

LION MOUNTAIN ENTERTAINMENT

Lion Mountain Entertainment

COVID-19 SAFETY GUIDELINES Reviewed July 2021

The health and safety of our clients and our team is our number one concern and will take all necessary precautions to protect everyone from COVID-19.

We have developed these best practice guidelines in line with government advice and with consultation from medical professionals.

This is a constantly evolving field. We will therefore reassess them regularly and update on at least a monthly basis.

If there are any questions about the contents of this document, please get in touch via the contact form on the LME website.

General measures

Symptoms of COVID-19 are outlined on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> and include at least 1 of:

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

What to do if an LME team member has symptoms of COVID-19:

- Obtain a PCR test to check if it is COVID-19
- Self-isolate until the PCR test result is reported
- If the test is positive, self-isolate in line with government recommendations
- If the test is negative, there is no requirement to self-isolate

In the event of a positive COVID-19 PCR test or any other requirement to self-isolate:

- If a project is affected because an LME team member is required to self-isolate, then we will inform the client as soon as we can
- We will reschedule video shoot days to a mutually convenient time with the aim of reducing any additional inconvenience and minimise disruption to the project

Keeping up to date

- Nigel and Zarrin have completed the screenskills coronavirus awareness on production training. Their certificates are available on the LME site.



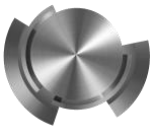
Lion Mountain Entertainment Ltd. Incorporated in England.

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Company Registration No. 7234690

Registered Office: Lower Ground Floor Office, 109-111 Fulham Palace Road, Hammersmith, London, UK, W6 8JA



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Pre-production

Client interactions

- Any client meetings prior to the production will be conducted online via a video conferencing platform such as zoom, Microsoft teams or Skype.
- If a site visit is necessary, then LME team members attending will be kept to a minimum
- The shooting schedule will be prearranged and distributed digitally so that paper copies will not be needed on the actual shoot day
- COVID safety procedures and additional requirements will be agreed pre-production

Information required from client

- We will require copies of any policies or procedures the client has relating to COVID-19.
- We will discuss how we can best adhere to these policies on the shoot day.
- If we are shooting in a high risk setting (hospital, big crowds, nursing home, factories) then we will discuss additional requirements for personal protective equipment (PPE).
- We require prior notice if we are likely to come into contact with any person in the clinically vulnerable category, so we can adjust our procedures if necessary

Equipment

- Disinfecting and keeping video equipment clean prevents the spread of coronavirus.
- All equipment will be cleaned before and after all productions.
- Cleaning will be performed with disinfecting wipes or 70% isopropyl alcohol solution

During the production

Equipment

- All equipment will be cleaned with disinfectant wipes upon arrival at the site
- The microphone set up will be discussed and pre-agreed.
- The microphone will be sanitised in front of the client
- The client(s) will attach their own microphone with guidance from the LME team as discussed and pre-agreed.

Hygiene

- We will engage in regular hand washing
- Hand sanitiser will be available and used throughout the shoot day

Personal protective equipment (PPE)

- The LME team will wear facemasks throughout the shoot day
- We will arrange additional PPE (such as gloves and aprons) if this requirement is highlighted at the pre-production meeting



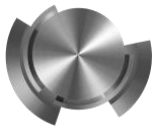
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Social distancing

- We will continue to maintain social distancing as much as possible
- If multiple individuals are being filmed, we will stagger interview times to avoid congestion

Catering

- The LME team will bring their own food and drink
- The team will wash their hands before and after eating

After the production

Equipment

- All PPE used by LME will be disposed of by the LME team
- All equipment will be cleaned with disinfectant wipes before leaving the shoot location
- All equipment will be cleaned with disinfecting wipes or 70% isopropyl alcohol solution again on return to base



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