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## Special Policies and Procedures During the Coronavirus Pandemic

### General

In order to keep everyone in the MetFilm School community as safe and healthy as possible, the following policies and procedures will be in force during the ongoing coronavirus (SARS-CoV2-Covid 19) pandemic. MetFilm School will follow guidance from the UK Government, Department of Education and Public Health England. The school will adapt its policies and procedures in accordance with changes in government regulations and local circumstances. Updates to the Special Policies and Procedures can be found at: <https://www.metfilmschool.ac.uk/covid-19-metfilm-school-response/>.

### Basic Measures

MetFilm School supports nationwide and international efforts to limit risk of infections from the coronavirus disease. The special occupational health and safety measures described in this plan are designed to safeguard the health of students and staff whilst enabling our educational programming and productions under carefully considered and designed specific conditions.

Specifically, the following rules are in place:

#### Social Distancing

- Social distancing has to be maintained whenever possible on campus. This means that every individual must seek to maintain a distance of at least 2 metres, or 1m with mitigation, from all other individuals other than those they live with.
- Within learning groups (bubbles), students may be 1m from one another during teaching sessions and practical activities. Staff and tutors should avoid being less than 1m from students at all times. When seated at the requisite distance from one another, masks may be removed.

#### Face Coverings

- The wearing of face coverings is mandatory in all communal areas except when you are seated in a teaching space at a safe distance from others.

- In line with government advice, face coverings can be single or reusable use coverings, bandanas, scarfs or hand made cloth. Face coverings must safely cover the nose and mouth. Face coverings are not PPE.
- Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use.
- Face masks are available on entry to the school and in the sanitizing stations in classrooms.
- The school asks that everyone is respectful of those who are exempt from wearing a face covering.

### **In Teaching Spaces**

- Within learning groups (bubbles), students may be 1m from one another during teaching sessions and practical activities.
- Staff and tutors should avoid being less than 1m from students at all times.
- When seated at the requisite distance from one another, masks may be removed.
- Windows must be left open at all times. The only exception is for short periods of time if the activity requires temporarily closed windows (eg sound recording).
- Airconditioning units (switched to heat, cool, or just fan) should be kept on wherever possible where available. Alternatively fans and/or heaters are available in other rooms.
- Tutors are recommended to wear a face shield or visor, but this is not mandatory. Pop up screens are also available on request.
- There is enhanced cleaning in place. In addition students are asked to sanitise their seats and desks regularly with the wipes provided.

### **Lanyards**

- All staff, students and tutors must wear their MetFilm lanyards with their identity card at all times whilst on campus. If you do not have a lanyard please ask at Reception for a replacement Student ID card or for a Visitor's card.

### **Rule of 6**

- Students and staff are asked to stick to the "Rule of 6," keeping to a maximum of 6 people in a group when you are meeting up socially or chatting during breaks.

More detail is provided in below.

As the situation with Covid-19 and the spread of the virus is constantly changing, the School has to take a dynamic approach to how it operates. We ask you to read provided documents and updates as requested and stay in the touch with the news. Awareness of Public Health England and Government advice is everyone's responsibility.

MetFilm School is drawing on information and recommendations from the following sources:

- Government Higher Education Guidance ([here](#))
- Government Guidance on Shielding ([here](#))
- British Film Commission Guidance ([here](#))
- UK Screen Alliance Postproduction Guidance ([here](#))
- Higher Education coronavirus NHS test and trace handbook ([here](#))

In addition, Met Film School have sought direct advice from our health and safety advisors, *1st Option* and our insurers, *Gallagher UK*.

## Coronavirus Symptoms, Isolation and Quarantine

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In line with NHS guidelines, the main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

As per NHS guidelines you should self-isolate if:

- you have any [symptoms of coronavirus](#)
- you have tested positive for coronavirus
- you live with someone who has symptoms or has tested positive
- someone in your support bubble has symptoms or has tested positive
- you are told by [NHS Test and Trace](#) that you have been in contact with a person with coronavirus

Self-isolation means not leaving your accommodation for any reason other than getting a test. People living in the same household must also self-isolate. You should not come on campus if you display symptoms of the coronavirus. You should self-isolate.

