



Guidance for Safe Working in Post-Production and VFX during the COVID-19 Pandemic

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Produced in consultation with:



pact.



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1. Introduction and context

- 1.1. Following changes in late December 2021, there is now a significant variance in the COVID-19 recommendations and regulations between the four nations of the UK, with more severe restrictions in Scotland, Wales and Northern Ireland, than are in force in England. However these differences mainly affect social contact, indoor events and hospitality, rather than the operation of businesses like the post production and VFX sector. It is important to check the local restrictions where you are working.
- 1.2. The measure most affecting post production, VFX and animation businesses is the recommendation to work from home for those who can. The wording may vary slightly between the four nations of the UK, so please check, but the impact is generally the same. They require companies to reassess their plans to return significant number of their staff to on-premises or hybrid working. This guidance includes scenarios for which there is an industry consensus that they cannot be reasonably performed in a home setting. It is important to stress that this is not another lockdown of the kind we saw this time last year.
- 1.3. Other changes in this guidance are to the rules for self-isolation and LFD testing. Please consult section 10.3 of this guidance.
- 1.4. There is expected to be minimal impact on filming from the new recommendations as strict Covid protocols are in still in place in studios and on locations, which will allow productions to continue in the way that they did earlier in the year when similar restrictions were in place.
- 1.5. Production companies are advised to check their risk assessment and current practices in relation to working on the premises of post production or VFX companies, where they may need to adhere to reinforced protocols and minimise unnecessary contact between individuals.
- 1.6. Post-production and VFX businesses have not been required to close during any of the lockdowns, allowing them to continue to operate using a combination of working from home via remotely connected equipment, or by operating from the workplace in accordance with government Covid-secure regulations¹ and this industry specific guidance.
- 1.7. Post-production and VFX are highly competitive sectors and commercial pressures are high. Companies compete on quality, creativity, innovation, reliability and of course value for money. But they must never compete on their willingness to compromise the health and safety of their staff or clients. The aim of this Guidance is to define industry accepted best practice, to reduce confusion and give consistency across the sector, thereby reducing the pressure on employers to accept external demands for modes of working which could be considered unsafe for workers or visitors.
- 1.8. Working from home using remote technology will continue to be an effective mitigation against unnecessary contact with potentially infected people and therefore can also mitigate against business continuity risks.

¹ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

- 1.9. This guidance already includes advice on post production operations which are difficult to perform from home and are better performed on-premises. This can continue to form the basis for assessment of whether an operation should be remote or not. It may be that some productions that are currently using on-premises facilities in post production companies should reconsider their mode of working and migrate to remote working in order to respect everybody's personal health and safety and the business continuity of the production.
- 1.10. If it is necessary to conduct on-premises operations, employers should continue to follow the Working Safely guidance and should:
- reflect this in their workplace risk assessment
 - take action to manage the risk of COVID-19 spreading, in line with the guidance.
- 1.11. This Guidance will continue to be updated as new evidence of the risks, and mitigations required to minimise the impact of the emergence of Omicron.

2. Definitions

- **“Company”** or **“Companies”** refer to a post-production or VFX company
- **“Worker”** means an employee or contractor working for a post-production or VFX company
- **“Visitor”** means anyone entering a post-production or VFX company who is not contracted by the company. This includes clients, suppliers, contractors, volunteers, and people on work experience.
- **“Fully Vaccinated”** means you have received your final dose of an MHRA approved vaccine in the UK vaccination programme and 14 days have elapsed since the last dose

3. Ownership, endorsement, and scope of this Guidance

- 3.1. This Guidance (the “Guidance”) for safe working during the COVID-19 pandemic in post-production and VFX has been prepared by and will be administered by the UK Screen Alliance, the UK trade association for post-production, visual effects, animation, studio and location service providers. (ukscreenalliance.co.uk)
- 3.2. This Guidance was originally created in Spring 2020 by the UK Screen Alliance in consultation with post production and VFX companies, customers, industry bodies, unions and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with UK Government, Public Health England (PHE) and the Health and Safety Executive (HSE). It has been endorsed by the British Film Commission Recovery Group and the British Film Institute Screen Sector Task Force.² UK Screen Alliance will continue to consult with stakeholders on changes to this Guidance.
- 3.3. This version of the Guidance has been amended to reflect Step 4 of the Government's roadmap out of lockdown. It builds on Safer Working Guidance published by the UK

² List of responding organisations to the consultation and companies adopting this guidance can be seen here: <https://www.ukscreenalliance.co.uk/campaigns/guidance-for-safe-working-in-post-production-and-vfx-during-the-covid-19-pandemic/>

Government, and in some areas advises measures which may go beyond those set out in Government guidance, in particular with regard to social distancing. Readers should also be aware of any requirements made by devolved Governments which are different to those set out by the UK Government, for example with regard to face coverings.

- 3.4. Post-production and VFX companies are encouraged to develop their own local plan based on this Guidance, which considers the layout of their premises, the structure of their teams, operational requirements, available technology, and other local variables.
- 3.5. These materials are for general information purposes only, are not intended to constitute legal or other professional advice and should not be relied on or treated as a substitute for specific advice relevant to particular circumstances. Neither the UK Screen Alliance nor the contributors to these materials accept any responsibility or liability for any harm, damage or loss which may arise from reliance on these materials. You should contact a suitably qualified legal/professional advisor on any specific problem or matter.
- 3.6. This Guidance does not replace the government guidance and companies are advised to familiarise themselves with the available government guidance and keep abreast of any developments on a regular basis. <https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19>
- 3.7. Guidance for physical production has been developed by a group led by the British Film Commission (BFC)³ to allow a safe return to filming. Other guidance has also been published by the UK broadcasters⁴ and by the Advertising Producers Association (APA)⁵.

4. Revisions of this Guidance and version control

- 4.1. The Guidance will be reviewed regularly to see if it needs to be strengthened, relaxed, simplified or explained in greater detail. The Guidance will be quickly updated following any changes to government recommendations or restrictions.
- 4.2. The version of the Guidance to be used is that which is current at the time of the performance of a service and not the version which was current at the time of booking that service. Companies should consider making that distinction clear to customers when accepting bookings.
- 4.3. The latest version of the Guidance is hosted on the UK Screen Alliance website – <https://www.ukscreenalliance.co.uk/campaigns/guidance-for-safe-working-in-post-production-and-vfx-during-the-covid-19-pandemic/>
- 4.4. Other leading industry sites are encouraged to link to this master copy to avoid having multiple and potentially conflicting versions. Stakeholders are encouraged to sign up to an email group hosted by UK Screen Alliance which will be used to inform stakeholders of changes to the Guidance. <https://www.ukscreenalliance.co.uk/contact/>

³ BFC guidance for filming <http://britishfilmcommission.org.uk/guidance/regarding-covid-19-coronavirus>

⁴ UK TV Broadcast Production guidance <https://www.pact.co.uk/member-services/resourcelibrary.html?q=Industry+Guidance+-+v6>

⁵ APA Covid-19 protocol https://www.dropbox.com/sh/fg6javcgz6hpotx/AABUJcYkq_r7NBImdneF5MgUa?dl=0

5. Devolved nations and local restrictions

- 5.1. This Guidance aims to be relevant to Post-Production and VFX companies in all parts of the UK, however the governments of the four nations of the UK have diverged in their COVID-19 recommendations and restrictions and on the timing of any changes.
- 5.2. Website links in this Guidance unless specifically indicated are relevant to England only. The following websites should be consulted for current advice relevant to the devolved nations
 - Scotland - <https://www.gov.scot/coronavirus-covid-19/>
 - Wales - <https://gov.wales/coronavirus>
 - Northern Ireland - <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>
- 5.3. National restrictions or Local COVID Alert levels which apply a higher level of restriction to the advice given in this Guidance, must always take precedence.
- 5.4. Local COVID alert levels may include restrictions on certain businesses such as hospitality and leisure and limits to meeting in groups for social purposes. Even in areas subject to the highest level of restrictions, COVID-secure businesses working in post-production or VFX are currently allowed to stay open. People who cannot work from home are allowed to travel to work at post-production and VFX business premises, even if this requires crossing to and from an area where different local restrictions are in force. There is no legal restriction to the group size when you are meeting or gathering for work purposes, but workplaces should be set up to meet the COVID-secure guidelines.
- 5.5. In addition to national and local regulations, some businesses and transport operators, such as airlines, require customers and passengers to wear face coverings as a condition of carriage or entry to their premises. You should check before travelling and comply with these requests, unless you are medically exempt.

6 Priority actions to take - what businesses should do to help protect staff and customers

Six steps to protect yourself, your staff and your customers during coronavirus.

- **Complete a health and safety risk assessment that includes the risk from COVID-19**
Complete a risk assessment, considering the measures set out in this guidance. Also consider reasonable adjustments needed for staff and customers with disabilities. Share it with all your staff. Keep it updated.. Find out how to do a risk assessment.
- **Provide adequate ventilation**
You should make sure there is a supply of fresh air to indoor spaces where there are people present. This can be natural ventilation through opening windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. You should identify any poorly ventilated spaces in your premises and take steps to improve fresh air flow in these areas. In some places, a CO2 monitor can

help identify if the space is poorly ventilated. Read the advice on air conditioning and ventilation on the HSE website.

- **Clean more often**

It's especially important to clean surfaces that people touch a lot. You should ask your staff and your customers to use hand sanitiser and to clean their hands frequently.

- **Turn away people with COVID-19 symptoms**

Staff members or customers should self-isolate if they have a high temperature, a new continuous cough, or a loss or change to their sense of smell or taste. They must also self-isolate if they:

- have tested positive for COVID-19
- live in a household with someone who has symptoms, unless they're exempt from self-isolation – see below
- have been told to self-isolate by NHS Test and Trace

If you know that a worker is legally required to self-isolate, you must not allow them to come to work. It's an offence to do this.

People who are fully vaccinated or aged under 18 and 6 months do not need to self-isolate if they've had close contact with someone who has COVID-19, unless they are informed by NHS Test & Trace that they have been in contact with a suspected case of the Omicron variant; in which case they must self isolate regardless of their vaccination status. If they get any COVID-19 symptoms, they should self-isolate immediately and get a PCR test.

- **Enable people to check in at your workplace**

You're no longer legally required to collect customer contact details, but doing so will support NHS Test and Trace to contact those who may have been exposed to COVID-19 so that they can book a test. You can enable people to check in to your venue by displaying an NHS QR code poster. You do not have to ask people to check in or turn people away if they refuse. If you choose to display a QR code, you should also have a system in place to record contact details for people who want to check in but do not have the app.

- **Communicate and train**

Keep all your workers, contractors and visitors up-to-date on how you're using and updating safety measures.

These are the priority actions to make your business safer during coronavirus, you should also read the full version of the guidance below.

7. [How to use this guidance](#)

- 7.1.1. This document gives you guidance on how to open workplaces safely while reducing the risk of spreading COVID-19. It provides practical considerations of how to apply this in the workplace.
- 7.1.2. You will need to translate this into the specific actions you need to take. These will depend on the nature of your business, including the size and type of business, how it's organised, operated, managed and regulated. You will also need to monitor these measures to make sure they continue to protect customers and workers.
- 7.1.3. This guidance does not supersede your existing legal obligations relating to health and safety, employment and equalities duties. It's important that as a business or an employer you continue to comply with your existing obligations. This includes those relating to equality between individuals with different protected characteristics. This contains non-statutory guidance to take into account when complying with these existing obligations.
- 7.1.4. Remember this guidance does not just cover your employees. You must also take into account customers, agency workers, contractors and other people.
- 7.1.5. To help you decide which actions to take, you must carry out an appropriate assessment. This risk assessment must be done in consultation with unions or workers. You may also want to consult industry representatives.

8. [Thinking about risk](#)

Objective: That all employers carry out a risk assessment that includes the risk of COVID-19.

- 8.1.1. As an employer, you must by law protect workers and others from risks to their health and safety. This includes risks from COVID-19.

COVID-19 is a workplace hazard. You must manage it in the same way as other workplace hazards. This includes:

- completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace
- identifying control measures to manage that risk

- 8.1.2. Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures to manage the risk may be considered a breach of health and safety law.

8.2. [Overview](#)

- 8.2.1. Your risk assessment will help you decide if you have done everything you need to. The Health and Safety Executive (HSE) has [tools to support you](#).
- 8.2.2. You should also consider the security implications of any decisions and control measures you intend to put in place. Any revisions could present new or altered security risks you may need to mitigate.

8.2.3. You do not have to write anything down as part of your risk assessment if you:

- have fewer than 5 workers
- are self-employed

However, you may still find it useful to do so.

8.3. [Consult your workers](#)

8.3.1. As an employer, you have a legal duty to consult workers on health and safety matters. You can do this by listening and talking to them about the work they do and how you will manage the risks from COVID-19. You may do this by consulting with any recognised trade union health and safety representatives. If you do not have any, you can consult with a representative chosen by workers. As an employer, you cannot decide who the representative will be. Employers and workers should always come together to resolve issues. If you still cannot do this, see below for other steps you can take.

8.4. [Enforcement](#)

8.4.1. Enforcing authorities identify employers who do not take action to comply with the relevant law and guidance to control public health risks. When they do, they can take a range of actions to improve control of workplace risks. The HSE and your local authority are examples of enforcing authorities.

