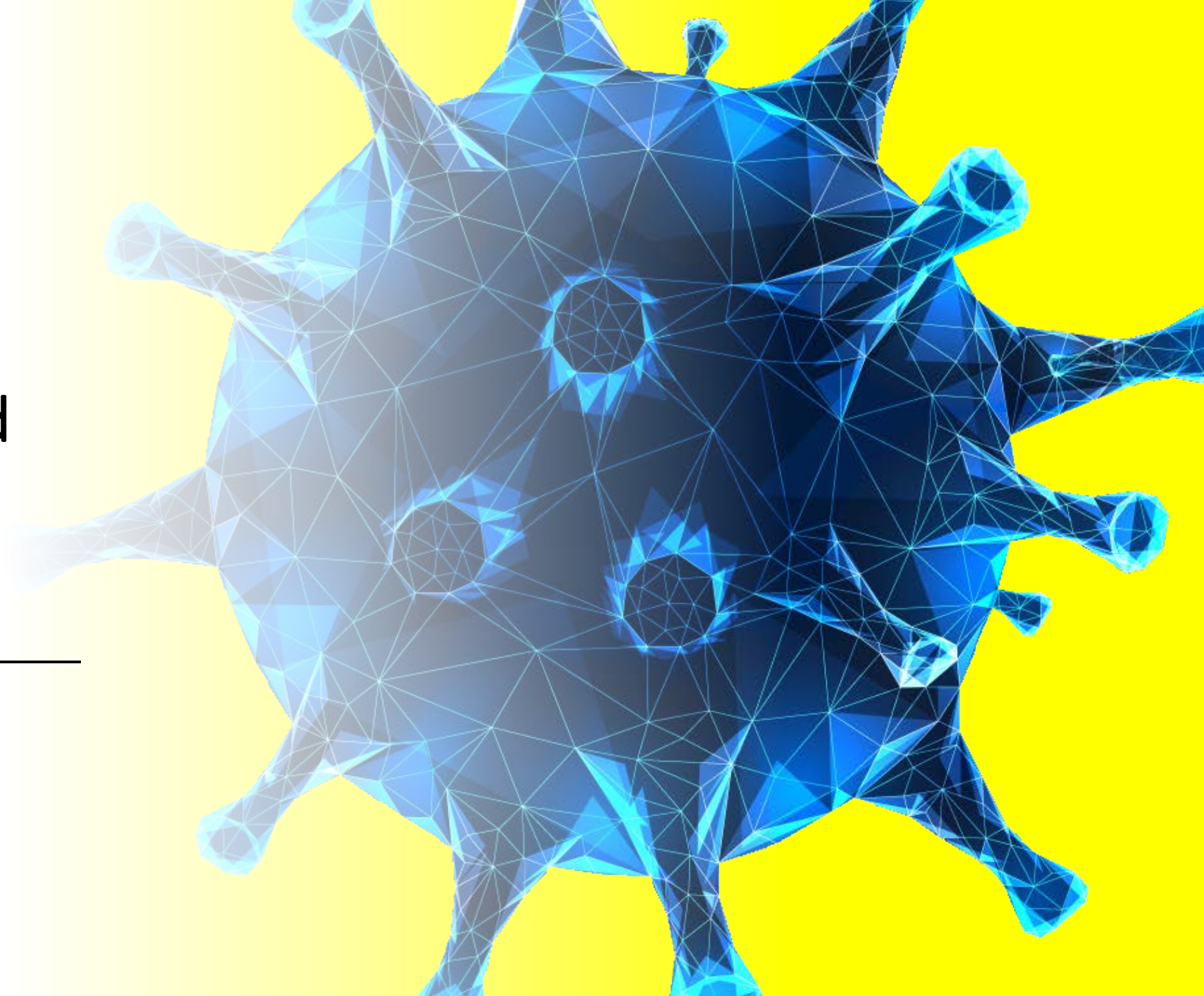




# Ambanja Films

## Covid-19 Standard Operating Procedures

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# Disclaimer



This document has been adapted from the CIF Covid-19 Operating Procedure Report (16.4.20) (002)  
by kind permission of the CIF Safety and Health Subcommittee

***The intention of this document is to provide a standardised approach to commencing Ambanja Films' Health and Safety programmes incorporating the Covid-19 public health requirements, and is subject strictly to the following:***

*Ambanja Films does not give any warranty representation or undertaking as to the efficiency, usefulness, safety or commercial or technical viability of the suggestions herein.*

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*All information provided is for information purposes only and not intended as a substitute for carrying out a full risk assessment and review and ensuring that all legal, contractual, safety, welfare at work and health requirements are implemented and complied with in respect of any Ambanja Films shoots and in respect of any use of the information herein.*



# Introduction



**Infection control is another way in which we keep our people safe and well, and the measures we take now to embed safe behaviours to prevent spread of C19 should be equally effective in protecting people from seasonal influenza and other bacterial and viral infections spread by poor hygiene.**

This guidance document is intended to introduce standardisation in the delivery of Ambanja Films shoots in line with Government and HSE recommendations on the management of Covid-19.

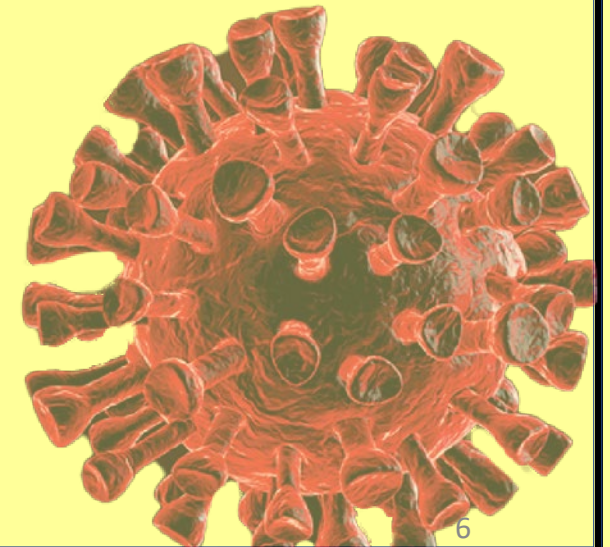
The normal health and safety requirements of any working environment must not be compromised – there is no derogation to the usual health and safety legislative requirements.