### What to Do if you have Symptoms (Students)

If students have:

- symptoms
- have tested positive
- have been asked through NHS test and trace to self-isolate
- have been requested after travel to quarantine

please email [help@metfilmschool.ac.uk](mailto:help@metfilmschool.ac.uk) and let us know. You can also email your course team at the relevant email below:

- [BA@metfilmschool.ac.uk](mailto:BA@metfilmschool.ac.uk)
- [BAAC@metfilmschool.ac.uk](mailto:BAAC@metfilmschool.ac.uk)
- [MA@metfilmschool.ac.uk](mailto:MA@metfilmschool.ac.uk)
- [BA@screenspace.ac.uk](mailto:BA@screenspace.ac.uk)
- [shortcourses@metfilmschool.ac.uk](mailto:shortcourses@metfilmschool.ac.uk)
- In turn Programme/Course Leaders must inform the Covid Return Team.

For full details see the appendix.

### What to Do if you have Symptoms (Staff & Tutors)

Staff and tutors must inform [HR@metfilm.co.uk](mailto:HR@metfilm.co.uk) and their Line Manager if they have:

- symptoms
- have tested positive
- have been asked through NHS test and trace to self-isolate
- have been requested after travel to quarantine

In turn, Line Managers must inform the Covid Return Team.

For full details see the appendix.

### What to Do if you have Symptoms on Campus

Persons who develop symptoms whilst on campus will be directing to a holding area whilst plans are made to help them get home.

- The School must be informed immediately via email ([operations@metfilm.ac.uk](mailto:operations@metfilm.ac.uk)) with clear subject heading "Illness on campus – "name of person". Operations will in turn inform the Covid Return Team.

- Private transport, if required, will be provided.
- Once home, persons should followed NHS Test and Trace process.

### **NHS Testing**

The NHS (National Health Service) commits to:

- provide testing for anyone who has symptoms of coronavirus (COVID-19) to find out if they have the virus;
- get in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had;
- alert those contacts, where necessary, and notifies them that they need to self- isolate to help stop the spread of the virus;
- work with local government to help prevent and respond to local outbreaks.

There are number of ways in which persons can get tested for the coronavirus (COVID-19):

- Local walk though testing sites
- Home kits
- Regional drive through testing sites

### **International Travel and Quarantine**

Information on quarantine and travel corridors to the UK can found [here](#). Regulations on quarantine apply to anyone coming into the UK.

Students must email their course email, who in turn must inform the Covid Planning Committee if they are in quarantine as a result of international travel.

Support during quarantine is available to students on request. You can find details on our website [here](#). Support includes regular check in calls; signposting to support available; support with Wellbeing issues; care packages where required; Information, advice, and guidance on your studies; connection to the Virtual Grindhouse, our online community, where you will find competitions, activities and events with which you can engage.

Staff must inform their Line Manager who in turn must inform the Covid Planning Committee if they are in quarantine as a result of international travel.

Anyone required to quarantine should not leave their identified accommodation for any reason until the quarantine period (currently 10 days) is complete.

Compliance with the quarantine is a personal responsibility – and failure to comply with the requirements is an offence that can be punished with a fine, payable by the individual.

## **Social Distancing, Health Monitoring and Hygiene Requirements**

### **Social Distancing**

- Social distancing has to be maintained whenever possible. This means that every individual must seek to maintain a distance of at least 2 metres, or 1m with mitigation, from all other individuals. It should be noted that when students are seated within learning groups (bubbles), the required distance is 1m, and masks may be removed.
- Social Distancing signage is visible throughout the school. Please do not remove or cover up. This signage is in accordance with government guidelines and for everyone's safety.

- The “Rule of Six” is law in England from September 10<sup>th</sup>, 2020 and prohibits meetings of more than 6 people in either homes or public spaces. The “rule of six” does not apply within Higher Education, but it does apply to social contexts on campus (eg congregating during breaks anywhere on campus, inside or out).

