

OUR RETURN-TO-WORK PLAN

DIRECT DIGITAL UK
VERSION V2.1 - AUGUST 5 2020

Direct Digital is fully committed to the health and safety of our employees and customers. Our goal is to create a safe workplace while continuing to deliver the high quality of service that you have always experienced with us. We will continue to review our operations and the COVID-19 situation in order to ensure that our guidelines and procedures remain up to date.

Here you will find a brief summary of our Return-To-Work guidelines and procedures. As always, we appreciate any input or feedback that you might have. A copy of our COVID-19 Risk Assessment can be found [here](#).

TEAM

- Staff who can work from home not to attend the office.
- Those returning to work encouraged not to use public transport.
- All of our team go through COVID-19 training which includes new operation protocols, cleaning procedures, PPE and general hygiene.
- All staff are required to complete an attestation form before entry.

EQUIPMENT

- Strict cleaning of equipment in line with Panavision guidelines.
- Team split up into prep and de-prep to enforce **RED** and **GREEN** workflows.
- New gloves and PPE used for each job prepped and de-prepped.
- Work surfaces never shared by team and cleaned down after each job.
- Constantly looking at new solutions and best practices, sharing knowledge across the Panavision group.

WORKSPACE

- Staff split into small teams to limit physical contact.
- Social distancing of workstations. 2m floor markings throughout facility.
- Clearly marked **RED** (to clean) and **GREEN** (clean) zones throughout facility.
- All equipment, PPE, tools, computers phones etc assigned to each member of staff.
- High touch areas cleaned at regular intervals.
- Touchless hand sanitisers throughout the facility.
- Any close quarter working undertaken with full PPE.

TRANSPORT

- Our large fleet of vehicles and drivers allows for vehicles to be allocated to one driver.
- Full COVID-19 training given to our drivers.
- PPE kit changed after each job.
- Curb side no contact deliveries.
- Separate vehicles for clean outgoing kit and unclean incoming kit.
- Customer collection and returns from dedicated Bay at rear of building where social distancing can be adhered to at all times.

VISITORS

Customers will be permitted on site in accordance with the following rules and guidelines. Customers will be provided a communication that outlines all the measures, policies, and practises to ensure a safe and compliant workplace within Panavision during and after COVID-19. This communication will be provided at the first engagement of the sales & rental process via email and/or directed to the company website by the Client Contact.

Any customer visit must be by appointment and duration of stay within our current opening times 9am-4.30pm Monday to Friday.

[Continued on page 2]

VISITORS (CONT.)

Customer visits must be scheduled in advance, and the number of customers on premises and in any one area at any one time will be monitored and limited so that strict social distancing and room capacity limits may be maintained. No visitors, including friends, family member, pets, etc., will be permitted into the building.

This will be the responsibility of the Client Contact for the project at issue, in conjunction with the Health & Safety Site Lead.

- It will be expected that the customer and the designated Client Contact will review the equipment package and prep requirements in detail prior to the customer/client showing up to the facility. The objective is to have as much of the prep completed before the client arrives, thereby minimizing the amount of face-to-face time and potential risk to exposure.
- A master schedule for preps/customer visits will be maintained by Health & Safety Site Lead in each facility.
- Customers and crew should also provide current contact information if there is a need for Direct Digital to contact and communicate any information.
- All visitors are required to complete a digital attestation form before entry. Facilities that do not have the digital visitor notification system will need to facilitate paper logs to capture the required information and to secure signed, executed NDAs and Policy documents.
- All equipment supplied to the production will be cleaned and disinfected by Direct Digital personnel in accordance with the requirements of the RTW Plan.
- Movement within the building is restricted: Crew must remain in their allocated test space and communicate with their dedicated prep tech for any needs or requirements and observe the rule of only two technicians per test area.
- Any add and drops to the equipment list will be handled by a designated prep tech.
- After testing, the equipment must be stacked by the crew, ready for collection or delivery.

RETURNING / WRAPPING EQUIPMENT

As part of the initial communication to the client, the client will need to communicate, organise and schedule the return of equipment, giving Direct Digital ample time to prepare, quarantine, and disinfect equipment before it is received back into inventory, where billing can assess and address any shortages and/or damaged equipment.

FOOD SAFETY

- All crew will be advised to bring their own pre-packed food and refreshments.
- Smoking/vaping will only be allowed in the designated smoking area outside the building.
- The cappuccino/coffee bar and canteen areas are currently closed, and there will be no crew access to fridges or microwaves.

We are here to help as always and even in this most challenging of times our friendly team are always looking to make your production run both smoothly and safely.

For additional information, please see the [FAQ's on Direct Digital's COVID Response Resource Hub](#)



HELLO@DIRECT-DIGITAL.COM | WWW.DIRECT-DIGITAL.COM