# What is Coronavirus?

Covid-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called CoronavirusSARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone.

Covid-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and social distancing can protect from infection. This is at the core of this document.





# Key Control Measures

*The following are key control measures required for managing the spread of the virus:*

## Symptoms

Ensuring that no person with symptom attends a shoot - fever (temperature), cough, shortness of breath, breathing difficulties.

Persons displaying symptoms must self-isolate and not attend work for 14 days. Also, any person living with someone who is self-isolating or awaiting a Covid-19 test must restrict their movements for 14 days. **It should be noted that Covid-19 may be spread by people who are not showing symptoms.**

## General Health

Personnel living with 'at risk groups' as defined by the HSE, must consider if there is a heightened risk from attending work.

## Travel

Persons returning to the UK should refer to national advice issued by the Government / HSE.

## Hand Hygiene

Ensuring everyone is washing their hands/sanitising regularly and thoroughly, and sufficient facilities are provided and maintained to allow this to happen.

## Social Distancing

Ensuring people maintain a two metre (2m) separation wherever possible while working in studios, theatres, conference & meeting rooms and using toilets, canteens, locker rooms etc. Also, to promote social distancing when travelling to and from work (public transport, vans etc.), and in their daily lives, in order to limit exposure.

## Cough Etiquette / Respiratory Hygiene

Ensuring people cough / sneeze into their sleeve or elbow, and always dispose of tissues in a waste bin.

## Cleaning

Ensuring that all frequently touched objects and surfaces are cleaned and disinfected regularly.

***The control measures above are elaborated on throughout this document and all individuals need to take personal responsibility to advise their employer of any symptoms immediately.***



# Return to Work Requirements



In advance of shoots commencing following the Covid-19 shutdown, Ambanja Films has reviewed the latest HSE and Government guidelines and all persons returning to work at Ambanja Films, and all shoot attendees, will be required to complete a Covid-19 self-declaration questionnaire (see next page) . The self-declaration questionnaire is designed to seek confirmation that an individual has no symptoms of Covid-19 and is not awaiting a Covid-19 test result.

***They will be instructed that if conditions change at any time, resulting in a re-appearance of symptoms, they should not come to work or attend a shoot.***

COVID-19

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# Ambanja Films Covid-19 Self-Declaration Questionnaire

All Ambanja Films personnel and shoot attendees will be required to answer, declare and sign the Ambanja Films Covid-19 self-declaration questionnaire before undertaking any work or attending a shoot.

Should anyone display symptoms of Covid-19 during the shoot the necessary precautions will be taken by the Ambanja Films Covid-19 Compliance Officer and the appropriate authorities will be informed.

[Download the Ambanja Films Covid-19 Self-Declaration Questionnaire](#)



## Covid-19 Self-Declaration Questionnaire

In the interests of your safety and the safety of everyone you come into contact with, their families and the community, Ambanja Films asks that you complete the following self-declaration questionnaire. Your co-operation and support are very much appreciated. Please note you will be requested to not attend the shoot/leave immediately and go home if you answer 'YES' to Questions 1, 2 or 3.

	Yes	No
1. Have you been in close contact with anyone who is confirmed with having Covid-19 virus?		
2. Do you live in the same household with someone who has symptoms of Covid-19 who has been in isolation within the last 14 days?		
3. Do you have any of the following typical Covid-19 symptoms; fever, high temperature, persistent coughing, or breathing difficulties / shortness of breath		
4. Have you returned to the UK from another country within the last 14 days?		
If 'YES', where?		

I confirm that I have responded to the questions above truthfully, based on my current condition, and I commit to advising Ambanja Films and excluding myself from all activities should this situation change (ie. if I would answer Yes to any of the above questions).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Management of Ambanja Films Shoots:



## **Ambanja Films will:**

- ensure that all delivery arrangements observe social distancing.
- agree a delivery protocol with the client and/or venue.
- plan all deliveries with allocated times for collections/appointments/deliveries.
- locate the nearest hand washing facilities as soon as they arrive.
- locate appropriate sanitising/ hand washing facilities at points of access, egress and set down areas for equipment.
- bring hand sanitiser and FFP3 face mask.