8.4.2. When they identify serious breaches, enforcing authorities can do a number of things. They include:

- sending you a letter
- serving you with an improvement or prohibition notice
- bringing a prosecution against you, in cases where they identify significant breaches

8.4.3. When an enforcing authority issues you with any advice or notices, you should respond rapidly and within their timescales.

8.4.4. The vast majority of employers are responsible. They will work with the government and their sector bodies to protect their workers and the public.

8.4.5. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

8.4.6. From Step 4, Local Authorities will continue to have the power to place public health restrictions on businesses in cases where a serious and imminent threat to public health is identified.

8.5. [How to raise a concern:](#)

8.5.1. If you're an employee, you can contact:

- your employee representative
- your trade union if you have one

8.5.2. You can also contact HSE at:

HSE COVID-19 enquiries

Telephone: 0300 790 6787 (Monday to Friday, 8:30am to 5pm)

[Online: working safely enquiry form](#)

9. [Managing risk](#)

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures.

- 9.1.1. As an employer, you have a duty to take reasonably practical steps to manage risks in the workplace.
- 9.1.2. You must work with any other employers or contractors sharing the workplace to protect everybody's health and safety.
- 9.1.3. Consider reasonable adjustments for workers with disabilities, including hidden disabilities that are not immediately obvious.

9.2. [How COVID-19 is spread](#)

- 9.2.1. The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person.
- 9.2.2. Surfaces and belongings can also be contaminated with COVID-19, when people who are infected cough or sneeze near them or if they touch them.

9.3. [Managing risk and completing your risk assessment](#)

- 9.3.1. To carry out a suitable and sufficient risk assessment, you should consider the different ways the virus can spread and put in place measures to reduce the risk of each of these different ways.
- 9.3.2. You should use the guidance to consider the risk within your business and decide the appropriate measures to adopt.
- 9.3.3. This guidance suggests ways to reduce the risk of each of the different ways the virus can spread. You may also identify other measures to reduce risk when carrying out your risk assessment. Some of the measures may help reduce the risk of more than one of the different ways the virus can spread.
- 9.3.4. **To reduce the risk of the virus spreading through aerosols, consider:**
 - Providing adequate ventilation:
 - through doors, windows and vents
 - by mechanical ventilation using fans and ducts
 - through a combination of both

This is because fresh air helps to dilute the virus in occupied spaces. If you have mechanical ventilation, you should maximise the fresh air your system draws in and avoid systems that only recirculate air and do not draw in a supply of fresh air.

- Identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas. A CO₂ monitor could help you assess whether a space is poorly ventilated. If you can't improve ventilation in poorly ventilated spaces, minimise use of these spaces.
- Encouraging use of outside space where practical. Identifying any areas of congestion in your venue and considering if any reasonable steps could be taken to avoid this.

9.3.5. To reduce the risk of the virus spreading through droplets, consider:

- Putting in place measures to reduce contact between people, particularly between customers and workers. Where practical, measures could include:
 - reducing the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others)
 - using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face

Screens are only likely to be beneficial if placed between people who will come into close proximity with each other.

- Encouraging the use of face coverings by workers or customers in enclosed and crowded spaces.

9.3.6. To reduce the risk of the virus spreading through contaminated surfaces, consider:

- Advising customers and workers to wash their hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly.
- Maintaining regular cleaning of surfaces, particularly surfaces that people touch regularly.

9.3.7. You should also make sure that workers and customers who feel unwell stay at home and do not attend the venue. By law, businesses must not allow a self-isolating worker to come to work.

9.3.8. If your building has been unoccupied for a period during any lockdowns, you should [read the HSE advice on legionella risks](#).

9.3.9. You should consider the recommendations in the rest of this document as you carry out your risk assessment. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.

9.3.10. If you're currently operating, you will already have carried out a risk assessment. Use this document to identify any adjustments or further improvements you should make.

9.3.11. You must review the measures you have put in place to make sure they're still working or if there are changes in the workplace that could lead to new risks.

9.4. Sharing your risk assessment results

9.4.1. You should share your risk assessment results with your workforce.

9.4.2. If possible, consider publishing the results on your website. We expect all employers with over 50 workers to do so.

9.4.3. All businesses should show their workers and visitors they have:

- properly assessed their risk
- taken appropriate measures to mitigate this

9.5. Symptom Response Plan

9.5.1. Your risk assessment should include a clear Symptom Response Plan that is ready to implement should someone exhibit symptoms of COVID-19 or be at work when they should be self-isolating.

9.5.2. The main symptoms⁶ of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least one of these symptoms.

9.5.3. As part of the risk assessment plan, Companies should have a designated isolation room where anybody displaying symptoms of COVID-19, or is not fully vaccinated and is suspected to have had close contact with someone who may be infectious, should be requested to remain during the short period while transport is arranged to send the person home. The isolation room must be deep cleaned immediately after use using appropriate PPE, along with any other areas in the workplace that had been visited by the person showing symptoms.

9.5.4. The suspected case should be sent home as soon as possible by private transport with appropriate protections for the driver. The suspected case should seek advice from the NHS 111 service. See section 7.2 for further guidance on self-isolation of suspected cases of COVID-19.

⁶ NHS website – Check if you have coronavirus symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Companies should strongly recommend that the suspected case orders a COVID-19 test from the NHS Test and Trace system⁷ <https://www.nhs.uk/ask-for-a-coronavirus-test> or calls 119. Any test should be done within 5 days of first showing symptoms. If the test result is negative, the suspected case no longer needs to self-isolate and may return to work.

- 9.5.5. Companies may consider arranging private testing for any worker if they or members of their household show symptoms, to avoid unnecessary self-quarantine and delays in diagnosis.
- 9.5.6. The Company should instigate contact tracing to identify and inform any workers or visitors who had been in contact with the suspected case within the last 2 days. Before contact from the NHS Test and Trace service, the co-workers and other close contacts of the suspected case do not officially have to self-isolate yet. They will not be required to self isolate if they are fully vaccinated. Companies may decide to send co-workers home immediately as a precaution if they are not fully vaccinated, where they should follow the government guidance on self-isolation for contacts of people with possible or conformed Covid-19⁸. They may return to the premises, if the original suspected case returns a negative test result for COVID-19. Companies should cooperate with the NHS Test and Trace service wherever possible in identifying potential contacts.
- 9.5.7. The suspected case should keep the Company updated on their prognosis as requested by the Company. The worker should inform the Company of the result of any subsequent COVID-19 test.
- 9.5.8. Companies should ensure that they are familiar with the recent changes to the legislation⁹ relating to statutory sick pay (SSP) and how these apply to individuals who are isolating.
- 9.5.9. If an employee contracted coronavirus at the workplace employers must report this to the Health and Safety Executive, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- 9.5.10. If there is more than one case of COVID-19 associated with a workplace, employers should contact their local health protection team¹⁰ to report the suspected outbreak. The health protection team will:
 - undertake a risk assessment
 - provide public health advice
 - where necessary, establish a multi-agency incident management team to manage the outbreak

⁷ The service is called NHS Test and Trace in England, 'Test and Protect' in Scotland, or 'Test, trace, protect' in Wales.

⁸ <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

⁹ Gov.uk page about Statutory Sick Pay (SSP) <https://www.gov.uk/statutory-sick-pay>

¹⁰ [Find your local health protection team](#)

9.6. Data protection

- 9.6.1. Companies need to identify what additional personal data will be collected with respect to addressing COVID-19, most likely this will be collecting information from workers and visitors and temperature testing^{11 12}.
- 9.6.2. Companies will need to identify suitable lawful bases for collecting this personal data. Consent will likely not be the applicable lawful basis and legitimate interests should be relied upon as well as necessary to comply with employment obligation with respect to personal data relating to health.
- 9.6.3. Companies will need to conduct a risk assessment for collection and processing of such personal data and should seek legal advice. This risk assessment should not be published.
- 9.6.4. Companies will need to update worker and visitor privacy notices and should including signage at the entrance to premises to notify people of additional processing of personal data for COVID-19 related purposes.
- 9.6.5. Companies will need to ensure that additional personal data collected is kept suitably secure and with restricted access.
- 9.6.6. Companies will need to ensure that such personal data is not retained for any longer than is necessary.

¹¹ Information Commissioner's Office advice on Workplace Testing <https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/data-protection-and-coronavirus/workplace-testing-guidance-for-employers/>

¹² Refer to the section in this Guidance about Contact Tracing and the recommendations for interacting with NHS Test & Trace

10. [Who should go to work](#)

Objective: To support a safe return to the workplace. To help businesses engage with their workers to find an approach that best suits their needs.

- 10.1.1. The governments in all 4 nations of the UK are requesting people to work from home if they can.
- 10.1.2. You should remain responsive to workers' needs, particularly during this period when not every adult will have been a booster dose of the vaccine. You should adopt practices that help to reduce the risks to individuals in the workplace.
- 10.1.3. When you consider that workers should come into your place of work, you should:
 - reflect this in your workplace risk assessment
 - take action to manage the risk of COVID-19 spreading, in line with this guidance
 - recommend that the individual worker takes lateral flow tests regularly to manage their own risk and their risk to others.
- 10.1.4. Employers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment.

10.2. [Protecting people who are at higher risk](#)

Objective: To support those who are at a higher risk of infection and/or an adverse outcome if infected.

- 10.2.1. There are some groups who are at higher risk of severe illness from coronavirus. See guidance on [who is at higher risk](#) and [protecting people who are clinically extremely vulnerable](#).
- 10.2.2. You should give extra consideration to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield. You should continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.
- 10.2.3. Consider providing support for workers around mental health and wellbeing. This could include advice or telephone support.
- 10.2.4. Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, the government has stated people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. If you were previously identified as CEV, you are advised to continue to follow the guidance contained in [Coronavirus: how to stay safe and help prevent the spread](#). Individuals should consider advice from their health professional on whether additional precautions are right for them.

10.3. [People who need to self isolate](#)

These regulations may differ in [Scotland](#), [Wales](#) and [Northern Ireland](#).

10.3.1. **The self-isolation advice for England, Wales and Northern Ireland have changed.**

Anyone aged 5 years and over, who has been identified as a **contact of someone with COVID-19** and who is **not legally required to self-isolate**, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. You are advised to take this daily lateral flow test before you leave home for first time that day. If any of these LFD tests are positive they should self-isolate in order to protect other people.

In Scotland you are required to isolate for 10 days. In [Northern Ireland](#) the requirements are also different.

10.3.2. A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before their positive test was taken) and up to 10 days after – as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 (find out [what you should do if you live in the same household as someone who has tested positive](#))
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

10.3.3. A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.

- If you have been identified as a contact, you have been assessed as being at risk of developing COVID-19, even if you don't currently have symptoms. You will be notified by NHS Test and Trace via text message, email or phone, and should follow all the guidance in this document. Find out [what you should do if you've come into contact with someone outside your household who has tested positive](#)

10.3.4. An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

- 10.3.5. If you are informed that you are a contact of someone who has had a positive test result for COVID-19, you are legally required to stay at home and self-isolate unless you meet one of the following conditions:
- you are fully vaccinated: fully vaccinated means you have had 2 doses of an approved vaccine such as Pfizer BioNTech, AstraZeneca or Spikevax (formerly Moderna) – you are also fully vaccinated if you have had one dose of the single-dose Janssen vaccine
 - you are below 18 years 6 months
 - you have taken part in or are currently part of an approved COVID-19 vaccine trial
 - you are not able to get vaccinated for medical reasons
- 10.3.6. If you are not legally required to self-isolate, [follow the guidance for contacts who are not required to self-isolate](#).
- 10.3.7. If you are a contact of someone who has had a positive test result for COVID-19 and you are aged over 18 years and 6 months and not fully vaccinated, you are legally required to self-isolate. This does not apply if you have taken part in or are currently part of an approved COVID-19 vaccine trial or you are not able to get vaccinated for medical reasons.
- 10.3.8. Self-isolation means you must stay at home and not leave the house. Do not go to work, school, or public areas, and do not use public transport or taxis. There is further information on how to self-isolate later in this guidance. Do not go outside even to buy food or other essentials, except in certain specific circumstances. Any exercise must be taken within your home, garden or private outdoor space.

If you have symptoms or test positive

- 10.3.9. If you develop [COVID-19 symptoms](#), self-isolate immediately and [get a PCR test](#), even if your symptoms are mild. This is because many people experience mild symptoms from COVID-19, but may still pass on the virus to others.
- 10.3.10. The most important symptoms of COVID-19 are recent onset of any of the following:
- a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell
- 10.3.11. You should self-isolate at home while you [get a PCR test](#) and wait for the results. You must self-isolate if you test positive. This is the law, regardless of whether you have been vaccinated. Self-isolating is important because you could pass the infection on to others, even if you do not have symptoms.

In England and in Wales, regardless of your vaccination status, confirmed cases of COVID-19 may end self-isolation on day seven by taking lateral flow tests on day six and day seven, 24 hours apart, providing both test results are negative and you do not have a high temperature.

If both your LFT test results are negative, it is likely that you were not infectious at the time the tests were taken. However, to further reduce the chance of passing COVID-19 on to others, if you leave self-isolation after 7 full days you are strongly advised to:

- * not visit vulnerable people such as those in care homes or hospitals and disclose your status if it is absolutely necessary to attend such places
- * try and minimise contact with others and avoid crowded settings particularly indoor settings
- * work from home if you are not already doing so
- * pay extra attention to hand washing and wearing a face covering

You should follow this advice until 10 full days from when your self-isolation period started.

