

# NORTH 17 STUDIOS



## Covid-19 Safety and Precautionary Measures

North 17 Studios will be following all of the Governments most up to date guidelines in relation to Covid-19 safe working practices.

The safety of our team and clients is our highest priority. Please find below all information on our commitment to safety, temporary regulations and what we require from our clients and your crew working at North 17 Studios.

### 1. Work practices - Our commitment to you

- North 17 Studios is a **self-enclosed studio** space with a dedicated entry point. We will give our our clients complete control to oversea team safety, responsible working practices and control over entry and exit from the studio during each shoot.
- North 17 Studios will ensure **the studio is deep cleaned** between each shoot with a special emphasis on all touch points to ensure a safe environment for the whole crew.
- North 17 Studios will provide **disposable hand towels** in the bathroom and kitchen.
- North 17 Studios will provide **70% proof alcoholic hand sanitiser** at the studio entrance and in the bathroom.
- North 17 Studios will provide **dedicated bins for each area** and ensure safe disposal of all waste.
- North 17 Studios will only have **one staff member** working at the studio which considerably limits the possibility of contamination. They will open up at the beginning of the day, whilst wearing a face mask and gloves, and close once your shoot has finished. They will be working in a separate adjacent studio and will be available during the day for any enquiries or help.
- North 17 Studios will still offer equipment hire from our trusted suppliers. We have already made sure all our suppliers are **implementing strict Covid-19 working standards** and that all

equipment has been thoroughly cleaned with anti-viral products before delivery. When possible we aim to delivery the kit the day before the shoot.

- North 17 Studios will ensure that all our in-house hired photo equipment is **thoroughly cleaned and disinfected** between each shoot.

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## 2. Temporary Regulations

- Due to the size of the studio all shoots will be strictly limited to a **maximum of 15 people** and clients will be required to enforce a one in one out arrival policy once maximum has been reached.
- North 17 Studios will **not be offering any catering** until further notice. We will still offer the standard tea/coffee, stocked fridge and snacks packages.
- North 17 Studios would strongly advice against **any shared buffet style** self catering. If self catering is brought in we would suggest that it is distributed in individual packaging.
- North 17 Studios ask anyone from the team to not **dispose of cigarettes butts on the ground** outside the studio. All butts must be disposed of in the ashtray provided.
- Due to deep cleaning requirements North 17 studios will be **enforcing strict arrival and exit times** for all shoots. The studio needs to be fully vacated and clear by these times. Overtime will be still offered if booked in advance.
- All clients will be required to **sign a Covid-19 declaration** form before the shoot is confirmed.
- North 17 Studios will be requiring all clients to pay a **temporary deep cleaning charge** of £39 per shoot.

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## 3. Client Responsibilities

- Clients will be responsible for their own **provision of gloves and masks** for the team and the provision of any other PPE needed

including by crew that are in close contact such as models, hair and make up artists and stylists.

- Clients will be responsible for overseeing and implementing **strict social distancing** wherever possible.
- Clients will be responsible for overseeing good team **hygiene procedures** such as hand washing with soap and safe disposal of disposable cosmetics, laundry and catering items (bins will be provided).
- Clients will be responsible for managing **safe entry and exit** from the studio of all staff including a strict one in and one out system once the limit of 10 team members has been reached.
- Clients will be responsible for ensuring any third party suppliers and couriers are observing **safe working practices** including wearing PPE when entering and exiting our premises and whilst handling deliveries and collections.
- Clients will be responsible for regular **cleaning and sanitising** of any of their own equipment being handled by multiple staff members. These would include such items as cameras, lighting stands, laptops, touch screens and power leads.
- Clients will be responsible for **safe use of catering items** such as cups, glasses and cutlery ensuring that all kitchenware is only handled by one staff member and then placed into the dishwasher immediately after use.
- Clients will be responsible for leaving the studio **completely clean and clear after the shoot** ready for the cleaner to come in. All disposable items must be binned and any items too large for the bins provided must be taken away after the shoot.