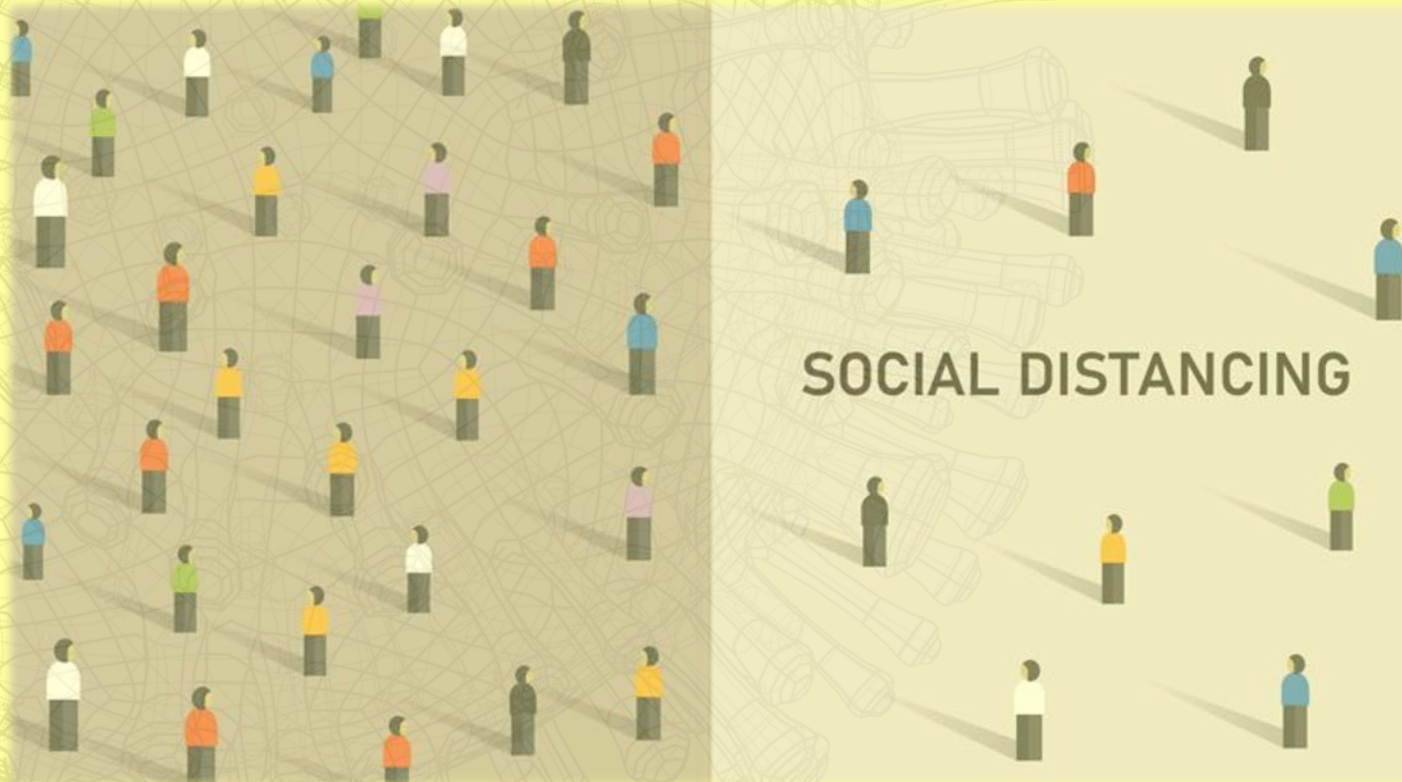


# Social Distancing

## What is social distancing?

Social distancing is a set of measures taken to prevent the spread of Covid-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.

In order to slow the transmission Covid-19, a social distancing minimum of 2 metres is recommended by the HSE.



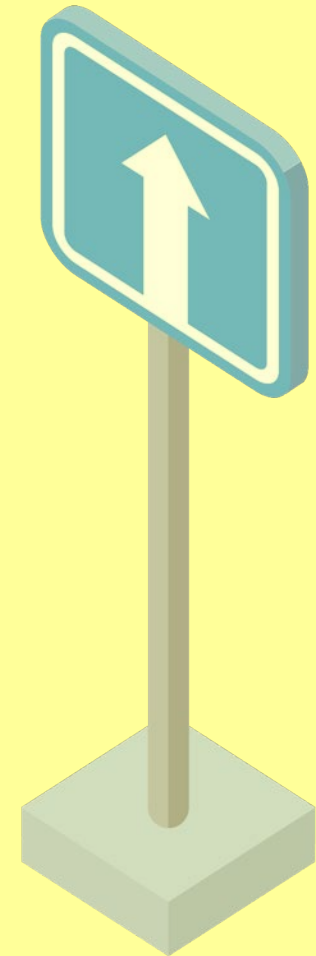
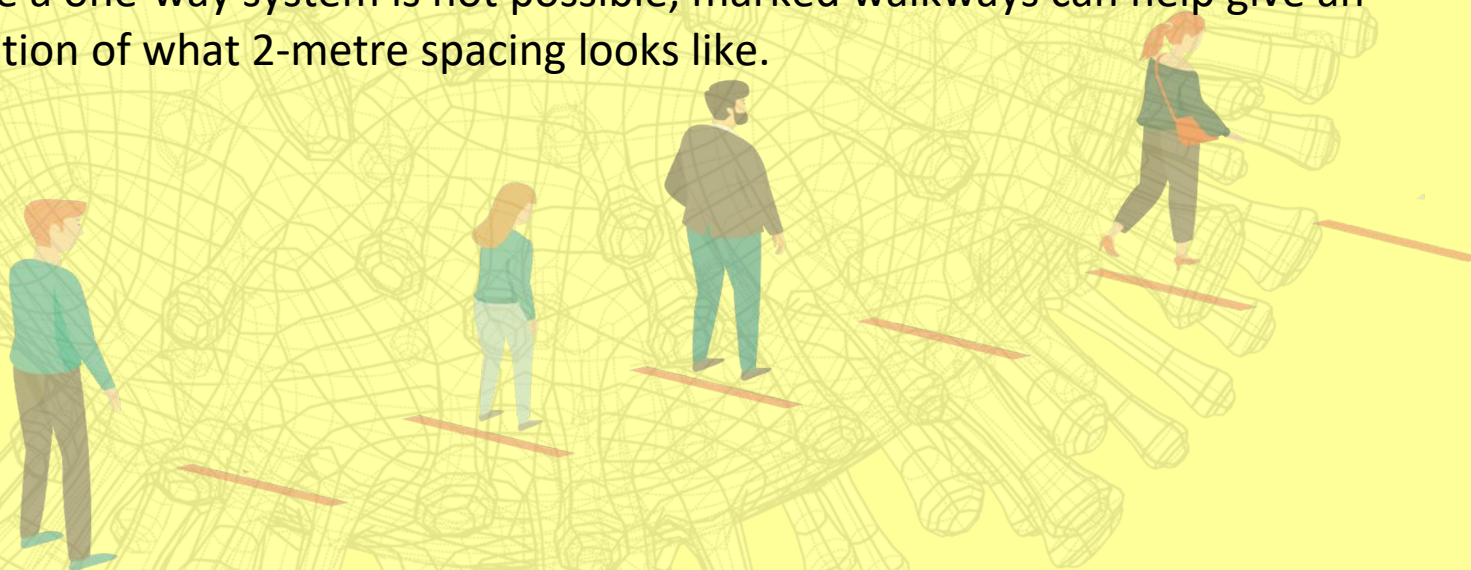


# One-way System

**The Ambanja Films Covid-19 Compliance Officer will set up a one-way system within the shoot location to ensure attendees can maintain social distancing.**

A one-way system of access routes to and from the shoot location should be put in place wherever possible. Increasing access points can help to establish a one-way system.

