



Outside Broadcast Network

Advice for members working on Multi-Camera OBs during the COVID-19 pandemic

This document should be read in conjunction with advice from public health authorities in the relevant nations of the UK.
If public health advice for your location is more stringent than below, follow that advice.

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COVID-19

Symptoms	Covid 19: range from mild to severe	Flu: abrupt onset	Cold: gradual onset
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Loss or change sense of smell or taste	Common	Rare	Rare
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or stuffy nose	Sometimes	Sometimes	Common
Nausea or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

About COVID-19 infection

81% of people on a cruise liner who tested positive for SARS-CoV-2 (“coronavirus”) had no COVID-19 symptoms, but research shows that asymptomatic and pre-symptomatic carriers of coronavirus may transmit the virus. Feeling well does not mean that you are not a risk to others.

In COVID-19 sufferers with mild symptoms the infection tends to be in the upper respiratory tract and the temperature may be raised, but not to 37.8°C, and on occasion may be confused with hay-fever. More serious infections are likely to affect the lower respiratory tract, and are less likely to be confused with other conditions.

Hay fever or COVID-19?

Hay fever symptoms may include runny or blocked nose, itchy nose, sneezing and itchy, watery eyes. These are **not** symptoms of COVID-19.

Hay fever may also cause a loss of the sense of smell, headaches and a sweaty feeling, which **may be** symptoms of COVID-19.

If you are in any doubt about the cause of your symptoms, act as if you have COVID-19. Sufferers from hay fever might wish to carry documentation (eg from a doctor) and wear a face covering indoors or when near people, to reassure fellow workers.

PRINCIPLES

Precarious Workers

1. **Difficult choices:** Full-time PAYE employment is the exception rather than the norm in OBs in the UK. Casual workers in the 'gig economy' face difficult choices with regard to returning to work, the frequency of which is irregular at the best of times, but very uncertain during this global pandemic.
2. **Government financial assistance:** Since work came to an abrupt halt in March 2020, very many freelancers have had little or no income. If sustainable work does not materialise to any great extent, it is to be expected that a large number of workers will be driven from the industry.
3. **Incentives/Disincentives:** Televised sport, concerts, conferences and other events involving crowds of people have all ceased. As these events return, we must avoid situations where a worker is placed in the position of having to decide between feeding their family, and the safety of themselves and their fellow workers. Safe working practices are an essential part of allowing a sustainable return to work in our industry.
4. **Health and safety:** It is in nobody's interest to incentivise crew to ignore self-isolation instructions or symptoms that may be COVID-19. It is therefore extremely important that engagers take steps to reassure their freelance crew that they will not suffer any detriment (e.g. loss of pay, cancellation of bookings or "pencilled" bookings, reduction or loss of future/promised work) as a result of:
 - a. Following COVID-19 safe procedures.
 - b. Reporting breaches of COVID-19 safe procedures.
 - c. Being required to withdraw from work, in advance or during an engagement, due to symptoms of COVID-19 or a requirement to isolate.

The Working Time Regulations 1998 still apply and require workers to have a break between turns of duty of 11 hours, and a rest within 6 hours of starting work, and are likely to take on more significance as working days lengthen. Day length and sufficient breaks must be dealt with in planning and taken into account when assessing whether, for example, overnight accommodation should be provided. Staff and freelancers should be treated equally in this respect.

Responsibilities

1. **Keeping up to date:** OB crew must:
 - a. Familiarise themselves with this document, prior to any multi-camera OB;
 - b. Ensure they are aware of any updates or changes to this advice;
 - c. Follow all local, regional and national public health guidance.
2. **Individual responsibility:** Curtailing the spread of COVID-19 is a responsibility that falls on each of us individually, as well as collectively. We do not know we are not infected with coronavirus, so we must act as if we are infected:
 - a. We must keep ourselves safe by keeping everyone else safe from us.
 - b. We must always follow government protocols if we have any recognised symptoms of COVID-19.
 - c. We must co-operate with track and trace.

