If your taps have a push and release or automatic feature, use as instructed. If not, you should use a disposable paper towel to turn off the tap.
Face Mask & Respirator Guidance – COVID-19

Note: Facemasks and Respirators do not replace the requirement to follow social distancing measures and practicing good hygiene (i.e. washing hands regularly)

What is a Facemask
Facemasks aim to minimise exposure and transmission of respiratory droplets reaching the mouth and nose. Facemasks should be well fitted and subject to same level of care in use as respirators

Facemasks are for single use or single session use and then must be discarded. The FRSM should be discarded and replaced and not re-used

The protective effect of masks against respiratory viral infections has been established if used correctly and along with good hygiene practices. There is no evidence that respirators add value over facemasks for droplet protection when both are used alongside good hygiene and social distancing practices

What is a Respirator
High filtration facemasks are referred to as ‘respirators. They are designed to protect the wearer from tiny airborne particles. There are recognized national standards that such products are required to meet. In order to work effectively, they must fit the face well, so that most or all inhaled air is drawn through the filter. They should only be worn once, then disposed of.

When you might be asked to wear a facemask or respirator
• It is part of your regular activities i.e. drilling activities for home service engineers
• You are working with or likely to come into contact with high risk patients, such as a News Crew Visiting a Hospital
• When instructed by a Medical Professional
• To comply with local government requirements
• When instructed by Sky, that due to a particular risk, a facemask or respirator is required
• You may have to due to social norms in certain countries when there is a known infection spreading in the region

Fitting

Surgical Masks
• Before putting on the mask, wash your hands or use hand sanitiser
• Check for defects in the face mask, such as tears or broken loops.
• Position the coloured side of the mask outward.
• If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose
• If the mask has:
  o Ear loops: Hold the mask by both ear loops; place one loop over each ear.
  o Ties: Hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck.
  o Dual elastic bands: Pull the top band over your head and position it against the crown of your head. Pull the bottom band over your head and position it against the nape of your neck.
• If present, mould the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your fingers.
• Pull the bottom of the mask over your mouth and chin.
• Be sure the mask fits snugly.
• If the mask gets soiled or damp, replace it with a new one.

Respirator Masks
• Position the upper straps on the crown of your head, above the ears and the lower strap at the nape of the neck
• Ensure that the respirator is flat against your checks
• With both hand mould the nose piece from the bridge of the nose firmly pressing down both sides of the nose with your fingers until you have a good facial fit
Hygiene:
Note that the outside surface of the respirator should be regarded as a contaminated surface. This is the biggest problem limiting use by untrained wearers. Avoid touching or handling the outer surface or transferring contamination. If you do so, wash your hands or use alcohol gel. Dispose of it by its straps and wash your hands after use.
Facial hair will reduce the effectiveness of any mask or respirator so ideally this should be removed.

Do not:
• Touch the mask once it is secured on your face, as it might have pathogens on it
• dangle the mask from one ear
• hang the mask around your neck
• crisscross the ties
• reuse single-use masks
If you have to touch the face mask while you are wearing it, wash your hands first. Be sure to wash your hands afterwards or use hand sanitiser

Removing
• Before you take off the mask, wash your hands well or use hand sanitiser
• Do not touch the front of the mask as it will be contaminated, hold it by the loops, ties or bands only
• Lean forward slightly
• Reach to the back of the head with both hands to find the bottom retaining strap and being it up to the top strap
• Lift both straps over the top of the head
• Let the surgical mask/respirator fall away from your face and place in a designated closed bin
• OR double bag if a designated bin is not available and leave for 72 hours. This can then be disposed of as regular waste
• Wash hands with soap and water if you do not have access to water you should use alcohol hand sanitiser.

When you should change your mask
• As per your specific departmental procedures i.e. Home Service
• If the exterior of the mask becomes dirty of contaminated/soiled
• Replace as soon as the mask becomes damp
• If the mask becomes damaged in any way
• NEVER re-use single-use masks

Further Information
For more information please contact:
Health and Safety – healthsafety@sky.uk
COVID-19 Disposable Gloves Guidance v1.0

**Objective**

This guide sets out how to use disposable gloves correctly.