Where a one-way system is not possible, marked walkways can help give an indication of what 2-metre spacing looks like.





# Management of Shoots



Depending on the size of the location allocated for the shoot, the number of crew should ideally be between 2-6 people, but only if there is enough space available to maintain social distancing of 2 metres. The next page shows how a shoot could be laid out.

The Ambanja Producer will arrive ahead of the team and, in their capacity as the C-19 Compliance Officer, they will liaise with the onsite staff to discuss preparations and expectations, before carrying out their duties. They will also mark out a one-way system to ensure no-one comes within 2 metres of anyone else throughout the shoot.

## Basic Shoot Requirements

- Ambanja Film crews and attendees always remain 2 metres apart.
- Locations should be well ventilated to allow fresh air circulation.
- PPE will be available to respond to first aid incidents.



# Hygiene

All Ambanja Films personnel and attendees should follow this advice and encourage others to follow also :



Wash your hands frequently



Cough into your elbow



Dispose of used tissues



Clean surfaces often



Isolate if sick or at risk



Avoid touching your face



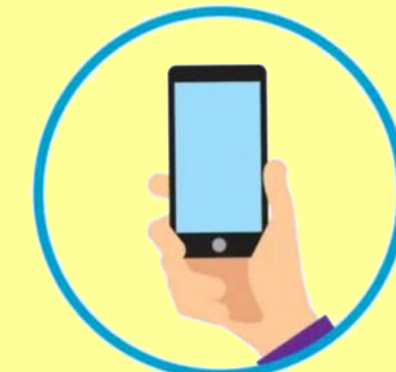
Avoid contact with others



Only wear a mask if you are sick or are caring for someone who is sick



Avoid unnecessary travel



Call ahead before attending hospital



# Hygiene – advice on the safe use of alcohol-based hand sanitisers

To protect yourself and others against Covid-19, clean your hands frequently and thoroughly. Use alcohol-based hand sanitiser or wash your hands with soap and water. If you use an alcohol-based hand sanitiser make sure you use and store it carefully.

- Keep alcohol-based hand sanitisers out of children's reach. Teach them how to apply the sanitiser and monitor its use.
- Apply a coin-sized amount on your hands.
- Avoid touching your eyes, mouth and nose immediately after using an alcohol-based hand sanitiser, as it can cause irritation.
- Hand sanitisers recommended to protect against Covid-19 are alcohol-based and therefore can be flammable. Do not use before handling fire or cooking.
- Under no circumstance, drink or let children swallow an alcohol-based hand sanitiser. It can be poisonous.
- Remember that washing your hands with soap and water is also effective against Covid-19.





# Hygiene – disposable gloves

## Disposable gloves

**Do not wear disposable gloves in place of washing hands.** The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off.

Disposable gloves are worn in medical settings. They are not as effective in daily life.

**Wearing disposable gloves can give a false sense of security.**

A person might potentially:

- sneeze or cough into the gloves, thus creating a new surface for the virus to live on
- contaminate themselves when taking off the gloves or touching surfaces
- not wash their hands as often and touch their face with contaminated gloves.



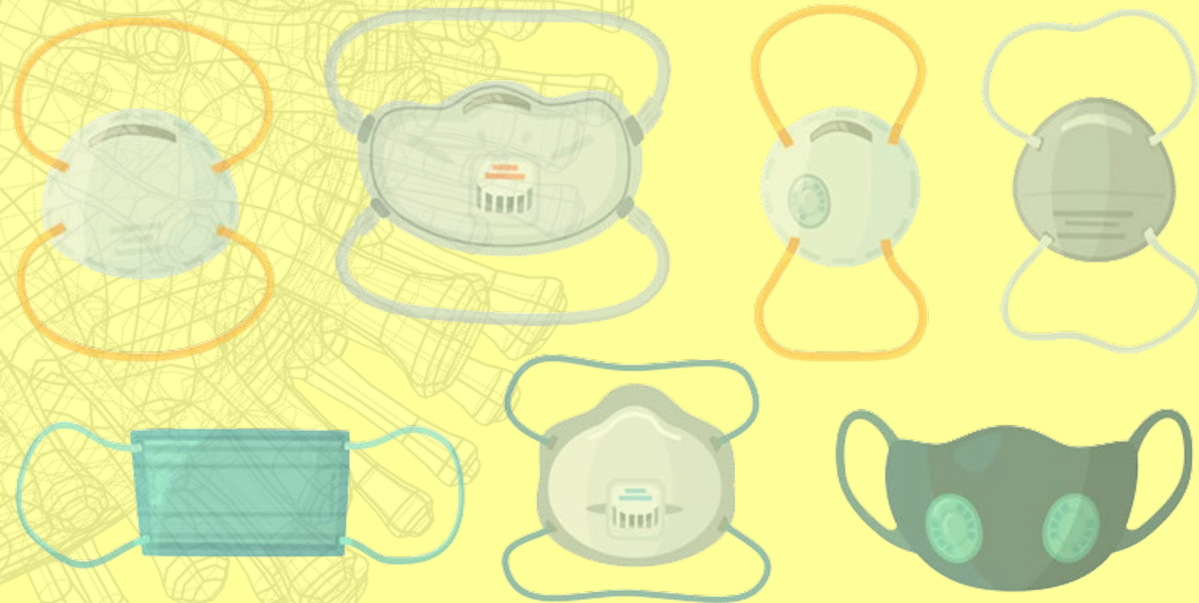


# Hygiene – face masks

## Face Masks

**A mask is unlikely to be of any benefit if the wearer is not sick.**

Sick people will be advised by their doctor when to use a mask. Healthcare workers require masks and other PPE to protect them from infection during their work. Current guidelines from the HSE do not recommend the wearing of face masks and/or the undertaking of temperature testing at work; the preferred approach is to ensure social distancing and good hygiene measures.