- d. We cannot delegate responsibility for good practice to others.
 - e. We must satisfy ourselves that we can account for all prevention aspects of all of our own activities in the workplace.
 - f. We must always treat our colleagues as we expect to be treated.
 - g. If we have differences regarding safe working behaviours, we must raise them firmly but responsibly and stick to facts.
 - h. We must avoid judgement, remain kind to each other and consider everybody's mental well-being.
3. **Planning ahead:** Planning, advance discussion, timeliness and reading and understanding documentation are all crucial to maintaining high vigilance regarding COVID-19. Careful consideration must be given to the benefit of involving representatives of all relevant departments in reces in advance of OBs, with a view to establishing effective prevention measures.
 4. **Managing safety:** Clarity in managing the risk of contamination - without compromising non-Covid safety procedures - is vital, as longstanding safety risks will not have disappeared. Standard safety procedures must not be compromised.
 5. **Consultation and information:** Transparency is key. Every worker must be advised, consulted and afforded the opportunity to ensure their own safety and the safety of others, as follows:
 - a. All workers must on every OB be individually provided with OB-specific COVID-19 risk assessments and the time to understand them in advance of starting work.
 - b. The risk assessment must include name and contact details of the person on the OB who will coordinate and deal with COVID-19 issues. That person (hereinafter the **COVID-19 Supervisor**) must have sufficient authority on-site to ensure that COVID-19 safety overrides operational requirements. That person will deal in confidence (as far as practicable) with any on-site reports of COVID-19 symptoms.
 - c. The risk assessment must indicate how queries and questions will be dealt with, and provide a route for questions in advance of the OB.
 - d. There is no such thing as a stupid question.
 - e. After every OB, a COVID-19 safety report will be compiled and made available to crew on request.
 5. **New Practices:** The following work factors should be considered to reduce the spread of COVID-19:
 - a. Opportunities for increased operational efficiency or financial savings must not hinder the individual worker's right to a safe working environment.
 - b. Previous practice will not be a bar to new processes intended to increase working effectiveness during COVID-19 if they have been consulted on and agreed.
 - c. Crew members must not operate in disciplines in which they have neither expertise nor experience if, in consequence, safety could be compromised due to increased workload or unfamiliar duties.
 6. **Declarations:** Workers should be asked to declare that they are free of recognised symptoms of COVID-19 before commencing work. Ideally:
 - a. Declarations will be made by electronic or online means.
 - b. Declarations will be made before the worker starts their journey to work.

- c. If at any time a worker becomes aware, whilst at work, that they have symptoms that may be COVID-19, they must at once report it in confidence, withdraw from work, self-isolate and follow all public health guidance.
- d. Workers may not be discriminated against on the basis of disability or long-term health conditions, nor inference be drawn from omission.

Distancing

Government advice, which varies by nation, is for 'guidance' and is liable to change, but may not be sufficient to fulfil a production's liability.

1. **Ideal distance:** A 2 metre minimum safe distance should be maintained at all times between all personnel. If achievable in a given situation, this is mandatory.
2. **Planning:** If objectives cannot be achieved whilst maintaining a 2 metre safe distance, they must if reasonably achievable, be altered to make 2 metre distancing possible.
3. **Indoors and confined spaces:** Rooms used should be spacious enough to allow for 2 metre distancing, and aired frequently. Low ceilings should be avoided, so as to aid in the avoidance of a build-up of aerosol droplets. Crew must take care entering confined spaces in case they are already occupied. Recently occupied spaces should be left empty and well-ventilated for as long as possible before being entered by different people.
4. **Aerosol Water Droplets:** COVID-19 is mainly transmitted through human breath. 2 metre distancing helps by giving space for water droplets in our exhaled breath to dissipate before being inhaled by another person. While 2 metres is the minimum distance, it is safer to be further apart when possible - especially indoors, or for any lengthy period of time. Being at a distance of only 1 metre increases the likelihood of transmission between 10 and 30 times.

Understanding the significance of respiratory droplets is key to dealing with the many unexpected challenges we will face upon returning to work.

Personal Protective Equipment (PPE)

1. **Facemasks/Face Coverings:**
 - a. The primary benefit of wearing a facemask/covering is that it reduces the chances of the wearer spreading the virus to others, by inhibiting the reach of water droplets exhaled.
 - b. Wearing facemasks does not negate (a) the requirement to maintain a safe distance of 2 metres whenever possible, and (b) the need for screens to separate people in unavoidably close proximity.
 - c. It is advisable that you keep unused facemasks or coverings in a sealable waterproof bag (such as ziplock) before use. Used masks should be stored in a different sealable waterproof bag.
 - d. Facemasks/coverings are not suitable for some categories of people, including those who have difficulty breathing while wearing one, children under 13, and some people with special needs.
 - e. Facemasks must be provided in sufficient quantity for all crew that wish to be able to use them when they feel it is appropriate.