### Health Monitoring

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- On entry to Ealing Studios all visitors will be required to have their temperature taken. Those with a temperature higher than within the current Government guidelines will be asked to wait for 5 minutes and have a second reading taken. If this second reading is still outside the acceptable guidelines they will be asked to leave the site and MetFilm School will be informed by Security.
- All students, tutors, staff and visitors are required to complete a health questionnaire before returning to the campus. This questionnaire will be supported by a checklist questionnaire. These are digital forms and are mandatory.
- Completion of registers within Celcat is mandatory for all tutors and must be completed by the end of the teaching day to support trace and track.
- Productions are required to complete a trace and track form at the end of the shooting day and record results in the daily wrap report.

### Hygiene & Ventilation

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- In accordance with Government advice, personal hygiene is of paramount importance to prevent the spread of the virus. Guidelines emphasize that everyone should wash hands regularly with water and soap for twenty seconds.
- Hand sanitizer dispensers are situated at the entrance to all buildings and in all teaching spaces to enable you to maintain good personal hygiene.
- Enhanced cleaning throughout the school is in place with contract cleaners on site throughout the day cleaning communal area and high contact touch points.
- Anti-bacterial wipes are available in all teaching spaces and you are asked to sanitize your work station (desk, laptop, chair) twice a day.
- Tutors and students must sanitize work stations (ie, usually, their desk and chair) at the end of the teaching slot.
- Good ventilation can help reduce the risk of spreading coronavirus. Windows should be kept open whenever possible, or otherwise regularly opened, to enable air flow. Doors (excluding fire doors) should be left open where possible.
- Fans will be made available to enable good ventilation in teaching spaces.
- Regular breaks with teaching bubbles moving outside into fresh air, leaving windows open to ventilate rooms, must be scheduled into teaching slots.

## MetFilm London Campus

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### Campus Access

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- The physical campus has reopened with a number of operational changes in place.
- Access to the premises and buildings of MetFilm School are restricted to students, tutors and staff.
- Visitors are only permitted on appointment and subject to authorization by the Covid Return Team.

## Your Responsibilities on Campus

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- The School asks students, tutors and staff to work with everyone on site at Ealing Studios – including the School community, visitors and our neighbouring companies – to implement measures to lower the risks associated with the transmission of the coronavirus.
- Students should remain in their groups (bubbles) whilst on campus including during break times.
- This means following social distancing rules when arriving on campus and during breaks. Please remember that your responsibility is to yourself and the people around you, including other users of the Ealing Studios campus.

## Staff Offices

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- MetFilm School encourages its employees to work from home when there is not a specific reason to be on campus.
- On campus work schedules have been organized in such a way as to avoid multiple occupancy of offices.
- Work spaces have been redesigned to allow for social distancing and enhanced cleaning.
- Working spaces must be kept clear of all personal possessions to enable enhanced cleaning and hot desking.
- Single occupancy offices on the 2nd Floor A Block can be booked by staff through Outlook.
- Staff must inform the School via [operations@metfilm.ac.uk](mailto:operations@metfilm.ac.uk) if they would like to work from the office outside times when their tag team is scheduled to be on site.

## Teaching Spaces and Facilities

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- Teaching spaces have been reopened for use with risk assessments displayed noting room usage and measurements in place to minimize risk of transmission of the virus.
- Post Production rooms are available to book via Celcat on a daily basis and single occupancy only.
- The Sound Suite and Theatre 1 are available to book via Celcat on a daily basis and double occupancy only.
- The Grindhouse Café is open for orders through [metfilmschool.ac.uk/me](http://metfilmschool.ac.uk/me). The Grindhouse is operating a “click and collect” system only.
- Some rooms remain closed for now: meeting rooms, B Block student computer area and the kitchens. Decisions around reopening these areas will be reviewed regularly.

## Kit Room & Equipment

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- The Kit Room is its own bubble and not open to students, staff and tutors.
- There is a core team of Kit Room Techs and Senior Techs on campus overseeing all kit distribution for teaching.
- Production picks up and drops off are by appointment only.

