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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 [here](#).

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:

Testing

- From the 8th of March 2021, if you are coming onto campus, you should get a lateral flow test before you arrive and, where possible, before you travel on public transport. If you are coming onto campus regularly, you will need to get a test twice a week.
- As MetFilm School is based in Ealing, all students and staff are able to book a free test at one of [Ealing's testing sites](#). If you live outside the borough, you can find out if there is a lateral flow test site near you by clicking [here](#).
- If you are experiencing any Covid-related symptoms, you should isolate together with your household and book a test through the NHS – you should not take a lateral flow test if you are

displaying any covid-related symptoms. You can find information about testing if you have symptoms [here](#).

- From the 9th March 2021 the University of West London will open a up a testing centre in the St Mary's Road campus across the road from Ealing Studios, using the Lateral Flow antigen test, in association with MetFilm School.
- Whilst participation is entirely voluntary, on an "opt in" basis, we expect you to take the test.
- As a responsible institution, we are keen to do everything we can to support the local, national and international effort to reduce the spread of Covid-19. We are proud of the positive contribution we make to society, including during the pandemic, and are pleased to be participating in this project.

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.

Face Coverings

The wearing of face coverings is mandatory at all times on campus, unless:

- you have a green lanyard which shows that you exempt
- during practical activities, when a tutor has invoked production protocols, for limited numbers of people at any one time, and for limited periods of time
- during productions, where a risk assessment has been approved, and production protocols are in place, for limited numbers of people at any one time, and for limited periods of time

- 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.
- If visors are being worn, they should be worn with an additional face covering to decrease the risk of aerosol transmission.
- 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 at the sanitizing stations in teaching rooms.
- The School asks that everyone is respectful of those who are exempt from wearing a face covering. Students and staff exempt from wearing a face-covering can obtain a green exemption lanyard by contacting Student Services on wellbeing@metfilmschool.ac.uk.

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.
- 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.
- Pop up screens are 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.

Outside the Classroom

- Students and staff are asked to maintain social distancing during breaks and in between sessions. Students should ensure they are not crowding entrances and exits to the building in between classes.

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

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 admin@metfilmschool.ac.uk and let us know. You can also email your course team at the relevant email below:
- BA@metfilmschool.ac.uk
- BAAC@metfilmschool.ac.uk
- MA@metfilmschool.ac.uk
- BA@screenspace.ac.uk
- 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 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 (admin@metfilmschool.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 (Testing for those with Symptoms)

For asymptomatic testing see section on 'Asymptomatic Testing' at the top of this guidance. Full details of the School's approach to testing can be found here: [Covid-19 Testing - MetFilm School - London](#)

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 through testing sites
- Home kits
- Regional drive through testing sites

International Travel and Quarantine

The rules around international travel are complex and rapidly changing. All inbound UK travel corridors have been temporarily suspended to protect against new international variants. All passengers are now required to self-isolate for 10 days on arrival in the UK. More information is available on [gov.uk](https://www.gov.uk)

Our Covid Pages - [here](#) - include a detailed section on Self isolation requirements for students arriving in the UK from abroad.

If you have any queries relating to international travel and COVID, contact the Student Services team. Before travelling to the UK, you should:

- [check entry requirements and restrictions](#) that have been introduced due to coronavirus (COVID-19) ensure that prior to departing for England you provide proof of a negative coronavirus (COVID-19) test result taken within three days of departure to their transport operator.
- complete a passenger locator form [here](#)
- confirm whether you are travelling from a red-list There are different arrival procedures for individuals travelling from a red-list country and individuals travelling from a country not on the red-list

If you are unable to travel, international students are permitted to study remotely without a visa and in most circumstances will be able to begin or continue your course via distance learning.

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.
- 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.
- Social distancing must be maintained in all areas of the campus. Students must not congregate outside entrances and exits to the building.

Health Monitoring

- Any new students, new tutors, staff and visitors who have not yet done so 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.
- Specific and detailed guidance for students returning to campus from the 8th of March 2021 can be found [here](#).
- 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

- 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

Campus Access

- From the 8th March 2021, the physical campus will reopen with a number of operational changes in place.
- Specific and detailed guidance for those returning to campus from the 8th of March 2021 can be found [here](#).
- 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

- 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

- 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 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

- 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. 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

- 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

Our Mixed Teaching approach, developed with the Education Management Team, means (public health guidance permitting):

- 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

- 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

- Staff, tutors and students should wear masks at all times.
- 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

- 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

- 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

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

- Class start 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.
- 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

- 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. It can be accessed here:

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 using 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. Please see full guidance on [gov.uk](https://www.gov.uk), which should take precedence over any information here.



You must keep MetFilm School informed at all times by emailing admin@metfilmschool.ac.uk or informing your course leader or course manager (students) or 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