It should be noted that gloves **DO NOT** provide complete protection against contamination and should be used in conjunction with good hygiene practices i.e. washing your hands thoroughly before and after use.

**Who will gloves be provided to?**

Gloves will be distributed to specific members of staff based on detailed risk assessment process which highlight the need for disposable gloves as an extra precaution as part of their job role for example, food handlers and front of house teams carrying out temperature checks.

**Fitting**

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

1. **HOW TO DON GLOVES:**

   1. Take out a glove from its original box
   2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)
   3. Don the first glove
   4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist
   5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand
   6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use
Removing

II. HOW TO REMOVE GLOVES:

1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out
2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove
3. Discard the removed gloves
4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

Disposing

Teams requiring disposable gloves will be issued with a designated bin to dispose of their gloves. They should follow the steps outlined above on removing their gloves and place them in the designated bin only.

When should I change my gloves?

- If the gloves are torn
- If the gloves become dirty
- After touching your face or hair
- Every 4 hours as a minimum

You should ensure that you wash your hands thoroughly each time you change your gloves with soap and water or alcohol-based hand sanitiser if water is not available.

Further Information

For more information please contact:

Health and Safety – healthsafety@sky.uk
Sky Occupational Health - Clinical Vulnerability Assessment
180620

Introduction

Some individuals who have underlying health conditions are considered to be more vulnerable should they contract the virus and a smaller group are considered to be extremely vulnerable to the virus and this group of individuals may have been advised to ‘shield’ themselves to significantly reduce the risk of contact with the virus.

We are learning much more about the virus and there is ever increasing clinical information and data available on vulnerability and following the current government guidance. An offer of a clinically vulnerability assessment should be made to all individuals who have health concerns, and those over 70 years of age. This will allow a full discussion, assessment and advice in relation to their individual situation to address their concerns and provide recommendations on whether they require to be particularly stringent with social distancing or for potentially for a few be advised not to work in category 3, when social distancing can’t be maintained. Mental health will also be discussed as these are challenging times for all.

Process

To offer a clinical vulnerability assessment to those who are considered in relation to their own underlying health conditions.

- The individual will have been identified by insurer or production team as having an underlying health condition.
- Someone from the production team will contact the individual offering them an assessment and gain their consent to share their Statement of Health Form or to complete a health form, including their contact details (email and contact telephone number) with Sky Occupational Health. Consider data protection when sending any personal sensitive data.
- All information regarding an individual (Statement of Health Form/health assessment form with contact details) should be sent password protected to Occupational.health@sky.uk
- An appointment for a phone assessment will be arranged by Sky Occupational Health within 5-10 working days
- A doctor or nurse will perform the assessment and provide advice to the individual and a report to an agreed recipient, with the consent of the individual.
- The production team must provide a nominated named recipient for the reports. All reports will be emailed back to that individual password protected.
- The report will confirm if degree of vulnerability and provide recommendations for any adjustments that should be considered.
- Sky Occupational Health are only able to provide a report to Productions with the consent of an individual, following the processes in place. If an individual withholds their consent for a report, then the named recipient from the production will be informed.
The information provided to or generated by Sky Occupational Health will be held securely in line with data protection legislation, and Sky Data Policies in the Sky Occupational Health medical records system EOPAS and destroyed after an appropriate period and in line with the data protection processes in place.

**Further information:**

Please contact Sky Production Executive or Head of Production to discuss any production requirement for clinical vulnerability assessments. They will be able to put you in touch with all relevant teams and Sky Occupational Health team will do their best to accommodate the requests based on availability.
COVID-19 Information on Vulnerability Assessments

There are 2 elements that determine a person's vulnerability to COVID-19

1. **How likely a person is to get COVID-19**
   1. This depends on how prevalent the disease is in the community. Case numbers have increased in the UK & Ireland over recent months, however the availability of testing and the contact tracing processes that are in place help to quickly identify those effected to reduce transmission.
   And, if we all stick to the government’s social distancing guidelines and wash or sanitise our hands regularly then we can significantly reduce our chances of getting COVID-19 even further.