- f. All crew should carry a facemask at all times to be able to wear it when asked.
 - g. A facemask which becomes moist is ineffective and should be removed, placed in a sealed bag or disposed of appropriately and, if necessary, replaced.
 - h. If a crew member is asked to wear a facemask, unless there are good reasons not to, they should accede to the request. If they are not able to wear one, they should explain why and agree a way to allow the requester to feel safe: which may mean they need to withdraw from a situation.
 - i. Do not criticise or judge people who are unable to wear a facemask/covering.
2. **Gloves:** Medical or plastic gloves used in non-healthcare settings by personnel untrained in their use and disposal are not effective in preventing the spread of COVID-19. They can present a false sense of safety, owing to the fact that gloves can carry the virus and transfer it to surfaces and skin. Regularly washing bare hands offers more protection against catching COVID-19 than wearing medical or plastic gloves.
 3. **Rigging Gloves:** Rigging gloves should be used as normal to protect hands from injury and infection, but they should be removed, stored safely, hands washed and surfaces wiped down, as soon as they are no longer necessary. Rigging gloves should not under any circumstances be shared.

Hygiene

1. **Washing facilities:** Productions must make arrangements to ensure people can practice good personal hygiene and should have a specific person in charge of hygiene, including ensuring that appropriate facilities and materials are available during the entire on-site period.
 - a. Hot running water and soap should be available for exclusive use of crew, with non-contact taps and dispensers if possible.
 - b. Paper towels and a bin for used towels must be provided.
 - c. The towel bin must not be allowed to overflow.
 - d. Hand sanitiser (>60% alcohol), antiviral spray, antiviral wipes and facemasks should be made available as required on site.
2. **Hand Washing:** Hand wash more often than usual, for 20 seconds, using soap and warm water. Wash your hands before and after using the toilet, eating, drinking, smoking, using inhalers, or nicotine replacement therapies and handling equipment. Hand washing is preferable to using hand sanitiser, as sanitiser is not designed to remove dirt and chemicals.

In the exceptional circumstances that soap and hot running water are not achievable, ample antiviral hand sanitiser gel (>60% alcohol) must be provided. All workers should wash their hands with soap and water as soon as possible after using only hand sanitiser.

3. **Touching the face:** Try to avoid touching your eyes, mouth or nose, especially if you have not recently washed your hands, and always wash your hands after touching your eyes, mouth or nose. Resisting reflexes and forming new habits is key.
4. **Coughing and sneezing:** If you cough or sneeze, cover your mouth with a tissue or your elbow (not your hands) as you do so. Dispose of the tissue straight away and wash your hands with soap and hot water as soon as possible, or clean them with antiviral hand sanitiser.

5. **Specialist Cleaning:** If specialist COVID-19 cleaning is required, contact the person responsible for hygiene or the COVID-19 Supervisor immediately.
6. **Toilets:** WCs should be provided for exclusive crew use and sufficient time built into schedules to allow them to be used safely. Safe use arrangements must include
 - a. Access controls, such as a clearly marked physical distancing queuing system.
 - b. Avoiding unnecessary contact with surfaces.
 - c. Each person must use antiviral spray provided for disinfecting handles and other surfaces they may have touched, on the way in and out.
 - d. Toilets must be flushed with the lids down.**
 - ~~d.e.~~ _____ WCs must have lids and antiviral spray be provided for cleaning the lids before and after use.
 - ~~e.f.~~ _____ Antiviral wipes may be used instead of spray, in which case facilities for disposal must be provided and maintained.
 - f.g. _____ There should be a 2-minute interval between a toilet being vacated and re-entered.**
7. **Disinfection of the working space and equipment:**
 - a. Disinfection of equipment and the immediate work environment using antiviral spray (or suitable antiviral wipes for sensitive equipment/delicate surfaces) is essential.
 - b. Delicate surfaces and faders, control panels, buttons and switches, mice, keyboards, touch screens, door handles, shared surfaces, mobile phones and, in vehicles, door handles (outer and inner), window controls, door pockets, seatbelts and clips, seat adjustment controls, steering wheel, horn, control stalks, gear stick, central controls, keys/power button etc., may present challenges. Anybody unsure how to clean them effectively and without compromising their effectiveness should consult their supervisor.
 - c. Headsets must be sanitised thoroughly before a job and disinfected by the user, prior to and after use.
 - d. Headsets should be allocated to an individual user for the duration of the OB and must not be shared.
 - e. Masks, disinfectant wipes, lens tissues and any other potentially infected materials must be disposed of safely in a closed waterproof bag - not left lying around.