If you are in Scotland you must self isolate for the full 10 days

Guidance on self-isolating

10.3.12. When self-isolating, follow the:

- [stay-at-home guidance for people with suspected or confirmed COVID-19](#)
- [stay-at-home guidance for non-household contacts of people with confirmed COVID-19](#)

This will help reduce the risk of spreading COVID-19 to other members of your household and community. In both cases you must isolate at all times and not have contact with other people. There are only very limited circumstances when you do not have to do this, such as seeking medical assistance. If you do leave your home during your period of self-isolation for a permitted reason, you should maintain social distancing, keep 2 metres apart from other people, and wear a face covering where possible.

How long do I need to self-isolate for

10.3.13. **The self-isolation advice for England, Wales and Northern Ireland have changed.** Anyone aged 5 years and over, who has been identified as a **contact of someone with COVID-19** and who is **not legally required to self-isolate**, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. You are advised to take this daily lateral flow test before you leave home for first time that day. If any of these LFD tests are positive they should self-isolate in order to protect other people.

In Scotland you are required to isolate for 10 days. In [Northern Ireland](#) the requirements are also different.

- 10.3.14. **If you are legally required to self-isolate**, your isolation period includes the date of your last contact with the person who has a positive test result for COVID-19 and the next 10 full days. This means that if, for example, your last contact with them was at any time on the 15th of the month your isolation period ends at 23:59 on the 25th.
- 10.3.15. In some circumstances, the person you had close contact with will be asked by NHS Test and Trace to take a follow-up COVID-19 test. If this second test result is negative it is unlikely that they have COVID-19. If this happens, NHS Test and Trace will contact you to let you know that you can stop self-isolating.
- 10.3.16. You can only stop your self-isolation before 10 full days have been completed if you have been contacted by NHS Test and Trace and advised to do so. Otherwise, you must continue to self-isolate and follow this guidance.

Arrange to have a PCR test during your isolation period

- 10.3.17. You are advised to take a single PCR test while you are self-isolating. You should take this PCR test because you are at a higher risk of being infected. The results of the PCR test will help NHS Test and Trace contact people who may have caught the virus from you. They can then self-isolate and avoid passing it on to others.
- 10.3.18. You should arrange to have this test as soon as possible within your 10 day isolation period.
- 10.3.19. If your PCR test result during your isolation period is negative, you must continue to self-isolate as you could still become infectious and pass the infection onto others. Stay at home for your full isolation period to avoid putting others at risk.
- 10.3.20. If your PCR test result is positive, follow the stay at home guidance for people who have tested positive for COVID-19, and start a further full 10 day isolation period. This begins from when you took the PCR test, regardless of where you are in your original 10 day isolation period. This means that your total isolation period will be longer than 10 days.

Considerations for your household while you are self-isolating

- 10.3.21. If you are legally required to self-isolate, your household does not need to self-isolate with you if you do not have symptoms of COVID-19 or have not received a positive PCR test result. They should take extra care to follow the guidance on how to stay safe and help to prevent the spread of COVID-19. It is very important that they follow this advice even if you feel well, as symptoms can take up to 10 days to appear from your last contact with the person who has tested positive for COVID-19. This will help protect your family, friends and the NHS. Self-isolation protects the most vulnerable in society by reducing the chance of spread of COVID-19 in the wider community.

- 10.3.22. Not all these measures will be possible if you, or those you are living with, have conditions such as learning disabilities, autism or serious mental illness. Please keep following this guidance to the best of your ability, while keeping yourself and those close to you safe and well, ideally in line with any existing care plans.
- 10.3.23. Staying at home for a prolonged period can be difficult, frustrating and lonely for some people. The [Every Mind Matters](#) website contains information and tips to help you look after your mental health and wellbeing.
- 10.3.24. You may be entitled to a one-off payment of £500 through the NHS Test and Trace Support Payment scheme if you are required to stay at home and self-isolate, or you are the parent or guardian of a child who has been told to self-isolate. You should visit your local authority website for information on Test and Trace Support Payments and other practical support offered in your area including help accessing food. If you require prescription medication there is a medicine delivery service available through pharmacies and dispensing GPs.
- 10.3.25. You could be fined if you do not self-isolate after being told to by NHS Test and Trace. It is also an offence to knowingly provide false information about your close contacts to NHS Test and Trace. Failure to comply with these requirements may result in a fine of up to £10,000. These regulations will only apply in England.

What to do if you develop symptoms of COVID-19 during your isolation period

- 10.3.26. If you are legally required to self-isolate because you are a contact of someone with COVID-19 and you develop symptoms of COVID-19 during your isolation period, stay at home and [arrange to have a PCR test](#).
- 10.3.27. As soon as your symptoms start, you and anyone in your household should follow the Stay at home: Guidance for households with possible or confirmed COVID-19. If your test result is positive, you and your household should continue to [follow the Stay at home guidance](#).
- 10.3.28. If your test result is negative, then you must still complete the full 10 days of self-isolation, as you could still develop COVID-19. Continue to follow this guidance.
- 10.3.29. If someone that you live with develops symptoms during your isolation period, they will need to self-isolate. You and your household should [follow the Stay at home guidance](#).

Symptoms after your isolation period has ended

- 10.3.30. If you develop symptoms of COVID-19 after your 10 day isolation period has ended, stay at home, [arrange to have a PCR test](#), and follow the [Stay at home guidance](#). If your PCR test result is positive, you must self-isolate for a further 10 days.

Contacts who are not required to self- isolate

- 10.3.31. If you have had contact with someone who has COVID-19 you are at higher risk of becoming infected yourself and are strongly advised to take daily LFDs for 7 days.

- 10.3.32. If you have been in contact with someone who has tested positive for COVID-19, you are not legally required to self-isolate if you are fully vaccinated or you are below the age of 18 years 6 months. You are also not legally required to self-isolate if you have taken part in or are currently part of an approved COVID-19 vaccine trial or you are not able to get vaccinated for medical reasons.
- 10.3.33. COVID-19 vaccines reduce the risk of you becoming severely ill if you catch COVID-19. If you are vaccinated against COVID-19 you may still catch it and pass it on to others, even if you do not have any symptoms.
- 10.3.34. LFD tests are very good at identifying people who have high levels of coronavirus and are most likely to pass on infection to others, even if you do not have symptoms. You are therefore strongly advised to take daily LFD tests during the period you are at highest risk of becoming infected yourself.
- 10.3.35. If you are aged 5 years and over and have been identified as a contact of someone with COVID-19, but are not legally required to self-isolate, you are strongly advised to:
- take an LFD test every day for 7 days, or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier
 - take this daily test before you leave the household for the first time that day
- 10.3.36. If you have been informed by NHS Test and Trace that you are a contact of someone who has tested positive for COVID-19 but they have not been able to tell you the date you had contact with this person, you should take an LFD test every day for 7 days.
- 10.3.37. If you take an LFD test and the result is positive, you should immediately self-isolate to prevent you from passing the infection on to other people. You should [arrange to have a PCR test](#). If this PCR test result is positive, you must self-isolate for 10 full days starting from the date the PCR test was taken. If this PCR test result is negative, you can stop self-isolating but you should continue to take your daily LFD tests.
- 10.3.38. If your LFD test result is negative, it is likely that you were not infectious at the time when the test was taken. To further reduce the chance of passing COVID-19 on to others, you are strongly advised to:
- limit close contact with people outside your household, especially in crowded, enclosed or poorly ventilated spaces
 - work from home if you are able to
 - wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people
 - limit contact with anyone who is at higher risk of severe illness if infected with COVID-19
 - follow the guidance on [how to stay safe and help prevent the spread](#)
- 10.3.39. Follow this advice for the 10 days after your most recent contact with the person who has tested positive for COVID-19.

- 10.3.40. If you develop symptoms at any time, even if these are mild, self-isolate immediately, [arrange to have a COVID-19 PCR test](#) and [follow the guidance for people with COVID-19 symptoms](#). If you take an LFD test and the result is positive, you should also self-isolate and arrange to have a PCR test.
- 10.3.41. Contacts who need to self-isolate will usually be notified and advised to do so by NHS Test and Trace, including by the NHS COVID-19 app. If you believe that you are a contact of someone with COVID-19 but have not yet been notified by NHS Test and Trace, you should carefully follow the guidance on [how to stay safe and prevent the spread of COVID-19](#). In this circumstance you can arrange to take LFD tests every day for 7 days or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier, even if you do not have symptoms. This is because you may be at higher risk of being infected.
- 10.3.42. If you are concerned that you may have symptoms of COVID-19, or you live with someone who has symptoms of COVID-19, [follow the Stay at home: guidance for households with possible or confirmed COVID-19](#).
- 10.3.43. If you believe that you are a contact of someone with COVID-19 who has not received their test result yet, you should carefully [follow the guidance on how to stay safe and prevent the spread of COVID-19](#). At this stage, you do not need to self-isolate.
- 10.3.44. Contacts who need to self-isolate will usually be notified and advised to do so by NHS Test and Trace, including by the NHS COVID-19 app. If you believe that you are a contact of someone with COVID-19 but have not yet been notified by NHS Test and Trace, you should carefully [follow the guidance on how to stay safe and prevent the spread of COVID-19](#) until they receive their test result.
- 10.3.45. If you are concerned that you may have symptoms of COVID-19, or you live with someone who has symptoms of COVID-19, follow the [Stay at home: guidance for households with possible or confirmed COVID-19](#).
- 10.3.46. You can find further [guidance for household contacts](#) and [guidance for non-household contacts](#) of people with confirmed COVID-19 infections.

Advice for employers

10.3.47. Enable workers to work from home while self-isolating if appropriate. It's illegal to knowingly require or encourage someone who is being required to self-isolate to come to work.

10.3.48. See current guidance related to statutory sick pay due to COVID-19 for:

[– employees](#)

[– employers](#)

10.4. [Equality in the workplace](#)

Objective: To make sure that nobody is discriminated against.

10.4.1. When applying this guidance, be mindful of the particular needs of different groups of workers or individuals.

10.4.2. It's against the law to discriminate against anyone because of their age, sex, disability, race or other 'protected characteristic'.

[Read the government guidance on discrimination](#)

As an employer, you have particular responsibilities towards:

- disabled workers
- workers who are new mothers or pregnant

You will usually need to:

- Understand and take into account the particular circumstances of those with different protected characteristics.
- Involve and communicate appropriately with workers whose protected characteristics might either:
 - expose them to a different degree of risk
 - make any steps you're thinking about inappropriate or challenging for them
- Consider if you need to put in place any particular measures or adjustments to take account of your duties under equalities legislation.
- Make reasonable adjustments to avoid disabled workers being put at a disadvantage.
- Assess the health and safety risks for new or expectant mothers.
- Make sure any steps you take do not have an unjustifiable negative impact on some groups compared to others. For example, those with caring responsibilities or religious commitments.

11. Ventilation

Objective: To use ventilation to mitigate the risk of aerosol spread of COVID-19 in enclosed spaces.

- 11.1.1. Let fresh air in if you meet indoors. Meeting outdoors is safer. Good ventilation brings fresh or cleaned air into indoor spaces. The more fresh air that is brought inside, the more diluted any airborne virus will become. In poorly ventilated spaces, residual virus can remain in the air after an infected person has left and increase the risk of COVID-19 spreading.
- 11.1.2. You should maximise the supply of fresh air in your premises. You can do this through:
 - fully or partially opening windows, air vents and doors to improve natural ventilation
 - if you use mechanical ventilation, ensuring that your systems are set to maximise fresh air and minimise air recirculation. Maximising the amount of fresh air your system draws in or ensuring additional fresh air will help avoid COVID-19 spreading
 - identifying any poorly ventilated spaces as part of your risk assessment, and taking steps to improve fresh air flow in these areas (see below for further details)
- 11.1.3. You can also encourage the use of outside space where practical, in particular for higher risk activity such as exercise or when people are singing or raising their voices.

11.2. Identifying poorly ventilated spaces

- 11.2.1. The priority for your risk assessment is to identify areas of your workplace that are usually occupied, and poorly ventilated.
- 11.2.2. You should prioritise these areas for improvement to reduce the risk of aerosol transmission.
- 11.2.3. HSE provides guidance on how to identify a poorly ventilated space. It also explains steps you can take to improve ventilation in these spaces. [Read the advice on air conditioning and ventilation.](#)
- 11.2.4. If you can't improve ventilation in poorly ventilated spaces, you should consider whether it's safer to restrict the time spent in these spaces and the number of people that access these spaces or stop using them.

11.3. Using carbon dioxide (CO₂) monitors

- 11.3.1. People exhale carbon dioxide (CO₂) when they breathe out. If there is a build-up of CO₂ in an area it can indicate that ventilation needs improving.
- 11.3.2. Although CO₂ levels are not a direct measure of possible exposure to COVID-19, checking levels using a monitor can help you identify poorly ventilated areas. [Read HSE advice on how to use a CO₂ monitor.](#)
- 11.3.3. CO₂ measurements should be used as a broad guide to ventilation within a space rather than treating them as safe thresholds.

- 11.3.4. Outdoor levels are around 400 parts per million (ppm) and indoors a consistent CO₂ value less than 800ppm is likely to indicate that a space is well ventilated.
- 11.3.5. A CO₂ concentration of above 1500ppm in a space is an indicator of poor ventilation. You should take action to improve ventilation where CO₂ readings are consistently higher than 1500ppm.
- 11.3.6. Where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercising), providing ventilation sufficient to keep CO₂ levels below 800ppm is recommended.

