

# Radio Facilities

**Covid-19 Secure – Updated 12<sup>th</sup> May 2020**

**How we minimise risk during Covid 19**

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### • FIVE STEPS TO SAFER WORKING TOGETHER •

Radio Facilities Ltd continues to operate during Covid 19 and based on government and scientific guidance. We have taken the following steps to minimise risk to staff, customers, voice artists and other people who may be required to enter our office.

We have assessed risk and taken the following steps:

- Increasing the frequency of hand washing and surface cleaning.
- Using side-to-side desk configuration.
- Working from home wherever possible and keeping in touch with off-site workers for their mental wellbeing.
- Limiting the number of people in our studio (1 voice artist and 1 client maximum. Additional clients can direct remotely).
- Providing a wall-mounted 70% alcohol hand gel dispenser at the entry door, with additional bottles around the workplace.
- Providing disposable gloves for those members of staff and customers who wish to use them.
- Insisting that staff and customers wear disposable gloves before touching microphones.
- Providing 70% alcohol wipes for staff and customers who wish to clean keyboards, screens or other devices.
- Encouraging visits and meetings via remote connection/working where this is an option.
- Providing clear guidance on social distancing and hygiene to people on arrival, before arrival, by phone, on the website or by email.
- Discouraging the practice of hot-desking among staff.
- Removing ipads from the studio and encouraging voice artists and clients to bring their own printed scripts with them.
- Using floor markings and signage to maintain social distance
- Encouraging visitors to bring their own food and drinks.
- Coordinating and working collaboratively with our landlord and other tenants in the building.
- Minimising contact with delivery and courier drivers who are collecting or dropping off.
- Reducing delivery frequencies by ordering larger quantities of items less often.

### **Radio Facilities Ltd.**

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Registered in England and Wales Company Number 4563957

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