

## COVID 19 STATEMENT

Our work often brings us into close contact with people which requires special measures in the current restrictive situation.

We provide and use PPE as required for all our staff and advise on its use.

We have established a cleaning regime which involves cleaning all equipment with anti-bacterial wipes and/or liquids too prior to and after use.

### Requirements For Our Crews To Adhere To:-

1. Ensure that hands are washed regularly with the additional use of hand sanitiser.
2. Ensure that masks, and or visors are worn where required.
3. Avoiding sharing personal items such as phones, chargers, pens, and owners take responsibility for regularly disinfecting their own personal equipment.
4. Using designated storage for storing equipment.
5. Avoid sharing professional equipment wherever possible and place name labels on equipment to help identify the designated user.
6. Handling of documents to be limited to the individual using them.
7. If equipment has to be shared, regularly disinfecting it (including any packing cases, handles, props, chairs, equipment) and always between users.
8. Transporting equipment in accordance with Government guidance for vehicle sharing.

### Vehicle sharing

You should try not to share a vehicle with those outside your household or support bubble. If you need to do this, try to:

- share the transport with the same people each time
- keep to small groups of up to 6 people at any one time
- open windows for ventilation
- travel side by side or behind other people, rather than facing them, where seating arrangements allow
- face away from each other
- consider seating arrangements to maximise distance between people in the vehicle
- clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch
- wear a facemask if the passengers are not in your support, household bubble.

Director: Trevor Wilkins

Stage and Studio Services Ltd  
The Studio  
Jackfield Tile Museum  
Telford  
TF8 7AP

Tel: 01952 882657

9. Cleaning all tools, cases and any other equipment before and after use .
10. Taking precautions when handling heavy equipment, including:
  - Re-evaluating spaces to avoid people working in close proximity
  - Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned
11. Any member of staff/crew to advise the Director of Stage And Studio Services immediately in relation to any level of illness that may be related to Covid 19
12. Any member of staff with symptoms of Covid 19 to self isolate for 14 days and advise the Director of Stage And Studio Services immediately.
13. All staff/crew contact details will be logged and held securely by Stage And Studio Services Ltd to comply with “track and trace.”

Our intention is to work safely with our crews and clients.

It is the aim of Stage And Studio Services Ltd to remain safe and not put ourselves, our crew or our clients at risk.

Trevor Wilkins

Director

Stage And Studio Services Ltd

Director: Trevor Wilkins

Stage and Studio Services Ltd  
The Studio  
Jackfield Tile Museum  
Telford  
TF8 7AP

Tel: 01952 882657

[info@stageandstudioservices.co.uk](mailto:info@stageandstudioservices.co.uk)

<http://www.stageandstudioservices.co.uk>