

# ARRI RENTAL BUDAPEST – GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC) RISK ASSESSMENT

The objective of this interim guidance is to provide guidance on Infection Prevention and Control in the context of COVID-19 to prevent COVID-19 virus from entering the facility, spreading within the facility and spreading to outside of the facility. We are monitoring the situation closely and will periodically update company guidance based on current recommendations from the World Health Organisation

This document is intended to identify best business practice for dealing with the risk associated to COVID-19. It does not supersede any Government guidelines or advice. All other health & safety regulations and safety standards and protocols still apply. Due to the nature of the pandemic, it's spread and global migration patterns the persons at risk that the control measures are there to protect are infinite and should be treated as such. They start with all employees and contractors within ARRI, their families, clients using equipment, members of the public and an exponential number of possibilities after this.

**KEY LEADERS IDENTIFIED**

Employee Name	Title / Role	Responsible Department
<b>Clemens Danzer</b>	Branch Manager/ Director of International Sales	Operations – ALL and non-department staff
<b>Ireva Mexis</b>	Hygiene Manager/ Executive Assistant	Operations – ALL and non-department staff
<b>Raymond Lengyel</b>	Facilities Manager	Facilities - ALL
<b>Eszter Farádi</b>	Camera Department Manager	Camera Department
<b>Sándor Oravec</b>	Grip Department Manager	Grip Department
<b>Bernhard Fuss</b>	Senior Warehouse Supervisor	Lighting Department
<b>Monika Toth</b>	Accounting / Administration	Accounting
<b>Andras Bella</b>	Transport Manager	Transport Department and vehicles

## To our CLIENTS and VISITORS

### COVID-19 Golden Rules

We care about you. Guidelines to keep us all safe.

P.P.E – Please be Patient Everyone

1. We will have staff in place to support you all the time staying in our facility
2. Testing schedule available to be strictly adhered to. This will allow us to control the number of people on site.
3. Please adhere to the advised social distancing guidelines of 1,5 metres at all time.
4. Please use the hand washing facilities and disinfectant gel dispensers throughout the building.
5. Specially marked red and green zones are in all departments and marked with adhesive tape on the floor. These are for our Technicians to decontaminate our equipment. Please do not enter these zones at any time.
6. Confined areas, or areas that do not allow for social distancing, be adhered to a One in and One out system. This includes the toilets. Please knock before entering.
7. Due to the spread of fluid as an aerosol, any use of compressed air cans within the building are to be used only in your designated test room and are under your own risk assessment and responsibilities.
8. During this unprecedented time, we kindly ask that all movement between departments is minimised where possible.

We have shared and communicated our risk assessment with you with the intention of creating a safe place for everyone.

We are looking forward to finally welcoming you back to us! Thank you for your understanding and cooperation!

Your Team of ARRI Rental Budapest

## GENERAL COVID-19 POLICIES

### HEALTH AND WELL-BEING

- All employees will be required to complete and sign a health questionnaire. (See 'Health Declarations' below)
- Any employee showing symptoms should stay home. Current company sick pay policy will be in place and adhered to. Symptoms of COVID-19 are described as a high temperature and a new, continuous cough. A normal temperature is defined as (below 37.8 ° C/100.04 ° F).
- COVID- 19 can spread from person to person through small so-called aerosols (tiny droplets in the air) from the nose or mouth that spread when a person with COVID-19 coughs or sneezes. These aerosols land on objects and surfaces around the person. Other people then become infected with COVID-19 by contacting these objects or surfaces and then touching their eyes, nose or mouth.
- According to the latest information from the Covid-19 Specialists (WHO -15/5/2020), people can catch COVID-19 also while laughing and speaking because the aerosols spread up to 3 m and survive in the air for 15 minutes.
- The likelihood of catching COVID-19, where no control measures are in place, is high.

### HEALTH DECLARATIONS

- A written declaration will be obtained from all employees and visitors before returning to work or accessing the facility stating the following:
  - That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous seven (7) days
  - That they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms with the previous 14 days
  - That they will declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.
- Anyone developing symptoms while at work will be sent home immediately
- Upon returning to facility, a new health questionnaire and health declaration will be completed

### DISTANCING

- All employees must follow current social distancing guidelines set out by the government
- Communal work areas (kitchen, smoke area etc.) should only be used for basic needs and socialising should be avoided
- **Smoking only allowed at a distance of 2.0 m and only in the designated smoking area**
- **Kitchen 1<sup>st</sup> floor: a maximum of 2 people is allowed at the same time**
- **Kitchen warehouse 1<sup>st</sup> hall: a maximum of 5 people is allowed at the same time**
- **Kitchen warehouse 2<sup>nd</sup> hall: Only 1 person may be in at the same time**
- **Since toilets are areas which do not allow social distancing, we have established a one-in and one-out system. Please knock before entering**

