



COVID PROTOCOLS FOR RETURNING TO WORK IN POST FACILITIES AND CUTTING ROOMS EXTERNAL TO HOME.

After contacting owners and managers of post production facilities Irish Screen Editors has compiled the following points to help staff and freelancers to be prepared for the return to work as Covid-19 lockdown restrictions are eased. These will impose extra costs in time and money and clients will need to acknowledge this effect and respond accordingly. For post facilities, the health and safety of their staff and clients are paramount and safety protocols will be monitored and enforced. Please note that this is a general list and not specific to any one facility - expect variations of the points below in each post house.

- Working remotely at home to be the primary option for staff and freelancers.
- Where possible, technology is to be used to facilitate remote viewing sessions and presentations and to facilitate remote working for staff.
- Strict monitoring of numbers of people in post facility buildings to be maintained with clients being required to make appointments to visit - no casual drop ins allowed.
- The number of people allowed to work in each room will be determined by availability of space for physical distancing - directors or others will not be allowed to sit beside the editor/VFX artist/grader/sound mixer.
- Clients to be requested to keep their time in the building to a minimum or possibly wear masks if attending for an extended period.
- Viewings/client attendances to be held in a separate room to the operator where possible.
- Limited or no catering/hospitality to be offered so no teas/coffees, getting lunch orders etc. Staff and clients may be required to have their own cups/water and bring their own drinks or get take away lunches/drinks themselves.
- Post facilities to supply hand sanitisers and display signage about Covid safety protocols. Some facilities may supply masks and gloves at their own discretion although it will be preferred that clients and freelancers supply their own.
- Protective perspex screens to be installed in reception areas and where needed in working rooms.
- Regular and rigorous cleaning to be carried out in all areas.

Editors and their assistants who will be working from their external cutting rooms will also have to create their own working conditions based on access, space, kitchens, toilets etc.

Everybody will need to be aware of general Government safety advice to help comply with the restrictions that will be part of our new normal working conditions. They will be there to make sure that we all stay safe and healthy when returning to work.