11.4. [Where CO₂ monitors can help](#)

- 11.4.1. CO₂ monitors can be used to check ventilation in a wide range of settings.
- 11.4.2. In large areas, multiple sensors may be required to provide meaningful information.
- 11.4.3. There are some spaces where CO₂ monitors are less likely to provide useful readings. These are:
 - areas occupied by people for short periods or for varying amounts of time
 - areas where air cleaning units are in use. Filtration can remove contaminants like COVID-19 from the air but not remove CO₂
 - small spaces like changing rooms, toilets or small meeting rooms
 - spaces used by low numbers of people
 - areas where CO₂ is produced as part of a work process
- 11.4.4. [Read advice on the suitability of CO₂ monitoring in different types of space.](#) Where CO₂ monitors cannot be used, you should still provide adequate ventilation.

12. [Reducing contact for workers](#)

Objective: Reducing the risk of spreading COVID-19 by reducing the number of people workers come into contact with.

- 12.1.1. From Step 4, social distancing guidance no longer applies and there are no limits on social contact between people from different households. COVID-19 can still be spread through social contact. You can mitigate this risk by reducing the number of people your workers come into contact with.
- 12.1.2. Examples of ways to do this include:
 - reducing the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others)
 - reviewing layouts, using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each)

- 12.1.3. You should take account of those with protected characteristics and discuss with disabled workers what reasonable adjustments can be made to the workplace so they can work safely.

12.2. [Workplaces and workstations](#)

Objective: To reduce contact between people when they're at their workplaces and workstations, if possible.

- 12.2.1. Workstations should be assigned to an individual if possible. Often this will not be possible, and if they need to be shared, there should be ways to clean them between each user.

13. [Reducing risk for your customers, visitors and contractors](#)

13.1. [Providing and explaining available guidance](#)

Objective: To make sure people understand what they need to do to maintain safety.

Consider:

- Providing clear guidance on how to reduce the risk of spreading COVID-19 to people when they arrive. For example, by phone, on the website or by email or with on-site signage and visual aids. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.
- Establishing host responsibilities related to COVID-19. Provide any necessary training for people who act as hosts for visitors.
- Reviewing entry and exit routes for visitors and contractors. Do this to minimise contact with other people.
- Coordinating and cooperating with other occupiers, if you share facilities with other businesses. This includes landlords and other tenants.
- Tell visitors they should be prepared to remove face coverings if asked to do so by police officers and staff for identification.
- Ensuring the information you provide to visitors does not compromise their safety.

13.2. [Working in other people's homes](#)

Objective: To work safely in other people's homes

- 13.2.1. If you're going to someone else's home to work, for example to provide professional services, you should communicate with households before any visits to discuss how the work will be carried out to reduce risk for all parties.
- 13.2.2. You should not carry out work in households that are isolating because one or more family members has symptoms, unless you're remedying a direct risk to the safety of the household or the public.
- 13.2.3. When you're working in a household where somebody is clinically vulnerable, make prior arrangements to avoid any face-to-face contact. You should be

particularly strict about handwashing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues.

Consider:

- Asking households to leave all internal doors open, to minimise contact with door handles.
- Identifying busy areas across the household where people travel to, from or through. For example, stairs and corridors. Minimise movement within these areas.
- Taking breaks outside where possible.
- Limiting the number of workers within a confined space.
- Arranging methods of safely disposing of waste with the householder.
- Allocating the same worker to the same household each time there is a visit where possible. For example, the same cleaner each time.

14. [Cleaning the workplace](#)

14.1. [Before reopening](#)

Objective: To make sure any site or location that has been closed or partially operated is clean, and ready to restart.

Before you restart work, you should :

- assess all sites, or parts of sites, that have been closed
- review cleaning procedures and provide hand sanitiser

Consider:

- Checking if you need to service or adjust ventilation systems.
- Most air conditioning systems do not need adjustment if they draw in a supply of fresh air. See the HSE guidance on ventilation and air conditioning for more information.
- Positive pressure systems can operate as normal.
- Restart and test specialist equipment which may have been unused for longer than usual.

14.2. [Keeping the workplace clean](#)

Objective: To keep the workplace clean and prevent the spread of COVID-19 from touching contaminated surfaces.

Consider:

- Cleaning work areas and equipment between uses. Use your usual cleaning products.
- Determining the required cleaning process for expensive equipment that cannot be washed down. Design protection around machines and equipment.

- Frequently cleaning objects and surfaces that people touch regularly. This includes door handles and keyboards. Make sure there are adequate disposal arrangements for cleaning products.
- Clearing workspaces and remove waste and belongings from the work area at the end of a shift.
- If you're cleaning after a known or suspected case of COVID-19, refer to the [guidance on cleaning in non-healthcare settings](#).
- Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. You should refer to [the guidance on how to dispose of personal or business waste, including face coverings and PPE](#).

14.3. [Hygiene: handwashing, sanitation facilities and toilets](#)

Objective: To help everyone keep good hygiene through the working day.

Consider:

- Using signs and posters to make people aware:
 - how to wash their hands well
 - that they should wash their hands frequently
 - that they should not touch their faces
 - they should cough or sneeze into a tissue which is binned safely, or into their arms if a tissue is not available
- Providing regular reminders and signage to maintain hygiene standards.
- Providing hand sanitiser in multiple accessible locations, as well as washrooms. Consider the needs of people with disabilities.
- Setting clear use and cleaning guidance for toilets. This is to ensure they're kept clean.
- Enhancing cleaning for busy areas.
- Taking special care when cleaning portable toilets.
- Providing more waste facilities, and more frequent rubbish collection.
- Providing hand drying facilities. Provide paper towels, continuous roller towels, or electrical dryers.
- Keeping the facilities well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible.

14.4. [Changing rooms and showers](#)

Objective: To reduce the risk of COVID-19 spreading in customer changing rooms.

- 14.4.1. The enclosed nature of changing rooms may result in increased risk of COVID-19 spreading.
- 14.4.2. You should manage them carefully to reduce that risk. Businesses should update their risk assessments for each premises where changing rooms are being used.
- 14.4.3. You should ensure adequate ventilation in changing rooms. For example, by ensuring mechanical ventilation works effectively and opening windows and vents where possible. Read the HSE advice on air conditioning and ventilation.

Consider:

- Setting clear use and cleaning guidance for showers, lockers and changing rooms. This is to ensure they're kept clean and clear of personal items.
- Enhancing cleaning of all facilities regularly during the day and at the end of the day. Use normal cleaning products. Pay attention to frequently hand touched surfaces, and consider using disposable cloths or paper roll to clean all hard surfaces.
- Keeping the facilities well ventilated. For example, by ensuring any mechanical ventilation works effectively and opening windows and vents where possible.
- Making hand sanitiser available on entry and exit.

14.5. [Handling goods, merchandise and other materials, and onsite vehicles](#)

Objective: To reduce the spread of COVID-19 through contact with objects coming into the workplace, and vehicles at the worksite.

Consider:

- Putting in place cleaning procedures for goods and merchandise entering the site.
- Putting in place cleaning procedures for the parts of shared equipment people touch after each use. Consider all equipment, tools and vehicles.
- Encouraging people to wash their hands more often. Put in place more handwashing facilities for workers who handle goods and merchandise. Provide hand sanitiser where this is not practical.
- Regularly cleaning vehicles workers may take home.

15. [Personal protective equipment \(PPE\) and face coverings](#)

15.1. [Personal protective equipment \(PPE\)](#)

- 15.1.1. Where you're already using PPE in your work activity to protect against non-COVID-19 risks, you should keep doing so. Any use of PPE should be determined by an assessment of risks in the workplace.
- 15.1.2. Do not encourage the precautionary use of PPE to protect against COVID-19 unless you're in a clinical setting or responding to a suspected or confirmed case of COVID-19.
- 15.1.3. Unless you're in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that PPE has an extremely limited role in providing extra protection.
- 15.1.4. If your risk assessment does show that PPE is required, you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

15.2. [Face coverings](#)

- 15.2.1. A face covering is something which safely covers your mouth and nose.

- 15.2.2. Face coverings are required in most public settings except hospitality. People should wear face coverings in crowded and enclosed settings where they come into contact with people they do not normally meet. Where worn correctly, this may reduce the risk of transmission to themselves and others. Be aware that workers may choose to wear a face covering in the workplace.
- 15.2.3. Consider encouraging the use of face coverings by workers (for example through signage), particularly in indoor areas where they may come into contact with people they do not normally meet. This is especially important in enclosed and crowded spaces.
- 15.2.4. When deciding whether you will ask workers or customers to wear a face covering, you would need to consider the reasonable adjustments needed for staff and clients with disabilities. You would also need to consider carefully how this fits with other obligations to workers and customers arising from the law on employment rights, health and safety and equality legislation.
- 15.2.5. Some people are not able to wear face coverings, and the reasons for this may not be visible to others. Please be mindful and respectful of such circumstances. Be aware that face coverings may make it harder to communicate with people who rely on lip reading, facial expressions and clear sound.

Advising your workers

- 15.2.6. If your workers choose to wear a face covering, you should support them in using face coverings safely. This means telling them:
 - wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on face coverings. They should also do this before and after removing them
 - avoid touching their faces or face coverings. Otherwise they could contaminate them with germs from their hands
 - change their face coverings if they become damp or they've touched them
 - continue to wash their hands regularly
 - change or wash their face coverings daily
 - if the material is washable, to wash it in line with manufacturer's instructions. If it's not washable, to dispose of it carefully in their usual waste

16. [Workforce management](#)

16.1. [Outbreaks in the workplace](#)

Objective: To provide guidance if there is a COVID-19 outbreak in your workplace.

You will usually need to:

- Make sure your risk assessment includes an up-to-date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible. The SPOC should lead on contacting local Public Health teams.

- If you become aware of any positive cases of COVID-19 in your workplace, you should inform your [Local Authority public health team](#).
- You should immediately identify any close workplace contacts and ask them to self-isolate unless they're exempt from self-isolation¹³. You should not wait for NHS Test and Trace. This prompt action will help reduce the risk of a workplace outbreak.

16.1.1. If your local PHE health protection team declares an outbreak, you will be asked to:

- record details of symptomatic staff
- assist with identifying contacts

You should therefore ensure all employment records are up to date.

16.1.2. You will be provided with information about the outbreak management process. This will help you to:

- implement control measures
- assist with communications to staff
- reinforce prevention messages

16.2. [Work-related travel](#)

Cars, accommodation and visits

Objective: To keep people safe when they travel between locations.

Consider:

- Encouraging people travelling together in any one vehicle to, wherever possible:
 - use fixed travel partners
 - do not sit face-to-face
 - open windows
- Providing adequate ventilation by switching on ventilation systems that draw in fresh air or opening windows. You could open windows only partially if it's cold. For more information on ventilation in vehicles [read the guidance on ventilation and air conditioning](#).
- Cleaning shared vehicles between shifts or on handover.

16.3. [Communications and training](#)

Returning to Work

Objective: To make sure all workers understand COVID-19 related safety procedures.

Consider:

¹³ i.e. people who have been fully vaccinated or are otherwise exempt

- Communicating clearly, consistently and regularly. This will improve understanding and consistency of ways of working.
- Engaging with workers through existing communication routes and worker representatives. Do this to explain and agree any changes in working arrangements.
- Developing communication and training materials for workers prior to returning to site. This is especially important for new procedures for arrival at work.

16.4. [Ongoing communications and signage](#)

Objective: To make sure all workers are updated on how you're implementing or updating safety measures.

You will usually need to:

- Engage with workers on an ongoing basis. This includes dealing with trade unions, or employee representative groups. Do this to monitor and understand any unforeseen impacts of changes to working environments.
- Be aware of and focus on mental health. Mental health is important, especially during times of uncertainty like today. The government has published [guidance on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#).
- Use simple, clear messaging to explain guidelines using images and clear language. You should consider people:
 - who do not have English as their first language
 - who have protected characteristics, such as visual impairments
- Use visual communications to explain changes to schedules or breakdowns. For example, whiteboards or signage. Do this to reduce the need for face-to-face communications.
- Communicate approaches and operational procedures with suppliers, customers or trade bodies to help their adoption and to share experience.

17. [Tests and vaccinations](#)

17.1.1. It's important that you continue to put measures in place to reduce the risk of COVID-19 transmission. This is important even if your workers have:

- received a recent negative test result
- had the vaccine (either 1 or 2 doses)
- natural immunity (based on proof of a positive PCR within the past 180 days)

17.1.2. Where you're providing testing on-site, you should ensure that workplace testing is carried out in a safe manner and in an appropriate setting where control measures are in place to manage the risk of COVID-19 transmission during the testing process.

These include:

- frequent cleaning
- good hygiene

- adequate ventilation

17.1.3. You should also ensure that an appropriate setting is available for individuals to wait in while their test is processed.

17.2. [Accessing testing](#)

17.2.1. Anyone with coronavirus symptoms can [get a free NHS test](#).

17.2.2. Employees who do not have symptoms of COVID-19 can access testing free of charge at home or at a test site. [Read guidance on accessing tests if you do not have symptoms of COVID-19](#).

17.2.3. You can also pay an approved provider to provide tests or run a test site for your workplace. [Read guidance on getting COVID-19 tests for your employees](#).