Buddying-up

A number of operations in OBs require two people or more people to work in close proximity. Below we suggest “buddying-up” as a way of minimising the number of potential transmission opportunities, as well as improving the effectiveness of contact tracing, when working together closely is unavoidable.

Buddying-up should not be used as an alternative to slower, safer practices.

When a department uses buddying-up, the pairs of buddies should be the same for all operations and for the duration of the OB.

WORK

Travel

1. Travel time must be kept to a safe minimum.
2. Production schedules must be planned to be both safe and achievable.
3. Travel times must be included at the planning stage for all workers, including freelancers, to ensure that workers do not put themselves and other road users at risk, through driving when tired. Workers, including freelancers, must have an 11-hour break between turns of duty. (Duty includes their travel to and from work.)
4. Workers travelling to/from location in their own, or a hired (pre-sanitised) vehicle, is the safest option.
5. Where having two people in a car cannot be avoided, the passenger should sit in the rear, opposite seat to the driver, and ensure good ventilation by partially opening the windows. If 2 metre distancing cannot be maintained in a car, occupants should wear face coverings.
6. Minibuses and similar must be occupied in COVID-19 safe mode. This may involve, for example, making seats unavailable and the driver leaving the vehicle before passengers board. Seating and boarding should be planned such that access involves minimal close passing of occupants. Seats not to be used must be clearly marked. All occupants of minibuses, including the driver, must wear face coverings for the duration of their occupancy.
7. Contact points in any shared vehicle should be wiped down before and after the journey.

Parking

1. Safe vehicle (and bicycle, if expected to be required) parking must be provided. Parking areas should be as close to site as possible and remain accessible to workers throughout the working day, so that cars can be accessed during breaks.
2. All workers must exercise all appropriate COVID-19 precautions from the time they leave their vehicle.

Accreditation/passes

There must be a plan in place, communicated in advance to all crew, regarding accreditation, issuance of passes etc. This should include:

1. Staggered arrival time to minimise queuing.
2. Sufficient queuing space for 2 metre distancing, preferably marked, to be maintained.
3. A minimal contact system must be implemented, for example crew to provide required documentation in advance and visual non-contact verification of document or identity.

4. Wristbands should be avoided. If unavoidable, they should be issued by a single person from a bag (not an open box), then disinfected and fixed on the wrist by the recipient.

Health checks

1. On arrival, crew may expect to be required to confirm that they are feeling well, and to be regularly checked throughout the day. Crew should submit to temperature checks using non-contact thermometers.
2. A crew member who has or suspects that they have COVID-19 symptoms must immediately report to the COVID-19 supervisor, self-isolate and go home immediately, using private transport; and then must keep production informed on a daily basis of their health status for the following 14 days, including the result of any COVID-19 test.
3. A worker who notices COVID-19 symptoms in any other crew member must maintain their distance and report that immediately and in confidence to the COVID-19 Supervisor.
4. Those with whom the symptomatic person had or may have been in contact with should be informed of the situation by the production, and instructed to seek medical advice or self-isolate as appropriate.

Scheduling work, breaks and meals

Schedule phased work including rigging, test and rest to prevent multiple departments needing to work in the same area at once. This may involve:

1. Staggered call times.
2. Extensive preparatory work taking place the day before the OB.
3. Planned, phased loading out and in of equipment trucks/tenders, ensuring that physical distancing measures do not break down due to haste.
4. Allowing different teams to work in isolation – eg letting one team finish work on set, before allowing the next access.
5. Phased breaks and meal times to avoid toilet and dining area congestion.

Workstation/workspace

Workspaces must allow for 2 metre physical distancing from any other person at ALL times. This includes ALL personnel, such as production, crew, contributors, public etc.

1. Workspaces may need to be rearranged or the number of personnel may need to be reduced to enable distancing.
2. Any interiors used as part of a location must be large enough to maintain minimum safe distance.

