



Coronavirus (COVID-19) Guidance Feb 2021 Update

Social Distancing Measures

- Face coverings will be worn at all times and 70% alcohol hand sanitiser gel will be used throughout the day on set.
- Abiding by the social distancing guidelines, we will be maintaining a 2m distance from crew and contributors on location or within 1m with PPE for a maximum of 15 minutes per day.

Equipment

- Contributors can mic themselves where possible following guidance from the recordist.
- Radio mics will be fully sanitised before and after every use with medical grade disinfectant and wipes.
- The boom sounds fantastic so rely on this wherever possible.
- We have the technology to monitor and record 32 people from the inside of our van, speak to us to find out what is possible for your shoot.
- Audio can be recorded via 'in pack' micro SD cards which we have in abundance.
- We are thoroughly cleaning all equipment returning from clients and leaving this in quarantine for 72 hours whenever possible

Staff

- In the event that one of our team starts to show symptoms and has to isolate at short notice, we aim to offer a standby recordist for each job, limiting risk of impact to your production.
- Staff will travel to location in own vehicles to avoid the use of public transport for the safety of themselves and others on set.
- PPE has been provided for all staff and must be worn at all times whilst in the office and temperatures are taken regularly.

We are constantly reassessing our processes in line with government and NHS Covid-19 advice
<https://www.gov.uk/coronavirus>

Fresh Audio Ltd Covid-19 Risk Assessment (Nov 2020)

Fresh Audio is following all UK Government and NHS Guidelines
This Risk Assessment is based on the BECTU Covid-19 information

Risk / Means of Transmission	Control Measure	To be carried out by	Supervised by
Proximity	<ol style="list-style-type: none">1) Production to provide isolated area for sound mixer2) Provide equipment storage area to avoid excess carts on stages taking up space3) Follow a proximity procedure by limiting close contact with cast and crew to designated crew member(s) wherever possible with use of appropriate PPE <p>Exclusive time and access on set for running cables and noise control eg. laying carpets, rigging or working with props etc.</p>	Sound Dept	H&S Supervisor HoD
Crew/Cast Interaction	<ol style="list-style-type: none">1) Cleaning & disinfecting of all equipment that will be handled or worn by cast and crew to carried out prior and after use2) Work with Costume or other departments that are close contacts to get them to mic up contributors3) Personal mics will have a dedicated bag which can be handed to contributors to mic up themselves with a member of the Sound Dept instructing4) Each actor to have dedicated personal mics where possible5) Have additional radio mic transmitters available to swap to avoid battery changes where possible6) Boom contributors from a safe distance to avoid interaction	Sound Dept	H&S Supervisor HoD

<p>Use of Equipment</p>	<ol style="list-style-type: none"> 1) Set up timecode to keep wireless to cameras 2) Provide audio to camera operators using remote audio 3) Provide audio to off-set crew 4) Consider disposable headsets or dedicated headsets with no sharing between crew to be provided by production 5) For interior vehicle shots consider using rigged mics or radio mics with recording capability limiting the need for sound travelling in tracking or picture vehicles. May require facility to data wrangle audio. 6) Use of additional boom operators where actors are separated due to distancing requirements. <p>Production to allow for additional sound crew and time to implement the above control measures</p>	<p>Sound Dept</p>	<p>H&S Supervisor HoD</p>
-------------------------	--	-------------------	-----------------------------------

<p>Pre-production</p>	<p>1) All equipment including but not limited to, radio mics, headphones, time code devices and rushes media that are passed from the sound department to other departments will be cleaned, disinfected and labeled before and after use and stored.</p> <p>2) Where possible equipment will be designated to specific cast and/or crew members. Or to be kept for a period of time until handed back at the end of the shoot</p> <p>3) Additional consumables will be necessary to facilitate the specific health and safety procedures required. Sound consumables may need to be cast or crew specific. Certain items previously considered reusable will now be disposable. The use of single use batteries may be required. The cleaning and disinfecting process of some equipment, particularly personal microphones, could degrade the plastics requiring replacement during and/or at the end of the shoot.</p> <p>4) Additional sound crew may be required to implement the necessary Covid-19 prevention measures and ensure a safe working environment. Scheduling of extra prep and de-rig days for all sound crew will be essential including time required to establish safe working practices with other departments.</p> <p>5) No crew member should be working longer hours in order to implement the necessary safety measures. Consider use of staggered call times, shift patterns and job shares within the department. The physical and mental wellbeing of the cast and crew is of paramount importance and should be the overriding factor when setting crewing levels and working out shooting schedules. Specific consideration should be given to the length of the working day. Pre-calls and overtime should be avoided.</p> <p>6) According to Government Guidelines. If a member of staff has tested positive they must self isolated for 10days. You can return to your normal routine and stop self-isolating after 10 days if your symptoms have gone or if you continue to have just a cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone.</p> <p>7) According to Government Guidelines. Anyone who has previously received a positive test result for COVID-19 should only be re-tested within a 90-day period if they develop any new symptoms of COVID-19.</p>	<p>Sound Dept</p>	<p>H&S Supervisor HoD</p>
-----------------------	---	-------------------	-----------------------------------

On Set	<p>1) Designated sound area for sound mixer off set to allow for Social Distancing.</p> <p>2) Designated sound assistant's disinfection base with suitable waste disposal facilities available close to set allowing for Social Distancing.</p> <p>3) Exclusive access to the set will be required for running cables, laying carpets, and general noise control. Appropriate PPE to be worn at all times when working on set.</p>	Sound Dept	H&S Supervisor HoD
Equipment	<p>1) Radio mics to be fitted by the co-operation with a close contact , where possible. Where this is not possible, they should be fitted by a sound assistant in appropriate PPE, or self fitted under the supervision of a sound assistant at a safe distance. Adjustments to radio mics will be carried out by a sound assistant in appropriate PPE</p> <p>2) Radio mics will be thoroughly cleaned and disinfected before and after use. Where appropriate and practical, each cast member should have a dedicated transmitter, microphone capsule and radio mic belts.</p> <p>3) Crew members should be encouraged to use their own headphones. Receivers will be distributed by the Sound Department. Designated receivers and headphones assigned to specific cast/crew members for the duration of the shoot. Production should consider the use of disposable headphones where appropriate.</p>	Sound Dept	H&S Supervisor HoD