17.2.4. Regular testing could help identify more positive cases of COVID-19 in the workplace. [Read further guidance on your options for workplace testing](#), or call 119 for more information.

17.3. [Encouraging vaccination](#)

17.3.1. Vaccination is voluntary but employers should strongly recommend that their employees get fully vaccinated at the earliest opportunity. If any employee decides not to be vaccinated, employers should be careful not to discriminate against the employee. Refer to the section in the Guidance on [Equality in the Workplace](#). Employers should take specialist advice if they propose to record their employees' vaccination status.

17.3.2. The UK government has produced a toolkit for employers to use in encouraging vaccination take up. This includes workplace posters and FAQ documents. <https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/employer-toolkit/>

18. [International Travel to/from the UK](#)

- 18.1.1. **The following restrictions apply to ENGLAND ONLY.** There are separate rules for arrivals in [Wales](#), [Scotland](#) and [Northern Ireland](#).
- 18.1.2. From 4am on Tuesday 7 December, anyone aged 12 and above wishing to travel to the UK must show a negative pre-departure test as close as possible to departure and not more than 48 hours before.
- This now means that if you are fully vaccinated and arrive in the UK from a country not on the red list, you must:
- take a pre-departure COVID-19 test in the two days before you travel
 - on arrival, quarantine at home or in the place you are staying
 - take a PCR test on or before the end of day 2 after you arrive (lateral flow tests will not be accepted)
 - only end quarantine if your PCR test result is negative
- NB: All close contacts of suspected or confirmed COVID-19 Omicron cases are required to self isolate for 10 days regardless of vaccination status.
- 18.1.3. International countries and territories categorised as either Red or the Rest of the World. The Amber and Green lists are no longer required.
- 18.1.4. There are [different rules if you have been in a red list country or territory](#) in the 10 days before you arrive in England. Red list rules apply whether you are fully vaccinated or not.
- 18.1.5. The risk posed by individual countries and territories is monitored continuously and the red list is reviewed every 3 weeks. Countries and territories can be added to the list or taken off it more frequently if conditions change.
- 18.1.6. [Sign up for an email alert](#) to be notified when the red list is updated.

18.2. [Check if you qualify as fully vaccinated](#)

- 18.2.1. Fully vaccinated means that you have had a complete course of an approved vaccine at least 14 days before you arrive in England. The day you had your final dose does not count as one of the 14 days.
- 18.2.2. The vaccine must be administered under either:
- the UK vaccination programme
 - the United Nations vaccine programme for staff and volunteers
 - an overseas vaccination programme with an approved proof of vaccination for travel to the UK
- [Check which vaccines are approved and the list of countries and territories with approved vaccination programmes.](#)
- 18.2.3. Even if you are not fully vaccinated, the fully vaccinated rules apply if you:

- are under 18 and resident in the UK or one of the approved countries
- are taking part in an approved COVID-19 vaccine trial in the UK or the USA (US residents only for USA trials)
- unable to have a COVID-19 vaccination for a medical reason which has been approved by a clinician under the new medical exemptions process, and you are resident in England

[Read about applying for a medical exemption from vaccination using the NHS COVID Pass if you live in England.](#)

18.2.4. If you are fully vaccinated under the UK vaccination programme, you can prove your vaccination status using either:

- [NHS COVID Pass](#) for England and Wales
- [NHS Scotland COVID Status app](#)
- [COVIDCert NI](#) in Northern Ireland
- Paper certificates are also available.

18.2.5. There are different ways to prove your vaccination status if you were vaccinated outside of the UK. [Check what proof is required for the country or territory where you were vaccinated.](#)

18.2.6. If you cannot prove that you qualify under the fully vaccinated rules, you must follow the rules for people who are not fully vaccinated.

Medical and work-related exemptions

18.2.7. Some people cannot be fully vaccinated for medical reasons. Read more about medical exemptions from vaccination.

18.2.8. There are also medical exemptions from:

- [testing before travel to England](#)
- [quarantine for people having medical treatment](#)

18.2.9. Some people are exempt from some or all of the requirements [because of the job they do.](#)

18.3. Travel to England for fully vaccinated persons from non-Red List countries

18.3.1. There are different rules if you have been in a red list country in the 10 days before you arrive in England. [Check which countries and territories are on the red list and read the red list rules.](#)

Before you travel – fully vaccinated

18.3.2. Before you travel to England you must:

- take a [pre-departure COVID-19 test](#) in the two days before you travel to the UK (travellers aged 12 and above only)
- [book and pay for a day 2 COVID-19 test](#) – to be taken after arrival in England
- [complete a passenger locator form](#) – to be completed in the 48 hours before you arrive in England
- Take a COVID-19 PCR test on or before day 2 after you arrive in the UK and [quarantine in your home or the place you are staying](#) while you await your test result.
 - If the test result is negative, you can end your quarantine immediately.
 - If your test result is positive, you must self-isolate for 10 full days.
 - If your test result is unclear, you must self-isolate for 10 full days.
 - The day you took the test is day 0.

18.3.3. You can choose to take another private PCR test. If the result is negative, you can stop self-isolating. If your test result is delayed, you must quarantine until you receive a negative test result or until day 14 after arrival, whichever is sooner.

18.3.4. If you are in the UK for less than 2 days, you must quarantine until you leave the UK, whichever is sooner.

You will need to enter your COVID-19 test booking reference number on your passenger locator form.

When you arrive in England -fully vaccinated

18.3.5. **After you arrive in England you must take a PCR COVID-19 test on or before day two. Lateral flow tests will not be accepted..** You must [book this PCR test](#) before you travel. If you will be in England for less than 2 days you still need to book and pay for a day 2 COVID-19 test. You only need to take the test if you are still in England on day 2.

18.3.6. **You must self-isolate in your home or the place you are staying until you receive your test result.** Note that you do not need to wait until day two to take this test and therefore if negative, can end your self isolation earlier

18.3.7. If your PCR test results are delayed, you must self-isolate until your test result is known or until day 14 after arrival, whichever is sooner.

18.4. [Travel to England if you are not fully vaccinated from non-Red List countries](#)

18.4.1. There are different rules if you have been in a red list country in the 10 days before you arrive in England. [Check which countries and territories are on the red list and read the red list rules.](#)

Check the section above in this guidance to see if you qualify as fully vaccinated.

Before you travel to England – not fully vaccinated

18.4.2. Before you travel to England you must:

- take a COVID-19 test – to be taken in the 2 days before you travel to England
- [book and pay for day 2 and day 8 COVID-19 tests](#) – to be taken after arrival in England. [Read more about taking a COVID-19 test before you travel to England.](#)
- [complete a passenger locator form](#) – to be completed in the 48 hours before you arrive in England

When you arrive in England – not fully vaccinated

18.4.3. After you arrive in England you must:

- [quarantine at home or in the place you are staying for 10 days](#)
- take your pre-booked COVID-19 test on or before day 2 and on or after day 8 – you must [book these tests](#) before you travel

If you are in England for less than 10 days, you need to quarantine for the time you are here. You need to book day 2 and day 8 travel tests. You only need to take the tests if you are still in England on those days.

18.5. [Test to Release scheme](#)

- 18.5.1. In England, if you need to [quarantine](#), you may be able to end quarantine early if you pay for a private COVID-19 test through the [Test to Release scheme](#).
- 18.5.2. Under the Test to Release scheme you can choose to pay for a private COVID-19 test on day 5. If the result is negative (and the result of your day 2 test result was negative or inconclusive) you can end your quarantine.
- 18.5.3. You cannot take your Test to Release test until you have been in England for 5 full days.
- 18.5.4. The scheme is voluntary and applies to those quarantining in England only.
- 18.5.5. If you do not want to opt into the Test to Release scheme, you will need to quarantine for 10 days.
- 18.5.6. You cannot take part in the scheme if you have been in or through a [country or territory on the red list](#) in the 10 days before you arrive in England.
- 18.5.7. The Test to Release scheme is for people who need to quarantine on arrival in England. You don't need to quarantine if your [job is listed as being exempt from the requirement to quarantine](#). (e.g. The exemption for film & HETV workers)
- 18.5.8. You can also opt in to the Test to Release scheme if you have a qualified exemption and are only allowed to leave quarantine for some, work-related activities.
- 18.5.9. To take part in the scheme you need to:

- [Book a test before you travel to England.](#)
- Enter details of your test in the [passenger locator form](#).

- 18.5.10. You will have to pay the private test provider for your test. You will need to book an individual test for each person opting into Test to Release, including children of all ages.
- 18.5.11. The test provider will either send a test to your address or you can attend a testing site. You may leave your house to post your test or to travel directly to and from the testing site. You should follow [safer travel guidance](#) and avoid public transport if possible.
- 18.5.12. If you choose Test to Release, you must still [book and take your 2 compulsory travel tests](#). You can book Test to Release at the same time as your compulsory tests.
- 18.5.13. If you decide to take part in the scheme after you have arrived in England, you will need to complete another [passenger locator form](#).

18.6. [Quarantine rules](#)

- 18.6.1. If you do not qualify as fully vaccinated, you must [quarantine at home or in the place you are staying for 10 days](#) on arrival in England from a non-Red List country. You can take a Test to Release test no earlier than the 5th day after arrival in England.
- 18.6.2. You may be fined if you do not quarantine. The fine is £1,000 for the first time, up to £10,000 for further breaches.

Example

You arrive in England on Monday. Tuesday will be your first full day of quarantine. You can take a Test to Release test no earlier than the 5th day after arrival in England - Saturday. You must continue to quarantine while you await your test result.

- 18.6.3. If the result for your day 5 test is negative (and the result of your day 2 test result was negative or inconclusive) you can stop quarantine as soon as you receive the result.
- You still need to take the compulsory test on or after day 8.
- 18.6.4. If the Test to Release or day 8 test is positive, you need to quarantine for a further 10 days. Count the 10 days starting from the day after you took the test, or from when you first had symptoms if that is earlier.

People you live with in the UK, or people you are staying with, should also quarantine for 10 days from the date of your positive test.

If your Test to Release test is positive, you do not need to take the day 8 test.

- 18.6.5. If the result from your test is inconclusive you must continue to quarantine. You can choose to take another privately provided test to find out if you can stop quarantine early.
- 18.6.6. You cannot use tests provided by NHS Test and Trace under this scheme. Use one of the [listed private test providers](#). You can be fined if you use a negative NHS test result to end your self-isolation period early.
- 18.6.7. If NHS Test and Trace notify you that you've been in contact with someone who tested positive, you must self-isolate for 10 days, unless you have been fully vaccinated in the UK. You must do this even if you have had a negative test result under the Test to Release scheme and stopped self-isolating.
- 18.6.8. If you are told to self-isolate by NHS Test and Trace before you take a test under the Test to Release scheme, you should:
- cancel your test
 - continue self-isolating for 10 days from when you were last in contact with the person who tested positive for coronavirus

[Read further guidance on what to do if you're contacted by NHS Test and Trace.](#)

- 18.6.9. If you have coronavirus symptoms then you should take an NHS Test and Trace test as soon as you can. You should take an NHS Test and Trace test even if you have recently received a negative result for another test.
- 18.6.10. You cannot use a test taken through NHS Test and Trace to shorten your self-isolation period. You must continue to self-isolate if the result from an NHS Test and Trace test is negative.

[Read about self-isolating following a positive test result.](#)

18.7. [Travel to England from within the UK, Ireland, the Channel Islands or the Isle of Man](#)

- 18.7.1. If you're travelling to England from within the UK, Ireland, the Channel Islands or the Isle of Man, you do not need to:
- complete a passenger locator form
 - take any COVID-19 tests
 - quarantine on arrival in England
- 18.7.2. You must not have been outside of the UK, Ireland, the Channel Islands or the Isle of Man in the 10 days before you arrive in England.

18.8. [Travel to England from Red List countries](#)

- 18.8.1. If you have been in or travelled through a country or territory on the red list in the 10 days before you arrive in England, you will only be allowed to enter the UK if you either:
- are a British or Irish National
 - have residence rights in the UK
- 18.8.2. If you live in England, you should not travel to countries or territories on the red list.
- 18.8.3. There [are different rules for entering England if you have not been in a red list country or territory](#).
- 18.8.4. The risk posed by individual countries and territories is monitored continuously and the red list is reviewed every 3 weeks. Countries and territories can be added to the list or taken off it more frequently if conditions change.
- 18.8.5. [Sign up for an email alert](#) to be notified when the red list is updated.

Before you travel to England – red list rules

- 18.8.6. Before you travel to England from a red list country you must:
- take a COVID-19 test – you must take the test in the 2 days before you travel to England
 - [book a quarantine hotel package, including 2 COVID-19 tests](#)
 - [complete a passenger locator form](#)

You must do this even if you are fully vaccinated.

[Read more about taking a COVID-19 test before you travel to England.](#)

When you arrive in England - red list rules

- 18.8.7. When you arrive in England you must [quarantine in a managed hotel, and take 2 COVID-19 tests](#). You must do this even if you are fully vaccinated.