3. Remote working should be considered for any role or department where it would be feasible. – for example, presenters, contributors, producers, graphics, VT.
4. Truck air-conditioning should be set to fresh air only, never to recirculate. Additional information can be found here: [REHVA COVID-19 Guidance](#)
5. If close proximity is unavoidable, transparent Perspex partitions, marked for safety, should be installed to reduce transmission opportunities. Areas where this is necessary may include audio, VT, engineering, camera gantries, commentary areas, presentation areas.
6. The Perspex partition must be big enough/correct shape to provide an effective barrier for aerosol droplets between people. It should be transparent to enable contamination to be more easily seen. The surface should be smooth not textured to improve the effectiveness of cleaning. Consultation with individual workers is key in this regard, to ensure they feel safe.
7. There must be a plan for COVID-19 safe procedures in all areas where crew are confined in close proximity, covering: safe entrance and exit, emergency procedures, maintenance procedures, personnel changes. When personnel changes are expected to be required, the plan should allow for each operating position to be used by the smallest feasible number of operators.
8. When there are changes of operator in positions protected by screens, the screens should be cleaned on every change-over.
9. No person should touch or put on another person's headset.
10. The immediate area surrounding any workspace in an area accessible by the public should be cordoned off to non-essential personnel using hazard tape or ropes to enable crew to maintain distancing. This also includes equipment etc. This is in order to minimise the risk of cross contamination from people sitting, leaning or resting their cup of tea on them.

Rig, operate, de-rig

Patience will be ESSENTIAL during rigs and de-rigs, and in between. Planning is key to a safe and efficient process.

1. **Buddying-up:** Where it is unavoidable for crew temporarily to work in pairs, it is suggested to 'buddy' them to ensure that the same pair work closely only with each other for the duration of the job and for the minimum amount of time necessary. This assists in:
 - a. Avoiding multiple contacts.
 - b. Contact tracing in the event of an outbreak.
 - c. Enabling unavoidable lifting of heavy objects.
 - d. Rigging in difficult, confined or potentially dangerous areas: reduce potential viral transfer between 'buddies' by ensuring they breach the 2 metre rule for the minimum time possible, while still following strict hygiene practices.
2. **Rigging and de-rigging:** The plan for the rig and de-rig should be detailed on the call sheet and sufficient time should be allocated. Details should include:

- a. Departments having separately timed access to studio installations, commentary areas, equipment storage areas, tenders etc.
- b. Designated and marked staging areas for departments near the equipment truck.
- c. Motorised lifting arms to be provided at scaffolds, gantries etc. to facilitate physical distancing.
- d. Controls of hoists etc. should be sanitised before first use and between uses by different operators.
- e. Adequate time for rig and de-rig, including time for disinfection and to allow physical distancing during equipment adjustments/set-up.
- f. Each department should nominate a rig/de-rig leader.
- g. Crew members should be responsible for de-rigging the items they rigged.
- h. Buddying-up or small fixed teams should be used where tasks are likely to require more than one person.
- i. Do not assist with tasks outside of your own immediate duties, except to assist in an emergency.
- j. The 2 metre rule, good hygiene and the physical safety of people are the most important considerations.
- k. Bring and whenever possible use your own tools. Shared tools or shared equipment must be sanitised immediately before and after use.
- l. Sanitising of radio cameras or other specialist equipment must take place immediately before preparation and again prior to handing over to the operator.
- m. If radio/lapel mics and in ear monitoring earpieces (IEM) have to be used, they need special consideration. An audio assistant can instruct/help a contributor - from a safe distance - in fitting radio mic and IEM kits. These kits should be 'owned' by the wearer for the duration of a job and handheld, stand or boom mics used for redundancy. Frequent hand washing/sanitising, and a cleaning regime for kits, should be planned for.
- n. Special consideration, discussion and a specific, safely executable plan is needed to mic up a person in a dress or elaborate costume. Choice of costume may need to be weighed against the practicality or safety of rigging a personal mic and all involved parties should agree the plan in advance