2. **How likely a person is to get seriously ill if they do get COVID-19**
   Most people who get COVID-19 have mild symptoms or even no symptoms at all. However for some people, it can lead to a more serious illness.
   So it’s important people know the factors that make them more or less vulnerable to a serious illness so we can better understand what safety measures are required to keep people safe.

The risk factors

At the start of the COVID-19 pandemic the assumption was that certain medical conditions made individuals more vulnerable.
In recent months we’ve learnt more about the virus and now better understand the factors that make some people more vulnerable to this infection.

What we now know is:
Age has the biggest effect, with older age making individuals most vulnerable.

And, these play a significant, but smaller role than age:

- Sex assigned at birth
- Body Mass Index
- Medical conditions
- Ethnicity

The Association of Local Authority Medical Advisors have developed a medical-evidence based approach to show how vulnerable someone is. It combines the risk factors above and gives the person's vulnerability level, expressed as an adjusted age. This approach provides a simple way of comparing vulnerability levels and understanding the measures that should be put in place.

Vulnerability levels by age group

Here we look at the impact age has on how likely a person is to becoming seriously ill if infected with COVID-19.
It’s important to remember that while the risk of becoming seriously ill increases with age, the overall risk of dying remains low.

<table>
<thead>
<tr>
<th>Age</th>
<th>Vulnerability level</th>
<th>What this means for you at work</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 and above</td>
<td>Very high</td>
<td>• Ideally you should work from home&lt;br&gt;• If you’re unable to do so, it’s important that you stringently follow social distancing and other safety measures in place</td>
</tr>
<tr>
<td>70 – 84</td>
<td>High</td>
<td>• You can come to work but should stringently follow social distancing and other safety measures in place</td>
</tr>
<tr>
<td>50 – 69</td>
<td>Moderate</td>
<td>• You can come to work and follow social distancing and other safety measures in place</td>
</tr>
<tr>
<td>50 and below</td>
<td>Low</td>
<td>• You can come to work and follow social distancing and other safety measures in place</td>
</tr>
</tbody>
</table>

As you can see the level of vulnerability increases gradually with age. For those who are below 50 the risk is low. It’s the over 85’s who have the highest level of vulnerability.

At Sky whilst the majority of our people are within the “Low” vulnerability level category based on their actual age, we have employees that fall within the other categories either based on their actual age, or their adjusted age when additional risk factors are accounted for.

**Impact of Sex at birth & Ethnicity**

The medical evidence tells us that women are less vulnerable than men and that Black, Asian or Minority Ethnic people are more vulnerable than white people. Research into why this is ongoing, but what we do know already is that the impact of ethnicity, in isolation, is quite small.

Here are some comparisons based on these risk factors, assuming that the people are otherwise healthy and have no other medical conditions:

- A 43 year old black woman is as likely to get seriously ill if she contracts COVID-19 as a 45 year old white man
- A 50 year old white woman is as likely to get seriously ill as a 45 year old white man
- A 30 year old Asian man is as likely to get seriously ill as a 35 year old white man

If we refer back to the vulnerability by age group table, we see that while sex at birth and ethnicity are risk factors, in these examples they have not changed the individuals’ vulnerability category.

**Impact of Body Mass Index (BMI) & Medical Conditions**
Having a Body Mass Index of 30 or over contributes to vulnerability, but is still low when in isolation.

There are some medical conditions that may increase the level of vulnerability but will depend on both the severity of the illness and the treatments required to control the condition.

We know mild asthma doesn’t increase the risk as was initially thought, especially if it is well controlled.

This table lists some of the medical conditions which may increase vulnerability to serious illness. Assessing this is complex so if you have one of the conditions listed here, or are anxious about returning to work on site, our Occupational Health team will help assess your individual vulnerability using the latest medical information, and provide recommendations on steps that can be taken to support you.