Medical, compassionate and work-related exemptions

- 18.8.8. Some people are exempt from red list restrictions for medical or compassionate reasons, or because of the job they do.
- 18.8.9. Read about:
- [exemptions from managed quarantine for medical or compassionate reasons](#)
 - [work-related exemptions](#)

18.9. [Transiting through a red list country on your way to England](#)

- 18.9.1. If you make a transit stop in a red list country on your way to England you may need to follow the red list rules when you arrive.
- 18.9.2. A transit stop is a stop where passengers can get on or off the transport in which you are travelling. It can apply to ships, trains or aeroplanes. Your ticket should show if a stop is a transit stop.
- 18.9.3. Making a transit stop would not affect what you have to do on arrival in England if, during the stop:
 - no new passengers board your aircraft, vessel or train carriage
 - passengers get off but do not get back on
 - you are kept separate from passengers who did not arrive on the same aircraft, vessel or train carriage as you

Private vehicles or coaches travelling through red list countries or territories

- 18.9.4. If you are travelling to England in a private vehicle, the rules of the countries and territories you drive through apply. If you drive through a red list country, then you must follow the red list rules when you arrive in England.
- 18.9.5. This applies whether you stop in the country or territory or not. You need to record the countries and territories you drive through on your passenger locator form.

18.10. [Quarantine Exemption for Film & HETV workers – England Only](#)

- 18.10.1. NOTE: If you are fully vaccinated under an approved vaccination programme, as set out above, you do not need to use the British Qualifying Film and HETV exemption. This exemption does not apply to cast and crew who have been in a red list country in the previous 10 days, and currently applies to England only.
- 18.10.2. Cast and crew who are not fully vaccinated under an approved vaccination programme and have not been in a red list country in the past 10 days may still qualify for the Quarantine Exemption for Film and HETV. Anyone who qualifies, or is employing someone who does, should follow this guidance in addition to the [‘Working Safely During COVID-19 in Film and High-end TV Drama Production’](#) guidance, along with the production’s risk assessment and COVID-19 safety protocols.
- 18.10.3. Exempt individuals must still complete a [Public Health Passenger Locator Form](#) within the 48 hours before arriving in the UK.
- 18.10.4. **Due to the rapidly changing and evolving health picture the guidance around the use of work-related quarantine exemptions has been updated. All travellers to the UK will need to take a predeparture test and receive a negative result as close as possible to their scheduled departure to the UK, no earlier than 48 hours before.**
- 18.10.5. **Those using an exemption should self-isolate until a negative Day 2 PCR test result is received. Individuals should plan their travel itinerary to accommodate the PCR test and the short self-isolation period (until a negative result is**

received) at the start of their time in the UK. The Day 2 PCR test can be taken at any point from arrival (e.g. on day 0 or 1) until the end of Day 2, and there are various express services readily available (including at airport and arrival terminals).

18.10.6. In England, an individual using a work-related exemption should only leave self-isolation before receiving their negative Day 2 PCR test result in exceptional or critical circumstances, for example, to undertake exempt work activity where no alternative arrangements could be made for this activity to be delivered.

18.10.7. In Scotland, an individual using a work-related exemption may not leave self-isolation before receiving their negative Day 2 PCR test result unless to undertake exempt work activity.

18.10.8. On this point, guidance is pending for Northern Ireland.

18.10.9. The Quarantine Exemption for British Qualifying Film and HETV does not apply in Wales.

18.10.10. Who qualifies?

This exemption applies to individuals who are not fully vaccinated under an approved vaccination programme, have not been in a red list country in the past 10 days and who meet one of the following criteria:

- Cast and crew coming to work on film and high-end television productions
- Senior executives who oversee the studio/production company's operations and are involved in the making of the production
- Cast and crew who are residing in the UK needing to enter or re-enter England during the course of production.

To be considered eligible, qualifying individuals must:

Be travelling to England to work on a 'relevant production', defined as:

- a film which is a British film for the purposes of Schedule 1 to the Films Act 1985
- a [television] programme which is a British programme [i.e. high-end television programme] for the purposes of Part 15A of the Corporation Tax Act 2009.

The individual must also:

- Complete a pre-departure test before arrival, alongside a PCR test on or before day 2 after arrival.
- Hold a letter issued by the relevant production confirming identification and eligibility (as set out in '**Information for employers**' below). This is particularly important should COVID19 test and trace protocols need to be engaged. Confirmation of such accreditation may be requested at various points of their journey.
- Remain for 10 days (or 5+ days with Test to Release) within a 'bubble' that includes only their place of accommodation and production locations, i.e. the place or places where the production is, or activities related to the production are, taking

place – including but not limited to filming, meetings, location scouting, costume fitting and carrying out VFX or post-production activities – with necessary travel between them.

NOTE: Any such activities should be carried out in accordance with the British Film Commission’s [‘Working Safely During COVID-19 in Film and High-end TV Drama Production’](#) guidance, or UK Screen Alliance’s [‘Guidance for Safe Working in Post-Production and VFX during the COVID-19 Pandemic’](#) as applicable, and the production’s own COVID-19 protocols and risk assessment. Productions should also take into account the COVID-19 protocols of the venue, location or facility at which an activity is taking place.

18.10.11. An appropriate testing regime should be in place for cast and crew, and for those with whom they will work in close contact.

18.10.12. Any family members or other dependents who are travelling with cast and crew should follow guidance for 'Travel from non-red list countries if you are fully vaccinated' or 'Travel from non-red list countries if you are not fully vaccinated' as applicable.

[18.11. Quarantine Exemption for British Qualifying Film & HETV: Information for employers](#)

18.11.1. If a relevant production is bringing eligible cast and crew members to England from an non-Red List country, it is that production’s responsibility to ensure that:

- The studio/production company responsible for the production issues a letter to each individual cast and crew member concerned which must include the following information:
 - Name
 - Date of birth
 - Passport number
 - UK accommodation address
 - Production name, dates and locations
 - Contact phone number for the relevant studio/production company
 - Reference number from the certificate issued by the BFI on behalf of DCMS to prove the production has qualified as British and therefore meets the terms of the exemption.
- Eligible cast and crew receive this confirmation letter before they travel.
- A clear ‘bubble’ environment can be created for the first 10 days (or 5+ days with Test to Release) from arrival to restrict the movement of those individuals to designated accommodation, production locations and travel between them only during this period.
- Clear instructions are provided regarding the applicable 10-day ‘bubble’ (or 5+ days with Test to Release), living arrangements, production locations and travel between them, plus the production’s risk assessment and COVID-19 safety protocols before travelling to England. Productions should ask qualifying cast and

crew to give written confirmation that they have received, understood and agree to adhere to this information.

- An appropriate testing regime is in place for those cast and crew, and for those with whom they will work in close contact.

For further information on fixed teams and close contact working, see Section 4 of [‘Working Safely During COVID-19 in Film and High-end TV Drama Production’](#).

18.12. [Quarantine Exemption for British Qualifying Film & HETV: Information for employees](#)

18.12.1. If you are a cast or crew member travelling or returning to England from a non-Red List country to work on a relevant production, before you travel it is your responsibility to ensure that:

- You fill in a [Public Health Passenger Locator Form](#) with your journey, contact details and the address of your accommodation in England within the 48 hours before you arrive. You must also provide these details when you arrive at the UK border.
- You are carrying a letter from the studio/production company responsible for your production, to confirm your eligibility (as set out in **‘Information for employers’** above). Make sure you receive the letter before you travel to England.
- While in England:
 - You remain within the ‘bubble’ environment agreed by your production for 10 days (or 5+ days with Test to Release), i.e. designated accommodation, production locations and travel between them only.
 - During this period, you only leave your designated ‘bubble’ in exceptional circumstances, e.g. a medical emergency.
 - You adhere to the COVID-19 safety protocols set out by your production (including the production’s COVID-19 testing and symptom checking regime) while at work and any relevant Government COVID-19 guidance.

18.12.2. You must not travel if you [have coronavirus symptoms](#). If you develop coronavirus symptoms when travelling to the UK, tell the crew or pilot/driver on your plane, boat, train or bus. They’ll let staff in the airport, port or station know, so they can tell you what you should do next when you arrive.

18.12.3. On arrival in the UK, only use public transport if you have no other option. If using public transport is necessary, wearing a face covering is mandatory, unless you are [exempt for health, disability or other reasons](#). Your production should arrange private transport where possible to take you directly from the airport, port or station to your designated accommodation, and between your accommodation and production locations for the remaining duration of your 10-day bubble period days (or 5+ days with Test to Release). Further details are outlined in the [‘Safer travel guidance for passengers’](#).

- 18.12.4. For further information on travelling within the UK after your 10-day 'bubble' period days (or 5+ days with Test to Release), see Section 6 of '[Working Safely During COVID-19 in Film and High-end TV Drama Production](#)'.
- 18.12.5. You may also [need a visa](#) to come into or travel through the UK, depending on your nationality. Please note that since 1st January 2021, EU citizens, unless they already have pre-settled or settled status, may require a visa if they intend to stay for longer than 6 months or to work in the UK. [Please check before you travel.](#)

18.13. [Travelling from the UK](#)

- 18.13.1. International travel remains restricted, although October 4th restrictions have eased in England to allow UK citizens to travel for leisure in addition to travel for work and study.
- 18.13.2. UK citizens should not travel to "[Red List](#)" countries.
- 18.13.3. Different rules may apply in [England](#), [Scotland](#), [Wales](#) and [Northern Ireland](#).
- 18.13.4. You should also consider the restrictions on UK citizens returning to UK after travel, as you may have to isolate or quarantine depending on the counties that you visit or transit through. See earlier section on travelling to the UK.
- 18.13.5. If you are visiting the UK, you may return home. You should check whether there are any restrictions in place at your destination
- 18.13.6. Since May 17th in England, you no longer need to complete a Travel Declaration Form to declare the reason that you need to travel abroad.
- 18.13.7. [Check the Foreign Office advice](#) for the country you are visiting. Other countries have closed borders and may further restrict movement or bring in new rules including testing requirements with little warning. Check if you need to [self-isolate](#) on arrival in other countries.
- 18.13.8. Countries will decide whether they require proof of COVID vaccination for entry, and it is the traveller's responsibility to check individual requirements.
- 18.13.9. If needed, people in England who have both vaccine doses will be able to [demonstrate their COVID vaccination status via the NHS app](#). Test results will not be stated in the app and the process for booking and presenting test results for travel remains unchanged.
- 18.13.10. Check the [Government website](#) for advice on which countries accept the NHS app as proof of your vaccination status
- 18.13.11. Those without access to the app can request a letter from the NHS proving their vaccination status by calling 119
- 18.13.12. Information is available on how to prove your COVID-19 vaccination status if you are a resident of [Northern Ireland](#), [Scotland](#) or [Wales](#)

19. Operational Practices in VFX and Post Production

Definitions

- **“Dry-hire”** – The hiring of rooms and equipment only without the Company supplying creative operators or editors. The Company will usually supply technical and operational support as required. The hirer will contract their own editor(s) directly.
- **“Wet-hire”** – The hiring of rooms and equipment which will be operated by the Company’s own creative staff, or freelance contractors hired by the Company, under the direction of the hirer.
- **“Post-production suite”** encompasses offline and online edit suites, dubbing theatres and grading suites.
- **“Client”** refers to the production company and their representatives.
- **“Creative operator”** refers to editors, VFX artists (and in this context also to VFX producers and production managers), colourists, dubbing mixers and dubbing editors.
- **“Post-production team”** refers to creative operators and their production company clients working together on a particular production.

19.1. Activities that could be impractical to be performed at home

- 19.1.1. The governments of all 4 nations of the UK are asking you to work from home if you can
- 19.1.2. Working from home can provide effective protection from exposure to Covid. Whilst there is a high incidence of Covid transmission in the community, this guidance strongly recommends that remote working should continue to be the default option, not only on health ground but also to protect business continuity.
- 19.1.3. Inconvenient, slower, or more costly modes of working when at home should not generally be considered grounds for needing to work at the workplace. There should be reasonable impracticality in remote working to give rise to a necessity for on premises working or client attendance. The creative process is challenging when working remotely but it is not impossible. All options for remote working should be explored before resorting to on premises working.
- 19.1.4. The list below describes operations which could be impractical to perform at home. (This is not an exhaustive list)
 - Operations that require the use of specialised environments, which cannot easily or inexpensively be provided in a home setting, and/or use highly calibrated audio-visual equipment to provide critical appraisal of sound or picture quality.
 - Operations that require the use of specialised equipment to process or transfer film or legacy videotape media.
 - Operations that require reliable high bandwidth internet connections that are beyond available domestic broadband provision or are contended by other household users.

- Operations that are “quick turn round” services close to transmission or release deadlines, where the risk of disruption from remote working could impact on the deliverability of the production at a critical or unforgiving moment.
- Operations that require enhanced confidentiality measures for sensitive media content which cannot easily be provided in a domestic setting shared with other people not connected to the production.
- Operations that cannot be performed at an individual’s home setting because of unsuitable available space, or circumstances giving rise to, or subject to, unacceptable levels of household disruption.
- Maintenance operations that require physical access to on-premises workstations and other IT infrastructure to keep remote operations functioning.