3. Radio handsets/kits

- a. Radio handsets are normally supplied by hire/facility company and should arrive sterilised and in individual bags.
- b. Handsets should be distributed in kits, with dedicated headsets, earpieces, and batteries.
- c. Kits should be labelled with recipient's name and issued to specific individuals for their exclusive use.
- d. Electronic sign out/in records should be kept – eg photos. Consider charging a deposit to nudge the user to their keep kit with them at all times.
- e. Individuals should 'own' their kit for the duration of the job.
- f. No one should handle anyone else's radio handset.
- g. When the job is finished, checked-in kits should be placed in labelled 'dirty' bins or flight cases, for return to supplier - where they should be cleaned and re-bagged.
- h. Radio handsets/batteries needing to be re-charged:
 - i. Cleaning fluids/wipes must be kept near chargers (high risk touch-points.)
 - ii. Charger slots should be labelled.
 - iii. The 'owner' must remove and keep headset/microphone attachments, before placing handset in the charger.

- iv. Handsets/batteries must always be returned to the same labelled slot, and should be cleaned when returned to, and removed from, chargers.
- v. The 'owner' to wash hands immediately after collecting/returning radios.

4. Rental Equipment:

- o. Make sure hands are washed with soap and water before and after handling equipment, before receiving, opening, repackaging or sending it back.
- p. Disinfecting the parcel/case surface being handled or opened will reduce the chance of spread of COVID-19.
- q. Bag up and dispose of packaging safely.
- r. Disinfect the equipment and ensure that cleaning materials are safely disposed of and hands washed thoroughly after the cleaning process.
- s. Suppliers of personal equipment to the production must have a written COVID-19 risk assessment.

5. Operational Positions: Multiple interview and camera positions for the same personnel should be kept to an absolute minimum at any location where the public will be present.

Consider the following:

- a. Individuals cannot monitor several locations at once and might not be in a position to exercise any control over an area they will be leaving and returning to, therefore increasing the risk of cross contamination and infection.
- b. This applies to camera operators, audio personnel, rigging personnel, lighting, stagehands and potentially any other crew and/or participants.
- c. Careful scripting and planning by directors is vital, so everyone can follow a safe plan with plenty of time to operate safely.
- d. Directors, producers and supervisors must respect the right of crew to refuse to carry out unsafe practices. Support and protection must be provided to those who speak up against unsafe practices.

6. Safe Interviews: Interviews and flash interviews will need to have the following considerations applied:

- a. Outdoors is preferable (maintaining the 2 metre safe distancing).
- b. Handheld camera operators can have poor spatial awareness and will have their hearing impeded by wearing headphones; it is the duty of everybody else to maintain their distance from the operator.
- c. If possible, conduct interviews using a tripod-based camera, so that distancing can be maintained between the operator and contributors.
- d. A boom or pre-rigged mic is preferable.
- e. Lightweight lighting, secured on stands, to allow technicians to pre-rig and monitor whilst maintaining physical distancing.
- f. Employ similar considerations for other outdoor technical equipment.
- g. Plan and restrict movement near the space where activity will take place.
- h. No one should operate anyone else's equipment, or touch the personal belongings of any other person.

7. Unattended Areas/Equipment: When returning to unattended areas/equipment - unless security or other personnel have been overseeing the area while you were away - you should assume that other people have been in the area and may have contaminated any equipment, so sanitise before use.

8. **Unavoidable Exceptions:** Where the physical danger of working alone makes the task unsafe or impossible, temporary and brief exceptions to strict physical distancing may be necessary. Examples where use of buddying will be required to mitigate risk may include:
 - a. Lifting a heavy flight case or camera pedestal.
 - b. Assisting a person working at height.

Plans should be put in place to enable transmission-critical situations to be dealt with safely.

Any unavoidable breaches of the 2 metre rule must be for the minimum time possible and COVID-19 hygiene practices must be strictly followed. Regardless of the situation, always ask permission from a person before entering their 2 metre 'personal space' and give them an opportunity to exit the area before you enter.