**Medical conditions**

- Diabetes
- Heart Failure
- Other chronic heart disease
- Cerebrovascular disease. e.g strokes
- Chronic respiratory disease (excluding asthma)
- Chronic kidney disease
- Cancer
- Liver disease
- Chronic neurological disease other than dementia
- Organ transplant
- Diseases of the spleen
- Rheumatoid/lupus/psoriasis
- Conditions or treatments that cause immunosuppression

* Although pregnancy is included in the UK Governments’ vulnerable group, there is currently no medical evidence of significantly increased risk to the mother or baby, except where the mother has significant health issues. However, after 28 weeks gestation the advice is to work from home where possible, and to consider alternative duties if you have a public facing role.
**COVID-19 Deployment of temperature checks at entrances to Sky Premises**

<table>
<thead>
<tr>
<th>Who will carry out these checks and where:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Checks should be carried out daily by production teams.</td>
</tr>
<tr>
<td>- Sites may decide to have one point of entry to premises.</td>
</tr>
<tr>
<td>- Checks will be carried out on all staff, contractors and visitors who wish to enter the site. This also extends to contractors and couriers requesting access to a site.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temperature ranges – ACTION LEVELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 37.5°C and above is a raised temperature, anyone with a temperature of 37.5°C should be denied access to a Sky site.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use of Non-contact infrared forehead thermometer</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Refer to specific instructions for individual devices, general steps to take:</td>
</tr>
<tr>
<td>- Hold the device at arm’s length away from your body.</td>
</tr>
<tr>
<td>- Hold it 3 cm to 5 cm from the person and typically measure temperature on the forehead or temple (do not make contact with the device and the person you are measuring)</td>
</tr>
<tr>
<td>- Person’s head to hold still and to hold the thermometer steady for 2-3 seconds during the measurement. Movement will impact the temperature reading.</td>
</tr>
<tr>
<td>- Ask the individual to remove any hair from forehead before measuring temperature.</td>
</tr>
<tr>
<td>- Clean any sweat or dirt or cosmetic away from forehead to improve accuracy.</td>
</tr>
<tr>
<td>- After every 10 measurements or contamination you should clean the device with an Anti-bacterial wipe or Anti-bacterial spray which can be sprayed onto blue roll and wiped down.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What to do if temperature reads at or over 37.5°C:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Reassure them but ask them to not enter premises.</td>
</tr>
<tr>
<td>- Ask them to move away from the entrance.</td>
</tr>
<tr>
<td>- Inform them that they should return home and check their temperature again, if it remains at or over 37.5°C they should Self-Isolate for 10 days and follow UK Government Guidance.</td>
</tr>
</tbody>
</table>
- If the individual has **no other symptoms** (a new persistent cough) they may wait for 20 to 30 minutes, especially if they are after smoking, eating, or drinking a hot or cold liquid.
- They may need to wait at least 1 hour if after heavy exercise or a hot shower/bath
- After 1 hour, invite employee back for a new measurement. Follow above procedure.

Refusal to participate in temperature checks will result in a presumed reading of at or over 37.5°C, follow procedure to send person home.

**Information for employee:**
- Inform them they should return home and contact their line manager.
- If they are concerned about how to self-isolate, direct them to local public health advice.

**Remember:**
- It is important to read the manufacturer’s instructions on the proper use of the hand-held thermometer used.
- Follow good personal hygiene methods when monitoring temperatures.
- Wash hands regularly with soap and water
- Between each temperature check, use hand sanitiser.
- PPE requirements and provision will be undertaken ahead of any Temperature Checks.

**Did you know:**
- The normal temperature for healthy adults and children ranges from 36.2°C to 37.2°C and the average normal temperature is taken as 37.0°C
- Children tend to have higher body temperatures due to higher metabolic rates.
- Women who are ovulating may have temperatures that are 0.6°C higher due to hormonal changes in their bodies.
- Adults over 65 years of age may have temperatures that are 0.3°C lower because of lower metabolic rates.
Considerations when selecting a COVID testing supplier for a Production
09/03/21

There are many private Covid testing providers, and it can be difficult to decide which one to use and the credibility of the machine/swabs/process/test they offer. Testing itself is not an effective method of control but may have some additional impact on reducing the risk of spread from asymptomatic and pre-symptomatic people but does not eliminate the risk of Covid-19. All types of testing has limitations, so nothing is 100% accurate. The key control measures for Covid-19, social distancing, face coverings and hygiene must be maintained whenever possible.

A test only captures the situation at one moment in time and may not detect those early in the infection.