19.2. [Working from home](#)

- 19.2.1. Post-production and VFX have been able to work through the pandemic by using remote/distributed workflows. This has enabled many creative artists¹⁴, technical support and production/admin/management workers to work from home.
- 19.2.2. Visitors must not attend temporary edit suites installed in workers’ private houses. Instead, video conferencing services should be used for interaction between creative teams, managers, and clients. For viewing the output of the suite or workstation, a secure remote viewing capability should be used, or upload review and approval files to a secure site, according to the agreed security protocols.
- 19.2.3. Refer to the section of this Guidance on Equipment Hire and Remote Kit Installation for information on delivery, set-up, and collection of equipment in workers’ houses.
- 19.2.4. Any installation of remote workstations in clients’ or workers’ houses must be compliant with any electronic and physical content security agreement (e.g. TPN) between the Company and the client, as appropriate for the genre of production.
 - Ensure that workstation screens are positioned so as not to be visible to unauthorised persons, whether from inside or outside of the property
 - Ensure that at no point will the screens be shared with anyone else
 - Ensure that at no point will the work be discussed with, viewed by, or otherwise accessed by any household member outside of the security agreement.
 - If necessary, extend any NDA coverage to other household members.
 - Ensure that no screenshots are taken, whether on the workstation or by mobile device
 - Ensure compliance with any provisions of the security agreement prohibiting copying or downloading of content and uploading content to unauthorised locations.
- 19.2.5. Companies should keep in regular touch with off-site workers on their working arrangements including their welfare, mental and physical health, and personal

¹⁴ This document uses the term Creative Artists to cover jobs such as offline editor, online editor, colourist, audio editor, dubbing mixer and VFX artists.

security. They may be experiencing additional COVID-19 related anxiety and stress at this unusual time.

- 19.2.6. The Film and TV Charity operate a 24-hour support line in the UK - 0800 054 0000
- 19.2.7. Companies should consider updating their home working policies during this time and keep these under review and in line with the government guidance.

19.3. Responsibilities of production companies during activities requiring client attendance in the workplace

- 19.3.1. Clients choose their post-production teams of editors, colourists, and dubbing mixers for their creative talents. Clients should be prepared to brief their teams clearly and then trust them to get on with the creative process unattended, wherever possible. This should be the preferred way of working not just for working from home but also when the work is being carried out at the Company's premises.
- 19.3.2. Where the creative operator is working from home, client attendance in person is not appropriate and interaction must be via electronic means, such as phone, email, or video conferencing and the review and approval processes should only be conducted by security approved internet uploads, or streaming services.
- 19.3.3. Where the post-production session is at the Company's premises, managed client attendance may be allowed, but should only be considered if remote working is not a viable option. Only people who are absolutely essential for the smooth running of the production should attend. Wherever possible communication between post-production creatives, production teams and commissioning executives should use electronic means, such as phone, email, or video conferencing, and the review and approval processes should be conducted by security approved internet uploads, or streaming services.
- 19.3.4. When a booking is a Dry-hire, it is difficult if not impossible for the Company to enforce adherence to safe working practices by the production company client and their staff and contractors, when the Company does not have a permanent presence in the hired room(s). In this scenario, the Company does have a responsibility to provide a safe environment and functioning equipment, but the production company must take responsibility to ensure safe working is practiced within the confines of the hired room(s). From July 19th, the government withdrew the legal requirement to socially distance, however production companies should consider their risk assessments with regard to health and safety and to the business continuity of their production.
- 19.3.5. Where the booking is "Wet hire", the Company has a duty of care to ensure safe working practices for its workers and visitors involved in booking.

Production company clients must ensure that the conduct of their staff and contractors whilst on the Company's premises, does not endanger the safety of other visitors or the Company's workers. The Company will endeavour to allocate facilities and rooms to keep individual productions in one part of the premises and separated from other productions with the intent of minimising close contact between productions in common areas such as kitchens, washrooms, corridors,

and stairways. Each production should be allocated washroom facilities for their exclusive use and should not use washrooms allocated to other productions.

- 19.3.6. The Production companies are recommended to advise their workers and contractors to get fully vaccinated at the earliest opportunity.

Production companies are recommended to advise their post-production teams that even though the government has relaxed social distancing and social contact restriction, they should exercise due restraint in their personal lives as well as during their working lives to limit their exposure to Covid-19, even if they are fully vaccinated as protection is not 100%. This includes social distancing and avoiding gatherings of large groups of people, in order not to inadvertently bring the virus to the workplace and jeopardise the health and safety of their work colleagues, which could then impact the business continuity of the production if everyone has to self-isolate.

- 19.3.7. Adherence at all times to the Company's policy on Covid-safe working should be a condition of hire and of admittance to the Company's premises.

- 19.3.8. The Company at their sole discretion may temporarily or permanent bar any visitors who persistently or seriously fail to comply with the Company's COVID-19 policies.

- 19.3.9. The Company at its sole discretion may suspend or terminate the hire if the production company fails to take action to ensure their staff or contractors comply with the Company's COVID-19 policies.

19.4. [Post-production suite layout - social distancing and mitigations](#)

- 19.4.1. Creative operators and their clients have traditionally worked together for many hours at a time and often for many consecutive days. Clients and employers should consider whether it is appropriate for people from different households to be occupying the same rooms for extended periods, or even at all. If it is essential for clients and workers to be in the same room for any length of time, 2m social distancing should continue and further appropriate mitigations should be used, such as increased hand sanitising and increased wiping of surfaces. The wearing of face coverings is also recommended.

- 19.4.2. Post-production suites should be kept well ventilated. [Please consult the section of this Guidance about Ventilation](#). For many post-production operations, in the absence of ventilation systems drawing air in from outside the building, it may not be practical or even possible to keep doors and/or windows open whilst working. If this is the case, regular and frequent breaks should be scheduled to allow rooms to be air-flushed whilst vacated by workers and visitors. CO₂ meters should be used to monitor the effectiveness of this methodology as described in the Ventilation section of this Guidance.

- 19.4.3. The Company should set the recommended maximum occupancy levels for each room depending on the size and layout of the room to ensure adequate social distancing. The level of available ventilation should also be taken into account

when setting recommended occupancy levels. Production teams should be asked to remain within this occupancy limit. This occupancy level should be reviewed periodically as part of the risk assessment process. Depending on the size of the room and available ventilation, Companies may decide to reduce the safe occupancy recommendation for a room to one person only.

- 19.4.4. In a post-production suite, the seated working positions for the creative operator and producer, if present, are recommended to be at least 2m apart. There should be sufficient space in the room for all occupants to remain 2m apart while seated at their working positions and when moving around.
- 19.4.5. Post-production suites are often arranged so that the editor and producer sit side-by-side; this already aligns with one of the recommended mitigations for social distancing but should be reinforced by markings on the floor and/or desktop to discourage encroachment on 2m social distancing. If the operational desk is not large enough for 2m social distancing, a separate desk for the producer, if present, should be provided. Post-production suites where the client sits more than 2m behind the creative operator, or in front of and below the operator's desk facing the screen are good arrangements, but these configurations should also be reinforced with tape markings to define 2m social distancing zones.
- 19.4.6. Operators working alone in a post-production suite are not required to wear face coverings, but if there needs to be other people present in the room, all occupants should consider wearing a face covering for the safety of each other. Only people essential to the production should be in the room and only for the minimum time required.
- 19.4.7. Where a creative operator is working with different production companies each day, client attendance should be avoided whenever possible. If it is necessary for operators to be in the same room as their clients, it is strongly advisable for the operator and all visitors to wear face coverings and to keep face-to-face interaction to an absolute minimum.
- 19.4.8. If the Company's staff require entry to the hired post-production suites (e.g. for equipment maintenance or cleaning) production company clients and their contractors (i.e. freelancers) should temporarily vacate the room in order that social distancing and recommended room occupancy limits can be maintained.
- 19.4.9. The Company should supply hand sanitiser and suitable cleaning materials in the post-production suites such that the clients can wipe surfaces themselves, as required throughout the day, without requiring the Company's staff or contractors to enter the room whilst it is occupied.
- 19.4.10. Workstations and other equipment, including client PCs, stationery, pens, phones, and chargers should not be shared in post-production suites without sanitising between each use.
- 19.4.11. Productions should be encouraged to go paperless wherever possible to avoid the use of shared production binders or printed transcripts.

5.6. Break out areas and common parts

- 5.6.1. If break-out areas are provided as part of a hire, they should be for the exclusive use of that post-production team. They should be adjacent to the post-production suites used by the production company. It is recommended that they not be shared between different constituent cohorts of the post-production team (if the team is too large that it needs to be split into smaller cohorts - [see section on complex offline operations](#)), by visitors from other productions or the Companies own staff (except in the course of their duties). Social distancing and regular cleaning should continue to be observed in the break-out area. Break-out areas should be well ventilated.
- 5.6.2. The Company should, where possible, designate specific toilet facilities for the exclusive use of the post-production team or each of its constituent cohorts. No other cohorts, workers or clients should use those toilet facilities. The Company should ensure that the toilets are regularly cleaned throughout the working day.
- 5.6.3. The Company should require visitors to wear face coverings while in the common parts of the premises.

19.5. Hospitality and runner services

- 19.5.1. Runners may have been allocated additional duties to ensure regular cleaning of “frequent touch” areas. Clients should therefore modify their expectations of hospitality service in these circumstances.
- 19.5.2. Where possible, visitors should be encouraged to bring their own food and drink but not use communal fridges.
- 19.5.3. There should be no communal food serving, e.g. buffets or platters. Consider using single-serving, pre-packaged food/tea/milk/soft drinks/water bottles/condiments . Unwrapped food or snacks should not be left out.
- 19.5.4. Kitchen areas should not be accessible to visitors and should be disinfected before and after serving food and at least every two hours in between.
- 19.5.5. Avoid congregations of workers or visitors in catering areas during meal breaks or tea breaks. Companies should close these areas if social distancing is not possible. Eating at the individual’s workspace is preferred.
- 19.5.6. Take-away food should not be plated-up. It should be delivered to workers and visitors in their suites in its original packaging. Runners should avoid entering suites. Deliveries and wrapped food should be left outside the suites for collection. Workers and visitors in suites should be encouraged to clear their own used catering items and place them outside the suite for collection by the runners.
- 19.5.7. Runners should not be required to handle cash. Set up suitable charge card or account facilities with suppliers.
- 19.5.8. Companies should advise runners to wash their hands frequently, as they are the people who move around the premises more frequently than any other worker.

19.6. Viewings

- 19.6.1. Viewings should be conducted remotely wherever possible to avoid visits to the premises by persons from outside the post-production team. Remote streaming of the post-production suite output or the uploading of review and approval files via the internet can be both viable and secure options.
- 19.6.2. Clients should be aware that post-production companies take great care to ensure the calibration of their sound and picture monitoring systems to give consistent and accurate results. Some basic remote viewing systems which are optimised for real-time viewing over the internet or for rapid upload and download of files, may not give a wholly accurate representation of the sound or picture quality of the edited material. This is a necessary compromise for speed and convenience. While these solutions are suitable for editorial collaboration and review, a higher-level remote viewing solution may be deployed to critically assess sound or picture (especially colour) quality remotely. In any case the Company does not have control over the calibration of the customer's own viewing or listening device or the environment in which they are reviewing. Clients should be mindful of this advice before requesting or insisting on an unnecessary viewing at the Company's premises.
- 19.6.3. When it is not practical to view remotely, visitors from outside the post-production team may attend the premises by prior appointment notified to the Company and at the Company's sole discretion. This allows the Company to manage the reception signing in process efficiently and to limit excessive and unnecessary numbers of people attending viewings. Only the minimum number of visitors should attend viewings; preferably just one key decision maker.
- 19.6.4. Where possible, the use of an isolated viewing area to separate edit teams from those viewing is strongly recommended. This can be achieved by using two suites with suitable communication between them. There may be an additional charge for this.
- 19.6.5. There should be no visits to the post-production suites from persons external to the post-production team without additional mitigations being in place, and before all remote communication and viewing options have been exhausted. This includes visiting producers, executives, production management team, and runners. Suitable mitigations would be increased hand washing before and after any visit and the wearing of face coverings throughout any visit by all parties involved, both the visitors and those being visited; maximum social distancing allowed by the room layout; the use of transparent screens or ideally, separate rooms.
- 19.6.6. Visits to the post-production team by persons not directly connected to that production should be strongly discouraged

19.7. Offline editing

- 19.7.1. The Guidance in this section is applicable to both dry-hire and wet-hire of offline editing suites
- 19.7.2. Remote editing from home is a viable, safe and secure option. Interaction between editors and clients can be via phone, email, messaging apps, video conferencing and bespoke review and approval systems over the internet.
- 19.7.3. Remote editing may not be optimal for certain genres or types of programme, particularly complex operations involving multiple suites and productions that are completed close to transmission. In this scenario, working at the Company's premise is an allowable option with appropriate mitigations.
- 19.7.4. It is in the production company's interest to not only ensure the health and safety of all their team members, suppliers and contractors but to also ensure the business continuity of their production. Recommendations on the size of edit teams and limits to the contact between production teams are advised in order to contain the impact of any member of the team contracting COVID-19, which could then require others in the team who are not fully vaccinated to self-isolate and seriously disrupt the production.
- 19.7.5. Where the hire for a complex production consists of multiple edit suites, the production company is advised to limit the size of the edit team to a maximum of six people. This could be any combination of editors, producers, and assistants. This will limit the number of people that any individual meets, thereby reducing the likelihood that they will contract the virus and limiting the spread if they do. The post-production team should ensure social distancing is practiced between members of the team. Productions should consider as part of their risk assessment, whether their edit team should be considered as a Close Contact Cohort¹⁵ and whether a regular COVID-19 testing regime should be introduced.
- 19.7.6. If more than six people are required in the edit team to service the project, the production company is advised to split the overall team into separate cohorts of no more than six people each, and each cohort should remain isolated from each other with no direct contact or movement between the cohorts. Members of the cohort should ensure they practice proper social distancing between themselves and other members of the cohort as well as people from outside the cohort. Communication between edit team cohorts should be via electronic means such as phone, email, or video conferencing, even when situated in the same building. It is the production company's responsibility to manage this, not the post-production company.
- 19.7.7. Production companies are advised to minimise the alteration of members of the edit team or its constituent cohorts during the duration of the production. It is the production company's responsibility to manage this, not the post-production company.