9. **Rest Areas/Seating/Dining:**
 - a. If you will need to sit down during the workday, other than in your normal operational position, consider bringing your own portable chair, or sit in your car.
 - b. There should be a safe plan for distributing water. However, crew may consider that bringing their own bottled water to site is the safer option, using labelled bottles which must not be shared.
 - c. Coffee/tea stations must be managed with a specific plan for hygiene and crew advised of the procedures. Crew are advised to bring their own cups.
 - d. No reported cases of COVID-19 have been linked to contamination of food. The main risk of transmission is from close contact with infected people. Crew should provide their own crockery, cutlery and paper napkins.
 - e. Providing hot meals on-site will reduce the need for crew to travel elsewhere and mix with more people, thereby minimising infection risk and reducing down time.
 - f. Thorough cooking will kill the virus. Meals provided should be served hot, while maintaining a minimum distance of 2 metres.
 - g. Facilities should be provided for any disposable crockery and cutlery, which should be disposed of safely.
 - h. If crew need to leave site to buy hot food, then longer meal breaks will need to be scheduled.
9. **The Set:** Please consider the following:
 - a. How much physical space is required to meet the editorial demand?
 - b. Consider re-designing sets and dressing to eliminate the need for close proximity of personnel while building, rigging and in use.
 - c. Consider modifying the set to reduce the manual handling demand, where multi-person lifting would otherwise be required.
 - d. Consider use of Perspex partitions to separate crew, audience and contributors.
 - e. Touch screen displays must be disinfected after each use.
 - f. No one should sit in contributors' chairs, touch their personal belongings, cups, glasses, water bottles etc.
 - g. Physically distanced monitors should be provided to aid in make-up and costume checks.
 - h. Where "rat runs"/restricted spaces behind sets exist, reduce need for crew to regularly pass each other by making and marking these "one way".
 - i. Use floor markings to indicate the 2 metre distance, particularly in the most crowded areas, rat runs, corridors etc.

10. Dressing Rooms/Green Rooms:

- a. Green rooms, dressing rooms and rehearsal spaces should be regularly cleaned.
- b. The area should be marked to show 2 metre distancing limitations.
- c. Each department that requires access should nominate one crew member to be responsible for that area.

11. Production and Technical Areas

- a. Consideration should be given as to whether remote working will enable 2 metre distancing for departments or roles where it is not otherwise possible.
- b. Production staff must not enter their offices until after they are fully rigged, and disinfected.

12. Paperwork: Avoid passing objects from person to person:

- a. Shot cards (if necessary) must be handled with great care before being issued - straight from the printer into a safe bag or folder, and dispersed in an hygienic/safe way.
- b. Any other paperwork that cannot be delivered electronically should be handed out individually, by one designated person, to avoid multiple handling of the same pile of paper.

13. Deliveries:

- a. Plan deliveries so that you do not have large numbers of people arriving or working in the delivery area, at the time the delivery is due. This may necessitate a cordoned-off designated area for receiving deliveries.
- b. Equipment for return to be ready for collection at the expected collection time.
- c. Delivery drivers should remain separate from crew.

14. Entry/Egress: Mark one-way routes to minimise numbers; where possible staircases and lifts should be designated as up or down, and marked as such.

15. De-rigging and leaving site:

- a. Extra care should be taken during de-rig as crew may be tired and eager to get home, making mistakes more likely.
- b. The work environment should be left free from litter to avoid potential hazards to those required to clean up.
- c. Where the location is to be used immediately after the job has finished, leave the site ready for use by the next occupants – eg disinfecting surfaces.
- d. Please leave locations as you would like to find them - clean, tidy and safe.

Handling cables

Cables, cable drums and cable ends are a multiple touchpoint transmission hazard, and careful handling is essential. In most cases it will not be possible to disinfect the entire length of cable on a drum, so special care will need to be taken.

The connection of cable ends will be a challenge, as tailboards and patch panels are often tightly packed. Disinfection of *connected* cable ends may be difficult or impossible due to space and access constraints, so key will be to disinfect them *before* connection to patch panels.

It should be noted that rigging gloves are not a protection against transmission of coronavirus, and may even pick up and spread the virus. Therefore, the key mitigations are hand washing, disinfection of surfaces wherever feasible, avoiding touching your face (whether or not gloves are being worn) and wearing facemasks when appropriate.

1. General

- a. Wash your hands as often as possible.
- b. Keep and use only your own markers, tape, pens, torch, tools etc.
- c. Do not hold pens/other objects in the mouth to free up a hand.
- d. Do not mop sweat from your brow with a hand. If you must, use the inside of your elbow, or a tissue which you should immediately discard after use.
- e. Only derig the cables and connections you rigged.