# Close Proximity

Should an emergency situation arise where people must be less than 2 metres apart, the Ambanja Films Producer will put on the necessary PPE (listed on the previous page) before responding to the incident.

Everyone else will remain at a distance of 2 metres.





# Emergency Response

## PPE Requirements

The Ambanja Films, in their capacity as the C-19 Compliance Officer, will bring the following PPE to each shoot in order to respond to first aid, close proximity incidents:

- **Disposable gloves (nitrile/latex)**
- **Two FFP3 face masks**
- **Disposable plastic aprons**
- **Enclosed eye protection**

They will ensure that the masks cover both the mouth and nose and are fitted correctly to create an adequate seal with the face.

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected.

Hands should be washed for 20s with warm water and soap before putting on, and after taking off, PPE.





# Covid-19 Suspected/Confirmed Cases

## Suspect Covid-19 Case

### What to do if an Ambanja Films team member or an attendee becomes unwell and believes they have been exposed to Covid-19:

- If someone becomes unwell on the shoot with symptoms such as a cough, fever or difficulty breathing, they should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door. If it is possible to open a window for ventilation do so. The individual will be asked to wear a face mask to prevent contamination of the area and close by personnel.
- The individual who is unwell should call their doctor and outline their current symptoms. Whilst they wait for advice, they should remain in isolation or at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Closure of the venue is not recommended.
- **Ambanja Films will inform the HSE** who will contact the management team of the venue to discuss the case, identify people who have been in contact with the individual and advise on any actions or precautions that should be taken.
- A risk assessment will be undertaken by the HSE and advice on the management of staff and, if required, members of the public will be based on this assessment. The HSE will also be in contact with the individual directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.



## Confirmed Covid-19 Case

If a confirmed case is identified, the HSE will provide the relevant staff with advice.

### Relevant staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee living in the same household as a confirmed case
- those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet.

They will be actively followed up by the HSE. If they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment.

If they become unwell with cough and/or fever they will be tested for Covid-19

If they are unwell at any time within their 14-day observation period and they test positive for Covid-19 they will become a confirmed case.

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

**Note:** Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person. (Ref: HSE- Covid 19; Guidance for the business and retail sector (v 1.1 18.03.20)



# Health & Safety Documentation



Prior to Ambanja Films shoots recommencing after the Covid-19 shutdown period, all health and safety documentation should be reviewed to ensure that it is aligned with the measures as outlined in this Ambanja Films Covid-19 SOP and standard health and safety requirements, considering the constraints of Covid-19. Ambanja Films are happy to provide our H&S policy on request.

## **Insurance**

Before commencing any programme activities onsite or at a specified venue, clients are advised to contact their insurance broker or insurance advisor for direction.

## **Safety Statement**

It is advised that clients review their Safety Statement and associated risk assessments, considering Covid-19.

## **Risk Assessments / Method Statement (RAMS)**

Risk Assessments and Method Statements for all activities to be undertaken during the programme should be reviewed and revised where necessary to address the risk of Covid-19 and the associated control measures required.

[Download examples of Covid-19 Risk Assessments and other useful documentation](#)



# Role of the Client



Compliance with these Ambanja Films Covid-19 Standard Operating Procedures (SOP) may involve changes to the usual / expected schedule of an Ambanja Films shoot. Therefore, the implementation of these SOP's must have the support of the client and be implemented in accordance with the necessary instructions from the client. We would hope that our clients would acknowledge that adapting and complying with the good practice illustrated in this SOP is beneficial for both Ambanja Films personnel and shoot attendees alike.

It is therefore recommended that before a shoot begins, a risk assessment is conducted by Ambanja Films and the client to ensure that the shoot can commence safely, the revised delivery arrangements are agreed, and/or any necessary contractual instructions are issued by the client which make it possible to comply with these SOP's.



# Management & Supervision



## Management and Supervision

We would ask that someone be placed in charge of supervising and risk assessment of safety and health hazards for Ambanja Films shoot(s) . *They should be aware of new information which may change the recommended approach in procedures, processes or PPE.*

## Pre-Planning for shoots

Ambanja Films would ask that all attendees have been made aware of the specific requirements regarding social distancing and prevention of virus transference. Clients should also ensure that:

- Covid-19 is included as a hazard in their Risk Assessment and Method Statement for all work and shoots
- RAMS are effectively reviewed, approved and communicated.
- All areas and facilities are sufficient to allow for the social distancing and hygiene requirements of this SOP and to take appropriate immediate action where they are not.

## Shoot Location

Please assess the shoot location to ensure that social distancing and hygiene/PPE controls are being implemented.

## Attendees

It is vital that each attendee knows how to attend the shoot safely. Supervisors and management should coach and guide attendees to ensure that they are fully compliant with the requirements.



# Travel to and from the shoot

**Where an attendee exhibits any signs of Covid-19 or has been exposed to a confirmed case, they should not attend a shoot.**

**Wherever possible, attendees should travel to the shoot alone using their own means of transport.**

**Where public transport is the only option, attendees should be advised on how to reduce the possibility of infection.**

You should also consider the following:

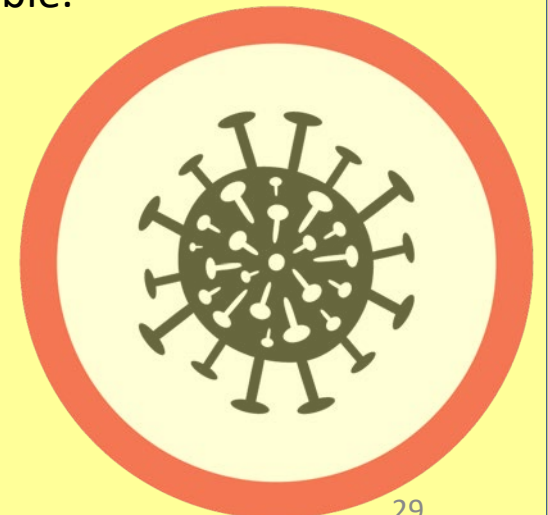
- Parking arrangements for additional cars, vans and bicycles.
- Providing hand cleaning facilities at entrances and exits.  
This should be soap and water wherever possible or hand sanitiser if water is not available.
- How someone taken ill would get home.