¹⁵ TV Broadcaster Guidance on Close Contact Cohorts

<http://downloads.bbc.co.uk/safety/documents/health/covid19-close-contact-cohorts.pdf>

- 19.7.8. Production companies are advised to minimise short gaps in the working schedule for edit team members, apart from regular rest days. This is to discourage individuals from working on other productions during the gaps where they would meet people from outside the current team, thereby increasing the risk of virus infection.
- 19.7.9. The Company should ensure that the editing suites being used by in a complex multi-suite production are near each other and are separated from other visitors and workers on the premises.

19.8. [Colour grading](#)

- 19.8.1. Wherever possible use a properly colour calibrated remote viewing service rather than the client attending the premises. [Colour accuracy](#) of home or personal devices is not always guaranteed. Interaction between colourists and clients should be via phone, email, messaging apps, bespoke review and approval systems or video conferencing.
- 19.8.2. If it is necessary for a client to view on the premises (e.g. a projected final theatrical grade or HDR/Dolby Vision review), at the sole discretion of the Company, only the minimal number of people from the production should attend the session to give sign-off, preferably just 1 person. Consider using two rooms to separate operators and clients and conduct the viewing remotely.
- 19.8.3. As colourists may work for different clients each day, if it is necessary for the colourist and client to be in the same room, it is advisable for all persons present in the room to wear face coverings and for social distancing to be practiced. Only persons essential to production decision making should attend and only for the minimum time necessary.

19.9. [Online finishing](#)

- 19.9.1. Wherever possible use a properly colour calibrated remote viewing service rather than the client attending the premises. [Colour accuracy](#) of home or personal devices is not always guaranteed. Interaction between editors and clients should be via phone, email, messaging apps, bespoke review and approval systems or video conferencing.
- 19.9.2. If it is necessary for a client to view on the premises, at the sole discretion of the Company, only the minimal number of people from the production should attend the session to give sign-off, preferably just 1 person. Where practical, consider using two rooms to separate operators and clients and conduct the viewing remotely.
- 19.9.3. As online editors (or Flame artists) may work for different clients each day, if it is necessary for the editor and client to be in the same room, it is advisable for all persons present in the room to wear face coverings and for social distancing to be practiced. Only persons essential to production decision making should attend and only for the minimum time necessary.

19.10. [Audio dubbing/re-recording](#)

- 19.10.1. Wherever possible use a remote viewing service rather than the client attending the premises. Interaction between dubbing mixers or dubbing editors and clients should be via phone, email, messaging apps, bespoke review and approval systems or video conferencing.
- 19.10.2. If it is necessary for a client to review on the premises (e.g., a final Dolby Atmos, 5.1 surround mix or theatrical mix), at the sole discretion of the Company, only the minimal number of people from the production should attend the session to give sign-off, preferably just 1 person. Where practical, consider using two rooms to separate operators and clients and conduct the viewing remotely.
- 19.10.3. As dubbing mixers may work with different clients each day, if it is necessary for the mixer and client to be in the same room, it is advisable for all persons present in the room to wear face coverings and for social distancing to be practiced. Only persons essential to production decision making should attend and only for the minimum time necessary.
- 19.10.4. Companies are advised to allow only the minimum number of workers to participate in the mixing process within the dubbing suite. For large theatrical mixes, it is advisable to limit attendance by the dubbing editors to only those necessary for the mix. If they can participate remotely, this is the preferred option.
- 19.10.5. Everyone should continue to maintain social distancing .
- 19.10.6. Workers in a dubbing suite should not share equipment; they should only operate their own workstations and control surfaces. They should also be responsible for the regular sanitising of their own equipment.

19.11. [Audio recording \(Voiceover, ADR, and Foley\)](#)

- 19.11.1. Remote Voice Over (VO), ADR (Dialogue Replacement) or Foley (sound effects) recording sessions with the artist at home are preferred rather than attendance on premises in the studio. This can be achieved with artists who have their own home studio or simple equipment could be shipped to them to be set up under remote instruction. There are many technological solutions available to enable effective remote recording sessions including remote picture cue and remote direction by producers for the voice talent over talkback.
- 19.11.2. If VO or ADR sessions take place on the premises, a separate studio and control room set-up is preferred for maximum social distancing.
- 19.11.3. Should the artist, recording engineer or director need to be in the same room, they should maintain social distancing. The room size and layout should be sufficient to facilitate this. Currently this mode of working is not advisable.
- 19.11.4. If using clip-on personal mics, the voice talent should be instructed to mic themselves up under supervision, maintaining social distancing at all times.

- 19.11.5. Disinfect microphones, pop-shields, headphones, and lecterns after each session. Keep a log of when it was done. Use metal pop shields which can be more easily disinfected than the fabric gauze type.
- 19.11.6. Avoid using printing paper scripts, tablets are better. The voice talent should use their own device if possible, but if a studio-owned tablet is used it should be disinfected after each session.¹⁶ Alternatively the voice talent could bring their own printed script which they take away afterwards.
- 19.11.7. For crowd background recording or “loop-groups” the studio space should be large enough to accommodate the actors each with proper social distancing. This may mean limiting the number of actors and using multi track layering to achieve the effect of a larger crowd. Actors should continue to observe social distancing between each other and between other workers , including on arrival, during the session, recording breaks and leaving the premises.
- 19.11.8. Performers in loop-groups should not share microphones or associated stands and pop-shields.
- 19.11.9. There is an increased risk of transmission of the virus in aerosol form where the performance requires raised voices, shouting, singing or playing wind instruments. These circumstances may present additional risks requiring extra mitigations such as increased distancing between each performer and everyone else in the room.
- 19.11.10.

19.12. [Legacy & physical media handing](#)

- 19.12.1. Operators should wash or sanitise their hands before and after handling video tapes, film materials, open reel tape machines, film scanners and telecine machines. Operators should dry their hands thoroughly to avoid unnecessary deposits on the surface of the film/tape or film/tape path which may cause the replay to deteriorate. Clean film/tape paths using the normal solvents and routines that have always been used for this purpose.
- 19.12.2. Where schedules allow isolate any incoming physical media for 72 hours before use as the virus does not survive this long.

19.13. [Despatch and library ops](#)

- 19.13.1. Couriers should not be allowed to enter the premises beyond the reception or despatch desk. They should continue to observe social distancing whilst on the premises.
- 19.13.2. Reception or despatch staff should take care if required to sign for deliveries. Do not handle the courier’s paperwork or use their pen.
- 19.13.3. Any items delivered to a Company should preferably be sent in disposable outer packaging.

¹⁶ Apple support – How to clean Apple products. <https://support.apple.com/en-us/HT204172?mod=article> inline

- 19.13.4. Studies have shown that the COVID-19 virus can survive for up to 72 hours on plastic and less than 24 hours on cardboard. If schedules allow, consider isolating deliveries for an appropriate period to allow any virus on the packaging or contents to die before opening and handling. If this is not possible open the package and safely dispose of the external wrapping. Cleanse the contents where appropriate before allowing them to be delivered within the building. Then wash your hands thoroughly.
- 19.13.5. Cleansing of technical equipment including hard drives, camera cards, USB sticks, video tapes, data tapes (LTO) should be done by someone with appropriate training.

19.14. Equipment hire and remote kit Installation

- 19.14.1. Companies should follow the government guidance on “Vehicles - Inbound and outbound goods”¹⁷
- 19.14.2. Companies should ensure that any equipment to be hired out or loaned for remote working is sanitised before dispatch to another company or to a private dwelling.
- 19.14.3. Where possible provide detailed instructions to allow the recipient to set up the equipment to avoid workers having to visit the premises. Additionally, instructions could be given online.
- 19.14.4. When workers are required to enter other company’s offices for the delivery, or installation of equipment they should respect the social distancing and hygiene protocols of the visited company if they are stricter than their own company protocols.
- 19.14.5. When workers are required to enter private dwellings for the delivery, installation or de-rig of equipment, they must comply with the specific government guidance¹⁸ for people performing services in other people’s homes such as plumbers, meter readers or locksmiths.
- 19.14.6. There are circumstances when wearing a face covering may be beneficial as a precautionary measure. The evidence suggests that wearing a face covering may offer marginal protection to you, but it may protect others if you are infected but have not developed symptoms. This may offer some reassurance to the installation location’s occupants and would also be good customer service.
- 19.14.7. If the installation requires more than one person, comply with the government guidance for social distancing in vehicles¹⁹ when travelling to the installation location. Consider using face coverings when travelling or working with a partner in enclosed areas where social distancing cannot be maintained.

¹⁷ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

¹⁸ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

¹⁹ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles#vehicles-3-3>

- 19.14.8. Discuss the hygiene measures to be taken with the occupants of the installation location ahead of the visit and ask that they maintain the required social distance from those working. Minimise contact with occupants and avoid surface transmission by minimising touch with surfaces outside the installation area and frequent contact areas like door handles and tabletops.
- 19.14.9. No work should be carried out in a household which is isolating because one or more family members has symptoms – unless it is to remedy a direct risk to the safety of the household or to public safety.
- 19.14.10. Even though shielding has been paused, particular care and strict social distancing should be observed when working at the home of a clinically vulnerable or extremely clinically vulnerable person.
- 19.14.11. Workers visiting private dwellings or other companies' premises should take their own food and drink and take breaks outside where possible.
- 19.14.12. Use sanitiser to wipe down the installation area before commencing the installation. Once the installation is complete and working, wipe the equipment, installation area and any frequent contact areas over once again with sanitiser before handing the equipment over to the client.
- 19.14.13. Avoid the use of physical delivery paperwork. Do not require the hirer to physically sign for equipment. Use electronic documentation and signing wherever possible.
- 19.14.14. Where possible provide online or telephone technical assistance to avoid the need to visit the premises for ongoing support issues.
- 19.14.15. If possible, provide instructions to the hirer for the dismantling of the installation and safe re-packing into flight cases. Use online instruction and supervision if possible.
- 19.14.16. When it is necessary to revisit the premises or dwelling for de-rig and/or pick-up, if schedules allow, ask the hirer to isolate the equipment for 72 hours prior to pick-up.
- 19.14.17. Once the equipment is returned to the Company's hire depot. It should be sanitised before storing for re-use.
- 19.14.18. Companies are advised to use floor marking tape in warehouses and equipment preparation areas to remind people that social distancing is recommended. Workbenches must be arranged to facilitate social distancing.

19.15. [Working on location](#)

- 19.15.1. Some VFX workers will be required to work in studios or on-location. However, Companies must ensure that they consider the implications of any protected characteristics and make any appropriate adjustments in accordance with the relevant equalities' legislation. They should also carefully consider the views of any workers who are concerned or otherwise refuse to attend the studio or location taking appropriate legal advice if necessary.

- 19.15.2. Separate guidance²⁰ has been drawn up by the British Film Commission to cover on-set cast and crew including VFX workers.
- 19.15.3. VFX workers working on the location with a production company will need to consider the health and safety requirements of their employer, the production company operating the location (and any other requirements of the owners of that location) and can refer to the BFC guidance for assistance.

²⁰ BFC Guidance for filming <http://britishfilmcommission.org.uk/guidance/regarding-covid-19-coronavirus>

20. Appendix 1 – Health declaration template

This template may be used to gather a daily health declaration from workers and visitors as part of the reception sign-in process. Preferably it should be sent by email or implemented as an online form, rather than as a physical paper form.

Covid-19 daily health declaration

Name:

Contact telephone:

Date:

Visitors should also complete...

Company/Production:

Who you are visiting:

The main symptoms of COVID-19 are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with COVID-19 have at least one of these symptoms

Please answer the following questions:

| | |
|---|-----------------|
| a) I am displaying symptoms of COVID-19, or have tested positive for COVID-19 in the last 10 days | YES / NO |
| b) I should be self-isolating as I suspect I may have been exposed to COVID-19 within the last 10 days and I am not fully vaccinated* | YES / NO |
| c) I have been notified by the NHS Test and Trace service to self-isolate | YES / NO |
| d) I should be self-isolating, as I am living in the same household or “support bubble” as someone who has displayed symptoms or has tested positive for COVID-19 within the last 10 days and I am not fully vaccinated* | YES / NO |
| e) I should be quarantining or self-isolating after recently arriving from a Red list country and my job does not qualify for an exemption, and I am not in a possession of a negative test result under the Test to Release scheme. | YES / NO |
| f) I should be quarantining or self-isolating after recently arriving from a non-Red List country and I have not been fully vaccinated and my job does not qualify for an exemption, and I am not in a possession of a negative test result under the Test to Release scheme. | YES / NO |
| If you have answered YES to any of the above questions, we regret that we cannot admit you to our premises today. | |
| g) In the event of a request for contact tracing information You may share my contact details* with NHS Test & Trace | YES / NO |

*Fully vaccinated means 14 days have elapsed since your second vaccine dose

Please sign here:

*We have a legitimate interest in collecting your personal data to protect the health of our employees, contractors, and visitors. This information will be recorded and securely stored in accordance with our data protection and privacy policies [available on request/available online]. This data will be deleted after 21 days.