These are minimum standards we recommend when selecting a testing provider

<table>
<thead>
<tr>
<th>Key Points to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Are they a reputable provider, have other recommended them? Tests should be procured from reputable suppliers who appear on the Government list of private providers for general testing. If they send PCR test samples off to an external lab, is that lab UKAS approved? UKAS accreditation provides an assurance of the competence, impartiality and integrity of laboratories.</td>
</tr>
<tr>
<td>• Is the test equipment passed for use in UK, so does it have a CE mark? A CE mark shows that the device is fit for its intended purpose stated and meets legislative requirements relating to safety. Any test being considered must meet the Target Product Profile of the Medicines and Healthcare Products Regulatory Agency (MHRA). Suppliers should be required to confirm in writing that their products and processes comply with these standards. Contracts should also ensure supplier notify you should their status change, as UKAS requirements continue to evolve and increase.</td>
</tr>
<tr>
<td>• Is the actual testing type or process being offered, one that is approved by Public Health England?</td>
</tr>
<tr>
<td>• What is the sensitivity (how good is it in picking up true cases) and specificity</td>
</tr>
<tr>
<td>• The provider must have a designated resourced role that has oversight and approval of medical or clinical practices undertaken by the provider and responsibility for reporting medical/clinical issues. The individual should be registered with an appropriate clinical regulatory body. E.g. General Medical Council, Health and Care Professions Council, etc</td>
</tr>
<tr>
<td>• The provider must report all testing results (positive, negative and inconclusive test results) to Public Health, in line with the legislation.</td>
</tr>
<tr>
<td>• Do they have access to a clinical virologist to further investigate results if required?</td>
</tr>
<tr>
<td>• If the provider is supplying sampling or laboratory teams, they must be fully trained, qualified and competent. Ask about provision of, use of and disposal of PPE/swabs and appropriate cleaning of areas following testing/analysis.</td>
</tr>
<tr>
<td>• Consider practical, and data compliant method of distribution of results to individuals</td>
</tr>
<tr>
<td>• Ensure appropriate process for consent for handling both personal data and consent</td>
</tr>
<tr>
<td>• Check your insurer will cover the type of testing you choose</td>
</tr>
</tbody>
</table>
COVID-19 – Emergency Action Plan

On all productions it is vital that everyone is following the local government guidance and have a robust set of protocols in order to reduce the risk on infection. However, if productions do have a positive case of COVID-19 within their production. The below protocols set out what steps you should take to minimise the impact.

Guidance - Positive Coronavirus (COVID-19) Test

**Introduction**

The health and wellbeing of our people is paramount, and we are taking steps, in line with government guidance, to minimise the risk to all our colleagues across the business.

This guide has been designed to give you the tools to know what to do should you, in the unlikely event that one of your colleagues or guests test positive for COVID-19 whilst on a Sky Production.

**What you need to consider**

- Isolation
- Contacting Health Authorities
- Transport
- Cleaning
- Contact tracing

**If a cast/crew member becomes ill displaying COVID-19 Symptoms at work?**

If the individual is at work when this happens, the following procedure should be followed and will involve appropriately trained responder - this may include a COVID Nurse, Unit Medic, First Aider or COVID Supervisor:

- Responders will react immediately and take control of the situation. Only approach the individual whilst wearing suitable PPE (i.e. Face Mask or Respirator, Disposable Gloves, Face Visor) and maintaining social distance. Such persons will include suitably trained Unit Medic, a COVID Nurse and First Aiders.

- Responders should aim to reassure the individual and not create an atmosphere of panic

- If this has not already happened, the responder(s) will remove the individual to the COVID Isolation Room / area. Ask him / her to wear a face mask / face covering

- Responder will advise the individual what to do next - this involves self-isolating at home with other members of their household until they have the result of a COVID test. If the test comes back positive, they should isolate at home for 10 days in line with the current
Government guidance. Their family/household and contacts will be required to isolate for 10 days.

- Where symptoms are serious i.e. they do not feel well enough to get themselves home, a responder should dial 999 and request medical assistance. The caller will require details of the individual, current location, symptoms presented etc.