## **Social Distancing in Vehicles**

Social distancing is advised when travelling in vehicles to and from work

*Suggested arrangements are as follows:*

- **Single occupancy of vehicles is preferable.**
- Sit as far apart as the vehicle allows.





# Travel to and from the shoot



## Common virus transmission points:

- Steering wheel
- Gearstick
- Handbrake
- Door handles
- Radio & entertainment controls
- Steering column (incl. indicators, wipers, cruise control, volume)
- Arm and elbow rests
- Seat controls
- Door frame



# Travel to and from the shoot

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## Other Control Measures for Vehicle Use

***Attendees should not enter a vehicle with others if they have any symptoms or have had contact with a confirmed case of Covid-19.***

### **General guidance for minimising the potential transmission of Covid-19 are:**

- When entering and leaving a vehicles, the driver should clean all common areas that are liable to be touched including the external door handles, keys and internal furnishings.
- Keep windows at least partially open.
- Keep personal items (PPE, clothes, lunch boxes etc.) separate.
- Wiping/cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap.
- Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.
- If using public transport, sit down to minimise contact with frequently touched surfaces.
- Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.





# Prevention of Cross Contamination

## Entry and Exit

The potential for cross contamination is higher at entry and exit points, and where there are high levels of surface contact points such as walkways, stairs access, welfare areas etc.

### Entry Recommendations:

- Reduce the number of people in attendance and consider holding them outdoors wherever possible between sessions.
- All persons attending must be directed to wash their hands and additional hand washing stations should be provided where possible
- Touch points should be minimised with a 'handsfree' approach where possible
- One-way access routes throughout the venue should be implemented wherever possible, and all doors **except** fire doors should be wedged open, with touch points being cleaned regularly.

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# Prevention of Cross Contamination

## Recommended Control Measures

The following are recommended control measures at entry points:

- Stagger site start / finish times to reduce queues
- Multiple entry points depending on availability
- Restrict entry to attendees only
- Sanitising stations in position at all entry points
- Regularly clean common contact surfaces in reception, office, access control and delivery areas (e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times)





# Prevention of Cross Contamination

## Cleaning to Prevent Contamination

Enhanced cleaning procedures should be in place to prevent cross contamination, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Machinery and equipment controls
- Food preparation and eating surfaces
- Communications equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day
- Regular cleaning of welfare facilities, handrails and touch points should be undertaken.





# Communal and Welfare Areas

## Studio arrangements

- Personnel working in the studio should be dispersed so there is a social distance of 2m.
- Eliminate non-essential visitors attending shoots.
- Use I.T software to support online meetings both in and out of the studio.
- Keep workstation surfaces clear and wipe with disinfectant regularly.
- Hand sanitisers should be made available at main entry and exit points.
- Keep main doors open where possible to reduce persons touching door handles etc.
- Increase the cleaning regimes including a wipe down with disinfectant on door handles, stair rails etc. at regular intervals throughout the day.



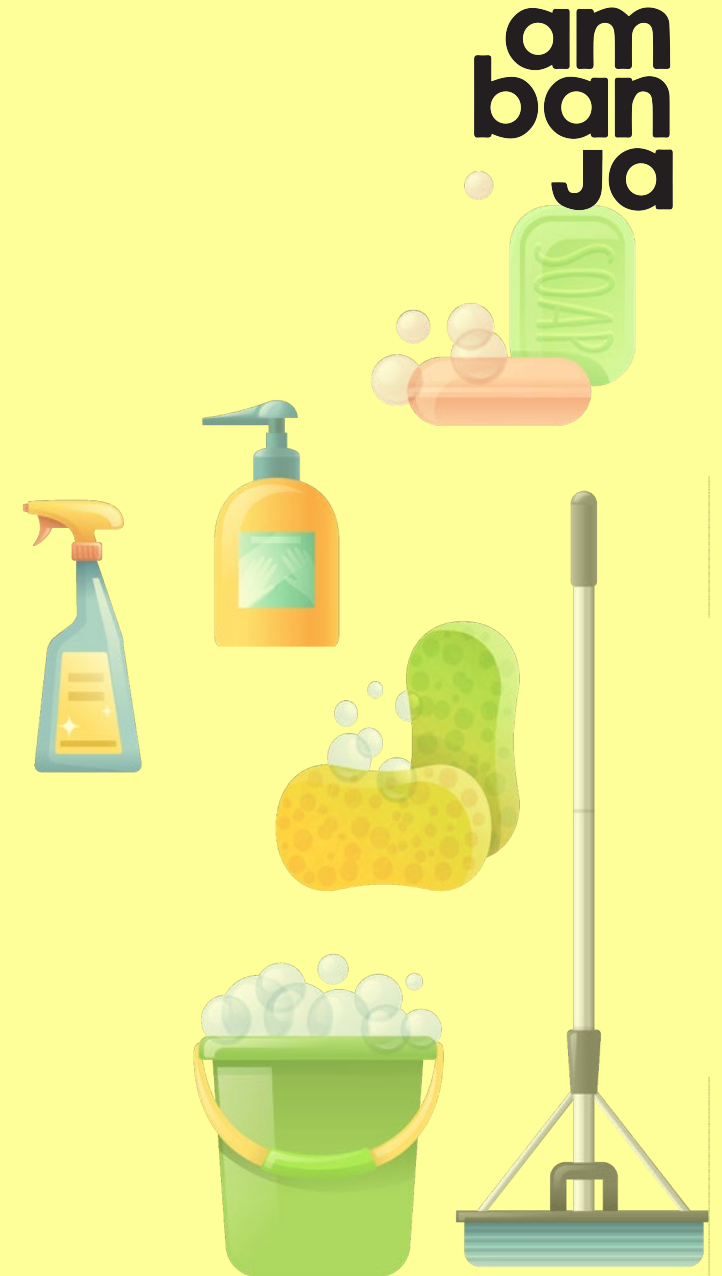
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# Communal and Welfare Areas

## Toilet Facilities

- Restrict the number of people using toilet facilities at any one time. Ensure a social distance of 2m can be maintained while using the toilet facility.
- Implement appropriate Covid-19 hygiene regime.
- Ensure soap and hand washing pictorial guides provided for washing hands are clearly visual and in a form and language easily understood for all.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush handle.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.