## Teaching Formats

### Approach

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Our Mixed Teaching approach, developed with the Education Management Team, means:

- the majority of teaching is **in person** – eg workshops, seminars, productions – with curriculum delivery adapted to keep students in consistent groups throughout, so that these bubbles act as a C-19 mitigant. There are guidelines to minimise transmission risk for students and tutors.
- Students who cannot be there for health or travel reasons are able to engage **online**, usually through Teams, and there will be enhancements available to tutors to enable better connection

with the online community (additional screens, webcams, microphones, and where appropriate complex set ups such as remote directing).

- Where there are cohorts with significant numbers not present in-person, we can create separate online groups.
- Online engagement is otherwise limited to situations where it is either impossible to do it safely in person (eg where we need more than one bubble to be there together, such as large lectures, visiting guest speakers of interest to large numbers, and programme meetings), or where it is more effective to do it online (eg 1:1 tutorials)
- Alternative assessments have been developed so that students can still be assessed if the public health situation changes.

The principles of this new strategy have been established in consultation with the Senior Education Team. These principles have been informed by QAA Toolkit and other research into digital learning.

### **Bubbles**

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- Central to the Mixed Teaching approach is the grouping of students into learning groups, in which they will remain for the foreseeable future – these groups, which range in size, from 12-24 depending on the programme, act as their bubbles.
- The benefits of “bubbles” or segmentation have been noted by the UK government’s Scientific Advisory Group for Emergencies (SAGE) as:
  - reduction in the risk of transmission (smaller number of people to infect)
  - easier to control (smaller number of known contacts)
  - less disruptive (small number of people to quarantine or test)

### **Other Mitigations**

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- Tutors are recommended to wear face shields (visors) whilst teaching.
- Staff and tutors should avoid being less than 1m from students at all times.
- Kollaborate can be used to support post production across all courses to ensure that students, wherever they are, have access to rushes and post production online support.
- Facemasks, sanitizers, and wipes are available in all teaching spaces.

### **Practical Filming Exercises**

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- Kit will be delivered sanitized, and where appropriate colour coded, to the shooting space in advance of the teaching day.
- Sanitizing kits will be included with all kit to include: sanitizing wipes, face coverings and hand sanitizer. Face shields are available on request.
- Hand sanitizer should not be used to clean equipment as it leaves a sticky residue.
- During the course of the teaching day it is the responsibility of the students and in-class tutor to sanitize equipment.
- Equipment should be wiped regularly during the course of the day.
- Shared equipment must be cleaned whenever being used by different individuals.
- Equipment must be wiped clean with the sanitizer provided on completion of the teaching slot. This is the responsibility of the students and in-class tutor.

### **Post-Production**

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- Students on MA Post-Production and Six Months Post-Production and VFX courses will work at the same work-station and chair throughout the course – and this will not be used by anyone else for the duration of their course.
- Their workstations will be separated by perspex screens.
- Students will be provided with a face shield/visor which they are advised to wear.
- The window should be left open and the fan operational for the majority of teaching time.

- Students should take regular breaks, and should wear masks when they leave their desks.

### Close Contact Work

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Close contact is defined as:

- Face to face contact with someone less than 1m away
- Spending 15 minutes or more within 2m of someone

Mitigating actions include:

- Keeping activity time as short as possible.
- Using screens or barriers to separate people from each other
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using fixed teams or partnering (so each person works with only a few others).
- If close contact work is necessary, personal protective equipment in the form of a face shield and a Type II face mask will be required to mitigate the risk. Type II face masks are recommended as a means of source control, i.e. they decrease the transmission of a virus by preventing the spread of respiratory droplets produced by coughing or sneezing.
- Taking a break from close contact work and then resuming doesn't work like a reset.
- Close contact work must be reduced to a minimum.