- After the individual has received medical advice and reassurance arrangements must be made for them to leave the site and return home. If they are well enough to self-drive then that should happen. If not, a member of their household might be asked to collect them, or alternative transport arranged.

- The Isolation Room shall be cleaned with household disinfect as soon as possible by a competent person - do not allow further access to the Isolation Room until this has been done.

- At this stage, other cast and crew who have been in ‘close contact’ with the individual should self-isolate or go home from work. Until advised that the individual has tested negative for COVID-19, those in close contact:
  - Must strictly follow social distancing, hygiene rules and be very mindful to watch out for any COVID-19 symptoms, no matter how mild. Should symptoms develop, they should follow the also seek medical advice as soon as possible and order a test via the NHS online service.

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**How should the production respond to a positive test result?**

As soon as an individual is made aware that they have received a positive test to COVID-19 they must advise their Head of Department / Line Producer / COVID Supervisor.

Production Management team / Production Safety Adviser to advise Sky Studios’ Health & Safety Team.

Within the production, the following will happen:

- Individual will be required to self-isolate for 10 days as per the current Government guidance
- If the individual has tested positive using LAMP screening, a confirmatory RT-PCR sample must be collected and sent to a UKAS lab for analysis. In the event of a negative PCR test following a LAMP screening, a clinical virologist should be engaged for further analysis. The individual should continue to self-isolate until the virologist has completed an assessment, which may involve further tests.
- Assess who has been in ‘close contact’. The Line Producer / COVID Supervisor (tbc) will speak to the individual about their contacts within the last 48 hours. A ‘contact’ is someone who they:
  - Have been within 2 metres for 15 minutes
  - Have had face-to-face contact with someone less 1 metre away (this will include times where you have worn a face covering or a face mask)
  - Have travelled together with in a small vehicle
  - Live with in the same household
• Advise them that they have been in close contact with an individual who has tested positive (do not give details of the individual).

• Ask those persons identified to have been in close contact with the ill person to go home and commence isolating in line with Government guidance (10 days). Advise them to arrange a COVID test if they develop symptoms. Members of their household do not need to self-isolate unless they develop symptoms. Public Health will also do formal contact tracing of all the person’s contacts linked to work AND externally.

NOTE - Depending on who is involved i.e. if the person is within your close contact cohort, this may result in a temporary shutdown.

What should members of the production team do if they receive a notification from NHS track and trace to self-isolate?

In the event that an individual receives a notification from the NHS that they have been in close contact with someone who has coronavirus, he/she:

• Must stay at home (or immediately go home if at work) and self-isolate for 10 days from the day they were last in contact with the person. Please see Government website for more details: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works
• Must not leave their home for any reason – if food or medicine is needed, order it online or by phone, or ask friends and family to drop it off at their home.
• Must not have visitors in their home, including friends and family – except for essential care.
• Must try to avoid contact with anyone he/she lives with as much as possible.
• Advise the Production as soon as possible (Line Producer or Head of Department).

NOTE:
• Other people in the household do not need to self-isolate if he/she does not have symptoms.
• People in the individual’s support bubble do not need to self-isolate if he/she does not have symptoms.

If the individual subsequently gets any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste), he/she must:

• Get a COVID-19 test (order a test online via the NHS portal) as soon as possible.
• Ensure that anyone they live with self-isolates until you’ve been tested and received your result.
• Ensure that anyone in their support bubble also self-isolates until you’ve been tested and received your result.
• Advise the Production (Line Producer or Head of Department)
• Once Production have been notified that a member of the team (or a contractor who has been working with the show) has received a positive test result, this information must be relayed as soon as possible to the Production and Sky Studios Health & Safety Advisers.
Testing Exemption (following a positive case)

The proportion of the population who have had COVID-19 is ever increasing and will continue to do so for the foreseeable future. With the use of widespread testing, there is the potential for someone who has recovered from the infection within the last 90 days to continue to test positive and therefore, will be required to self-isolate even though the risk of them being re-infected within this time is low.