## Canteens and Eating Arrangements

Attendees should be advised where possible to bring a packed lunch and flask to help eliminate transmission points on microwaves and water points etc.

Break times should be staggered to reduce congestion and contact.

Personnel must be encouraged to wash their hands before eating.

Hand cleaning facilities or hand sanitiser should be available at the entrance and exit of any room where people eat and should be used by all personnel when entering and leaving the area.

Ensure a seating arrangement where people sit 2 metres apart from each other whilst eating and avoid all physical contact with others.

Where catering is provided, consider pre-prepared and wrapped food only.

Payments should be taken by contactless card wherever possible.

Tables should be cleaned between each use and sitting based on rota.

All rubbish should be disposed in a suitable bin.

Tables should be clear when finished eating.

All areas used for eating must be thoroughly cleaned after each use, including chairs, door handles, vending machines and payment devices etc.

Provide illustrations of 2 metre spacing to clearly demonstrate social distancing.





**The following is suggested to ensure a social distancing of 2m.**

Introduce staggered start and finish times to reduce congestion and contact.

Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.

Consider increasing the number or size of facilities available on site if possible

Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres.

Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

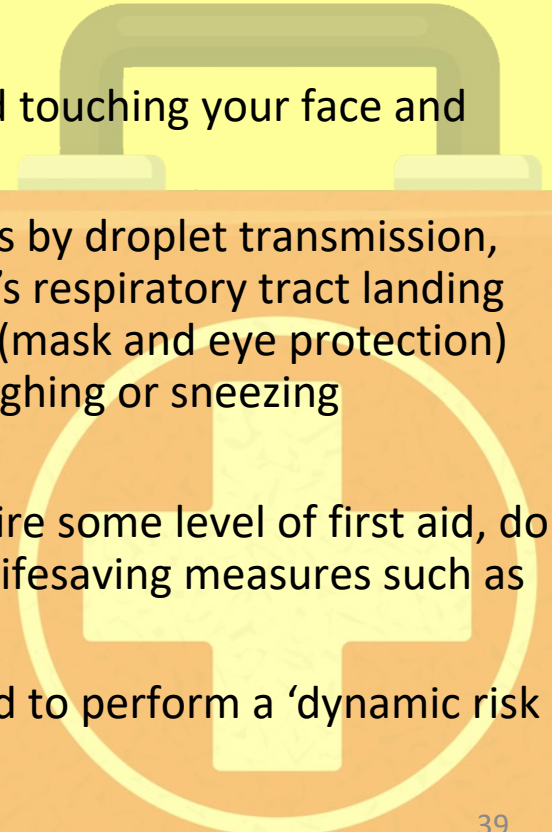
Identify 2-metre social distancing areas and remove unnecessary items.





# First Aid Responder Guidance

- Covid-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. **It does not infect through the skin.**
- **The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.**
- The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.
- There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of large infectious virus droplets generated from the person's respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).
- If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.
- First Aid Responders should be familiar with the symptoms of Covid-19. You will need to perform a 'dynamic risk assessment' based on the scenario you are presented with.





# First Aid Responder Guidance

WHAT TO KNOW ABOUT CORONAVIRUS

## COVID-19?

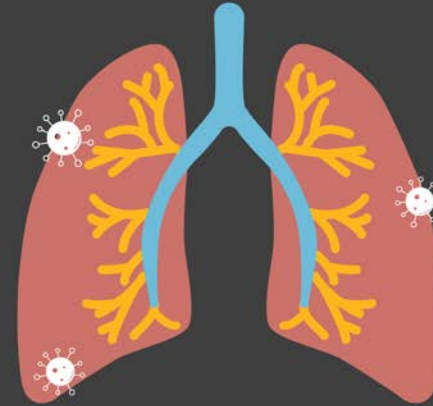
MOST COMMON SYMPTOMS OF CORONAVIRUS:



Fever



Dry cough



SOME PATIENTS MAY ALSO HAVE



Potential loss  
of taste or smell



Shortness of breath



Fatigue



Aches and  
muscle pains

### HELP STOP THE CORONAVIRUS

- Wash hands
- Take cover when coughing
- Don't touch your face
- Keep your distance
- Be home if you can