### Timetables and Scheduling

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- Class times will be staggered to minimize large groups on corridors and stairways.
- Individual timetables for students, tutors and cohorts can be accessed via [metfilmschool.ac.uk/me](http://metfilmschool.ac.uk/me).
- Tutors and students are requested to go straight to the teaching room at the start of the day, and at the end of the teaching day, are asked to leave the campus.
- Break times will be determined by the school to ensure the minimal numbers of bubbles of students are moving outside of the teaching spaces at any given time.
- Students are requested to keep to their teaching bubble and at all times respect the parameters of social distancing.
- Students who do not adhere to guidelines may be subject to the School's disciplinary procedures.

## Covid 19 Training and Risk Assessments

All Staff involved in the teaching of practical filming exercise and productions will receive Covid production training. This training is mandatory and must be attended prior to delivery of practical modules.

All students must complete the Screenskills production training ([click here](#)) before the resumption or start of their courses - - and send their certificates to their Course Manager.

### Risk Assessments

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- All teaching-room based practical exercises require a Covid risk assessment which should be prepared by the lead tutor.
- The Covid risk assessment must be submitted with relevant script pages for approval by Kit Room or Course Teams in advance of course delivery.
- All student productions require a Production risk assessment to be signed off by the lead tutor, plus a Covid risk assessment signed off by the Kit Room or Course Teams.

## Outbreak Response

In accordance with Government guidelines, the school recognizes the four “tiers of restriction” associated with:

- increased prevalence of infection locally that requires intervention on the whole community
- a large-scale outbreak that may result in substantial restrictions implemented at a local level that impact on the activities of the university
- a localised outbreak in student accommodation
- a localised outbreak involving a particular student or staff member, faculty or department

There is a full Outbreak Response Plan, agreed with Public Health England to guide senior managers in responding to an Outbreak.

## Mental Health

The School recognizes that many students are facing additional mental health challenges due to the disruption and uncertainty caused by the coronavirus (COVID-19) outbreak.

*Togetherall* is a supportive online community service – safe and anonymous – providing 24/7 peer-to-peer and professional support for people struggling with mental health and wellbeing issues.

To access the service please click [here](#) and join with your MetFilm School email address.

Students can also access Student Space, a government funded initiative, supported by the Office for Students ([here](#)).

## Appendix: Guidance for Students and Staff with Symptoms

**I or someone in my household might have Covid symptoms.  
What do I need to do now?**

**I or a member of my household has one of the following symptoms:**

- a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste -this means you 've noticed you cannot smell or taste anything, or things smell or taste different to normal



If you have these symptoms of COVID-19, **however mild**, you, and the members of your household must self-isolate until you have either received a negative test result or the time periods below are completed:

**10 days from the onset of symptoms and 10 days for anyone else in your household and support bubble.**



If, during the 10 day isolation period for the household, someone else displays symptoms, they must isolate for 10 days from that point, even if that goes beyond the original 10 days.



You must keep MetFilm School informed at all times by emailing [admin@metfilmschool.ac.uk](mailto:admin@metfilmschool.ac.uk) or informing your course leader or course manager (students) or [hr@metfilm.co.uk](mailto:hr@metfilm.co.uk) (staff). We need to know the date of when symptoms started, when you have been able to get a test arranged and **the result of any test as soon as you receive it**. You must not come onto campus just because you no longer seem to have symptoms.



The link to book a test is here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

It is important that you continue to self-isolate for the time periods set out in the guidance until the person with symptoms has managed to get a test and received a negative result.



If you, or anyone else in the house receives a positive test result, you must then continue the isolation periods above, even if someone else in the household has a negative test. If, however, there is a negative result you can stop self-isolation, as long as (all four must apply):

- Everyone you live with who has symptoms tests negative;
- Everyone in your support bubble who has symptoms tests negative;
- You were not told to self-isolate for 10 days by NHS Test and Trace;
- You feel well - if you feel unwell, stay at home until you're feeling better.

If you receive an "Unclear, void, borderline or inconclusive test result", you must continue self-isolation and book another test.

Where a case is confirmed, the information should be conveyed to the Covid 19 Return Team, who will take advice from Public Health England. Students can still undertake teaching and learning online.

**STAY ALERT › CONTROL THE VIRUS › SAVE LIVES**