2. Rigging and running cables between trucks and other areas:

- f. Wash your hands frequently - this is especially important before and after handling something which may have previously been handled by someone else.
- g. Before unloading/handling a cable drum, disinfect the accessible circumference with an antiviral spray or disinfectant wipe.
- h. When mounted on a dolly, and before handling, the circumference of cable drums should be disinfected with an antiviral spray or disinfectant wipe before further handling.
- i. Cable ends should be disinfected with an antiviral spray or disinfectant wipe before handling. Every time.
- j. Rigging cables can be physically demanding. When working in proximity to other people (even at greater than 2 metre physical distancing), consider wearing a facemask if the nature of the task is such that you might be breathing heavily.
- k. If it is necessary to be within 2 metres of another person, both should wear facemasks and the time spent close together kept to the absolute minimum.
- l. When planning a rig, consider:
 - i. "Buddying-up" so that jobs requiring two people are, as far as possible, done in fixed pairs, to minimise the number of people in close contact.
 - ii. Allocate the use of keys and tools for opening hatches etc to specific individuals wherever possible.
 - iii. Minimise the number of users of all other equipment, for example ladders.
- m. When rigging in difficult, confined or potentially dangerous areas, reduce potential viral transfer between 'buddies' by ensuring they breach the 2 metre rule for the minimum time possible, while still following strict hygiene practices.
- n. Disinfect potential touchpoints - handles and keyholes etc. When access cannot be restricted to specific individuals; disinfect keys and tools between users. Store these items such that they cannot be easily touched in the interim.
- o. After using ladders, opening lockers, handling drums of cables, always wash your hands.

3. Connecting cables ends to patch panels, tailboards etc:

- p. Wash your hands frequently - this is especially important before and after handling something which may have previously been handled by someone else.
- q. Plan for safe use of tailboards and patch panels. Consider:
 - i. Restricting use of each tailboard or patch panel to one nominated person per department. This applies inside and outside an OB Truck.

- ii. Where that is not possible, restrict use of each area to two people buddied-up, to minimize potential contacts. Note that if buddying-up is being used for several different tasks, the buddy-pairs should remain the same.
- iii. Where connection areas are adjacent, only one department to have access at a time.
- iv. Avoid having any equipment rigged close to the connections (eg fibre adaptors, DAs) to make access less risky.
- v. Consider wider spacing of, for example, channel inputs patches, DA and router output connectors etc, to spread connections over a larger area.
- r. Before connecting a cable, clean the outside and end of each cable with a disinfectant wipe.
- s. Wash your hands immediately after connecting or disconnecting cables.
- t. If you need to use a connecting tool, for example an “apple corer” for BNCs, disinfect it before and after use.
- u. Do not hold tools, marker pens, torches or other objects in your mouth whilst connecting and disconnecting cables.

CONCLUSION



COVID-19 is a serious risk, but we are lucky to have great professional teams available to work, keep our industry sustainable and keep production values as high as ever - whilst staying safe. If we all follow the advice in this guide and behave at all times as if we are infected by the coronavirus, we will keep our colleagues safe and they will keep us safe.

A good working atmosphere is very important so that there is maximum buy-in from everyone. Fear and tension are not good bed-fellows, so if you have a problem with a colleague, talk to them: we must always be measured and think carefully before criticising others. We are nice people, let's be kind.

However, if a careful word does not work, you must follow-up your concerns with the OB's COVID Supervisor.

COVID-19 safety at work will require more patience and more time. It will increase our use of materials and cost quite a lot. It is important that as far as possible we minimise the effect of all this on the environment by, for example:

- a. Using biodegradable disinfectant wipes.
- b. Using re-usable or biodegradable crockery and cutlery.
- c. Disposing of goods correctly, carefully and responsibly.
- d. Using electronic documents and online processes rather than paper, which is safer too.

This document will be updated as advice changes, meanwhile other resources that you may find helpful include:

- a. BECTU:
www.bectu.org.uk/coronavirus/
- b. Mental health:
<https://www.mentalhealth.org.uk/coronavirus/looking-after-your-mental-health-during-coronavirus-outbreak>
- c. Health and Safety Executive:
<https://www.hse.gov.uk/coronavirus/index.htm>
- d. Symptom checker:
<https://111.nhs.uk/covid-19/>
- e. World Health Organisation:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- f. Citizens Advice:
<https://www.citizensadvice.org.uk/health/coronavirus-what-it-means-for-you/>