Based on guidance from Public Health and Sky’s Chief Medical Officer we are recommending that production adopt a 90 day exemption from testing for those people who have tested positive within the last 90 days. This DOES NOT apply to those in your close contact cohort. Members of the close contact cohort who have tested positive within the last 90 day should be managed on a case by case basis, with input from a clinical virologist/suitably qualified clinician

- Those who do test positive on a production should be managed in line with the current gov advice so can return after 10 days isolation, if a mild illness. This is provided they are:
  - feeling well and have not had a temperature (without needing any Paracetamol to control it) for 2 days
  - have required no medical care.
  - Persistent dry cough and/or altered taste and smell are not exclusions to returning to work.

- Those who have a moderate or severe illness and require medical care while unwell or are hospitalised, will be advised by their doctors as to when they are able to stop isolating, considered a low risk of transmission and also when are able to return to work.

Applying To Production

- Medics on a production should ask for evidence of a positive test result then withdraw the individual from additional routine surveillance testing for a 90 day period.
- The 90 days should commence from the day of their last positive test result.
- If their 90 day period finishes during the production and their role requires them to be tested they should be brought back into the testing regime. A lab based PCR test is like to be the best option at this stage.
- If the PCR is negative then they should re-enter your testing regime as normal
- Depending on their role you may wish to bring them back into the testing regime earlier to enable you to plan for contingencies.

NB: This exemption should not be applied to those within the close contact cohort. A large proportion of this group are unable to maintain COVID-19 control measure due to the nature of their role therefore they are considered to be at higher risk and therefore, should continue to be tested.

If you are filming in an international location, the local rules and restrictions will take precedent and will need to be complied with. We urge productions to check local requirements in advance before applying these exemptions.
COVID-19 and RIDDOR Reporting (HSE)

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person’s work.

You should only make a report under RIDDOR when one of the following circumstances applies:

- An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
- A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
- A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent

Any instances of potential RIDDOR reporting in connection with COVID-19 must be referred to, and handled by, the Production’s and Sky Studios’ Health & Safety Advisers.
The health, safety and welfare of everyone we work with remains the top priority for all productions. To ensure we take all reasonable steps to reduce the spread of Coronavirus, we ask that you complete and sign the form below.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the last 10 days, have you suffered with any symptoms of coronavirus (current NHS guidance notes these symptoms as a high temperature, a new or continuous cough, loss or change to your sense of taste and/or smell)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. In the last 10 days has any member of your household suffered with any symptoms of coronavirus?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. In the last 10 days have you tested positive for coronavirus or are you awaiting test results?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. In the last 10 days have any members of your household tested positive for coronavirus or are they awaiting test results?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. In the last 10 days have you been in known contact with anyone with either confirmed or suspected coronavirus or been contacted as part of the NHS Track and Trace system?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. In the last 10 days have you or any members of your household been outside the UK?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By completing this form:

- I confirm that the information I have provided is true to the best of my knowledge
- I understand and agree to follow all social distancing and hygiene protocols in place, including temperature checks, in relation to coronavirus whilst working at the production
- I confirm that in the last 10 days I have been following the Government guidelines on COVID-19 and social distancing when not at work
- I agree to notify the Production person responsible for me immediately if I develop a high temperature, a new or continuous cough, loss or change to my sense of taste and/or smell or breathing difficulties whilst on set or the production site
COVID-19 can be more serious for older people and those with underlying health conditions. If you feel you may be in one of the risk groups, you should inform your supervisor or the Production Manager, to ensure that any additional safety controls required are put in place.

I agree that if I answer yes to any of these questions, I may not be allowed on set.

I understand that the production team will use the information I provide in this form to protect the health and safety of its workforce, and more specifically to assess whether to allow me to enter on production site and of any safety precautions that they may need to take to protect crew and talent.

I understand that the production team will securely retain the information, so that only limited authorised personnel have access to it for this purpose only, and that the information will be securely deleted after 21 days.

Name:

Date:
Sky Return to Work Signage

We have a selection of assets including floor signs, wall signs, posters, banners and cards that have been created for Sky sites. These include signage covering:
- Directional and Queuing
- Hygiene related
- Meeting rooms, rooms and desk space
- Lift and stairs use

Please see some of the examples as below. If you would like to use any of our signage across your productions, please liaise with the Sky Studios team. We will be very happy to help with a digital artwork pack as required.