Runny nose



Sore throat



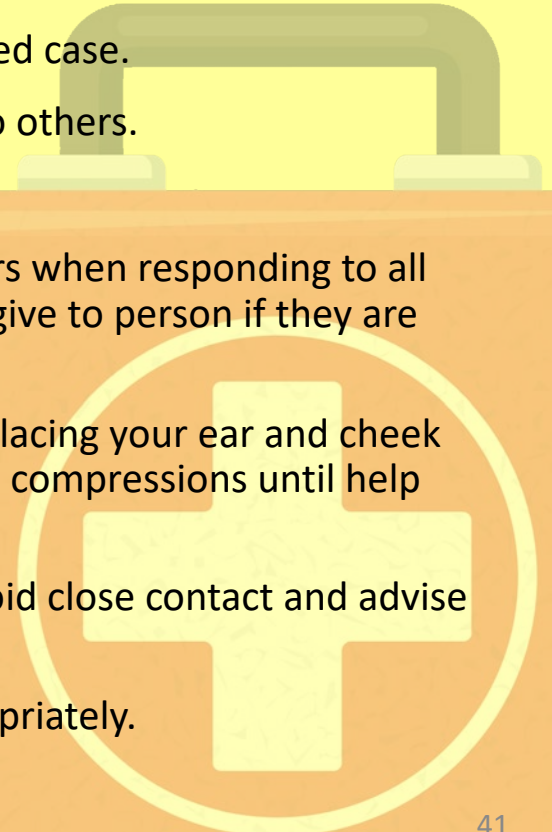
Diarrhoea



# First Aid Responder Guidance

## Key Control Measures

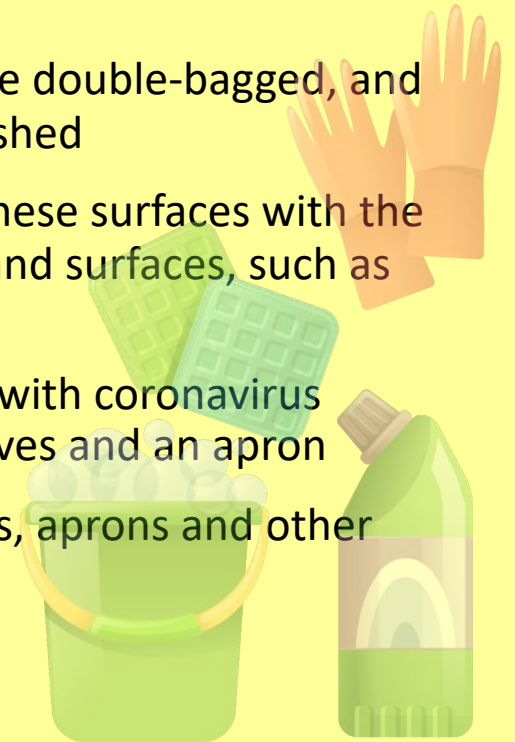
- Standard infection control precautions to be applied when responding to any first aid incident in the workplace. Hand washing with warm water and soap or an alcohol-based hand gel must be performed **before and after** providing any first aid treatment.
- Any person presenting with symptoms consistent with Covid-19 should be treated as a suspected case.
- In such cases, move individual to a first aid room / isolated room to minimise risk of infection to others.
- Only one First Aid Responder to provide support/ treatment, where practical.
- Additional PPE (enclosed eye protection and FFP3 mask) should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. Please also have a mask available to give to person if they are displaying symptoms consistent with Covid-19 to limit droplet dispersion.
- If you suspect a person has experienced a cardiac arrest, **do not** listen or feel for breathing by placing your ear and cheek close to the person's mouth. If you are in any doubt about confirming cardiac arrest, start chest compressions until help arrives. To repeat, **a person in cardiac arrest should have compression-only CPR applied.**
- For persons with minor injuries (cuts, abrasions, minor burns), a First Aid Responder should avoid close contact and advise the injured party what steps to take in treating their injury.
- No reusable equipment should be returned to service without being cleaned/disinfected appropriately.





# Cleaning Spaces following Suspected/Confirmed Cases

- Cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case has left will reduce the risk of passing the infection on to other people
- If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
- For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, and stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Wash hands regularly with soap and water for 20 seconds, especially after removing gloves, aprons and other protection used while cleaning





# Cleaning Spaces following Suspected/Confirmed Cases

## Principles of cleaning after the case has left the area

### Personal Protective Equipment (PPE)

- The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (Covid-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
- If a risk assessment of the setting indicates that a higher level of virus may be present (eg. where unwell individuals have slept), or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.





# Cleaning Spaces following Suspected/Confirmed Cases

## Cleaning and Disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options outlined below...





# Cleaning Spaces following Suspected/Confirmed Cases

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; **or**
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow the manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; **or**
- if an alternative disinfectant is used within the organisation, this should be checked to ensure that it is effective against enveloped viruses

## ***Additionally:***

- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.





# Cleaning Spaces following Suspected/Confirmed Cases

## Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

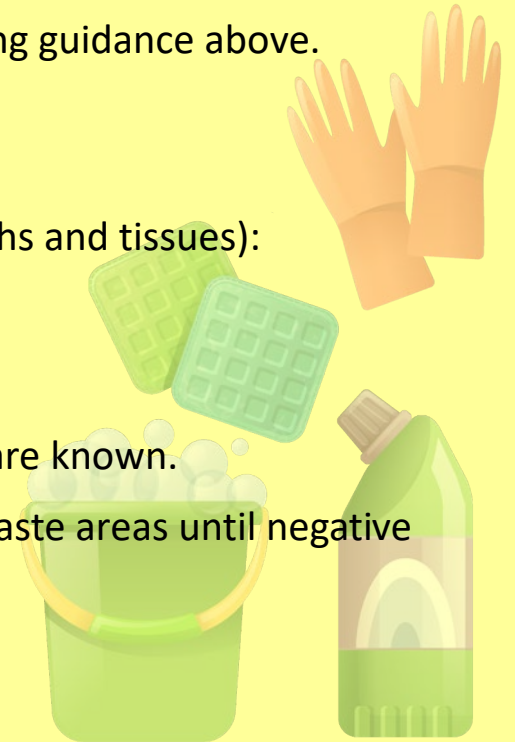
## Waste Management

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are confirmed, or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours then put in with the normal waste.





# Additional Reading

Get the latest **NHS** information and advice about coronavirus (Covid-19):

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

The **WHO** has prepared a package of resource materials that may be displayed in all workplaces and sites:

[www.who.int](http://www.who.int)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

**Government advice:**

<https://www.gov.uk/government/organisations/public-health-england>

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

**HSE advice: latest information and advice on Coronavirus (Covid-19):**

<https://www.hse.gov.uk/news/coronavirus.htm>

**Centre for Disease Control (CDC):**

[www.cdc.gov](http://www.cdc.gov)



# Examples of Covid-19 Risk Assessments and other useful documentation

[Covid-19 Construction Risk Assessment template](#)

[Covid-19 Workplace Risk Assessment template 1](#)

[Covid-19 Workplace Risk Assessment template 2](#)

[H&S Policy and Risk Assessment template](#)

[Example Health and Safety Policy](#)

[Office Risk Assessment template](#)

[HSE Risk Assessment template](#)



*If you have any questions regarding this document, or you would like to discuss opportunities where you think Ambanja Films could add value within your organisation, please don't hesitate to get in touch.*

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