### HYGIENE

- Masks to be worn always where social distancing is not possible
- Mask-requirement for all from 5 or more Employees in the same room, if a minimum distance of 1.5 m to everyone is not possible
- Mask-requirement if there are customers in the same room
- Employees do not have to wear masks in their own office. However, if there is more than one employee in the office, the social distance of 1.5 m to all persons must be guaranteed.
- All customers /suppliers/ drivers/ guests are obliged to wear masks and to disinfect their hands properly
- All Employees are recommended to disinfect their hands at least 5 times a day or to wear gloves
- After removing masks or gloves the wearer must wash their hands thoroughly with hand soap or sanitizer
- All employees should always practice good hygiene practices based on current government guidelines
- All employees must immediately put their used dishes in the dishwasher
- Food may be left in the refrigerator for no longer than 1 week - otherwise it will be thrown away without further inquiry
- Everyone is obliged to disinfect the tables and chairs in common areas after use (e.g. kitchen)
- All Employees are obliged to disinfect the workplace when leaving

### CLEANING

- Communal areas to be regularly cleaned and disinfected
- Shared workstations should be cleaned and disinfected between users
- Cleaning water must be changed after 2 rooms
- Sponges and rags in the kitchen must be changed every week
- Daily cleaning and refilling of the disinfectant dispenser, mask dispenser and if necessary, glove dispenser
- Toilets must be thoroughly cleaned and disinfected 3 times a day
- ALL doors and handles including the entrance door must be completely disinfected once a day and the doorknobs a further 3 times a day
- Care, consideration and suitable time to be taken to ensure that any equipment used has been properly disinfected prior to use

### **VENTILATION**

- Ventilation of spaces should be considered for each department. All areas should be kept well ventilated
- Desk fan use at any time **is strictly prohibited**

### **INFORMATION SHARING – EMPLOYEE**

- Distribution of this risk assessment to each employee is required. Acknowledgment that it is read and understood is required and to be provided to Human Resources
- Daily department reviews are to take place - Stock of PPE (gloves, masks, hand sanitiser)
- Department meetings should take place at least once per week -> reminding all staff of their personal protection and personal responsibilities
- Signs will be placed to remind all employees of current guidelines (social distancing etc)

### **INFORMATION SHARING – PRODUCTION AND CREW**

- Distribution of risk assessment to be provided to each production
- Bespoke risk assessment to be sent to crew before access to site. This will include expectations, personal responsibilities and Health Declaration
- The crew list must be requested by the Project Managers from the production. This is important in order to be able to track and inform all people who maybe have had contact with the infected person in the event of an infection.

### **PROMPT IDENTIFICATION AND ISOLATION**

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, customers and visitors in the workplace
- If leaving the premises immediately is not possible for any reason, move the potentially infectious person to a location away from employees, customers and other visitors.
- Take steps to limit spread of the respiratory secretions of a person. Provide a face mask and ask the person to wear it

**Note: Any employee showing symptoms, or having been asked to leave the business, should be required to go home without prejudice. He / She shall be allowed to return to the work immediately following any isolation period and all Company Sick Pay Guidelines will be followed.**

## GENERAL CONTROL MEASURES

<b>Hazard Means of Transmission</b>	<b>Control Measure</b>
<p><b>Person to Person Transmission</b></p> <p><b>Entry of Virus into building</b></p>	<p>Entrance Management</p> <ol style="list-style-type: none"> <li>1. Specific entries into the building will be determined</li> <li>2. Hand sanitiser will be placed at the entrances that all employees and visitors are required to use when entry</li> <li>3. Health Declaration must be completed by all staff and visitor entering the building</li> <li>4. Gloves and Masks will be available at the entrances for any person</li> <li>5. All common areas (reception, corridors, kitchen etc.) should be disinfected at least 2 times per day. This should include door entry buttons, bannisters, work surface etc</li> </ol>

<b>Hazard Means of Transmission</b>	<b>Control Measure</b>
<p><b>Person to Person Transmission</b></p> <p><b>Health Declarations</b></p>	<p>A written declaration will be obtained from all employees and visitors stating:</p> <ol style="list-style-type: none"> <li>1. That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days</li> <li>2. That they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days</li> <li>3. That they have not tested positive for COVID-19 in the previous 14 days</li> <li>4. That they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus</li> <li>5. Anyone developing symptoms while at work should be sent home and told to seek advice from doctor</li> </ol>

Hazard Means of Transmission	Control Measure
<b>Person to Person Transmission</b>  <b>Hygiene</b>	<ol style="list-style-type: none"> <li>1. Handwashing facilities should be provided wherever possible with soap and paper hand towels</li> <li>2. Antiseptic gel dispensers should be provided</li> <li>3. Employees should wash or sanitize their hands regularly and immediately after using kitchen or toilet facilities or after handling equipment or objects that may carry the virus</li> <li>4. Signs displaying proper hand washing techniques will be in place at all handwashing facilities and hand sanitizing stations</li> </ol>

Hazard Means of Transmission	Control Measure
<b>Person showing Symptoms of Covid-19 in the workplace spreading the virus.</b>	<ol style="list-style-type: none"> <li>1. All employees working must complete a health declaration prior to return to work declaring that they are free from symptoms, that they have not knowingly come into contact with anyone showing symptoms of COVID-19 in the previous 14 days, and that they should not be self-isolating for any other reason laid out in government guidelines</li> <li>2. Prompt identification and isolation of potentially infectious individual to happen immediately</li> <li>3. To limit the spread, Employee should be provided a mask to put on immediately</li> <li>4. Restrict the number of individuals entering the designated quarantine area</li> <li>5. The quarantine area and staff workspace should be cleaned and disinfected once the area is clear</li> </ol>