



CHAPMAN LEONARD UK – RETURN TO WORK PLAN – COVID - 19 2020

Following the pandemic that has hit the world, Chapman UK are committed to protecting the health, safety and wellbeing of our staff, clients and visitors. We have worked on a return to work plan in order to create a safe environment for all to work in and be a part of.

Our guidelines and plan will continue to be reviewed and updated as time goes on. We will ensure we keep up to date with the government guidelines keeping our procedures up to date.

Chapman UK Premises:

Unit 2, North Orbital Commercial Park,
Napsbury Lane, St Albans, AL1 1XB

Dennis Fraser MBE – Managing Director

Office Staff:

Rebecca Day
Julie Day
Lynne Green
Emily Nugent
Gemma Mela

Warehouse Staff:

Andy Street
Charlie Wharfe
Callum Fomes
Dennis Fraser Jnr
James Herring
Kurt Kemble
Luke Skerton
Ross Sexton
Taylor Blake
Tom Curtis
Tom Street
Sam Graysmark
Paul Blake

Chapman UK Facility

- Facility will be cleaned regularly (several times a week) using sanitising products including regular deep cleans.
- The building will be regularly fogged with VIRABACT™. A powerful liquid cleaner with bactericidal and virucidal agents. After a contact time of 5 minutes, VIRABACT™ inactivates 99.99% of the pathogens associated with coronavirus.
- Shared workstations should be cleaned and disinfected between users.
- Health and Safety Covid -19 signage throughout the facility for staff to observe.
- Wall Mounted Hand Sanitizers have been placed around the building, to be used by employees and visitors. Units have been placed close to doors, entrances and exits.
- Staff are asked at the end of the working day to spend 10 minutes sanitising their designated area and tools.
- The facility will remain thoroughly ventilated with the warehouse shutter doors open and windows of the office open at all times.
- Air Conditioning Units and Fans are not to be used at any time.
- Common areas such as the kitchen, door handles, entry buttons, bannisters will be disinfected every couple of hours.
- A Covid- 19 Risk Assessment has been completed for the building/ operations of the business.
- A Chapman UK Location QR code has been created and displayed around the building allowing employees and visitors to check on the NHS Covid- 19 App.

Staff/ Visitors

- Where possible staff will be invited to work from home as per government guidance.
- Any meeting with clients will take place over the phone unless under exceptional circumstances.
- Employees will be working reduced hours during the week where possible to minimise the number of staff present at our facility.
- Staff and visitors will have their temperatures checked and recorded daily.
- Staff shall complete a health declaration daily to confirm no symptoms before entering the building.
- Staff will be continually reminded not to enter the building if symptomatic or if they have knowingly interacted with someone who has tested positive for Covid- 19.
- Any staff who develop symptoms whilst at work will be sent home immediately to self-isolate for 14 days.
- Staff will be regularly tested as part of their involvement with production companies and results will be shared with management and kept on file.
- Any staff member who has to self-isolate because they have symptoms or because of someone in their household/ track and trace, Chapman UK will have them privately tested in order to clear them safe to return to work.
- Visitors will be recorded with an internal track and trace system.
- We have amended our staff sickness policy to meet the guidance associated with Covid- 19. If a member of staff were to become ill, we would ensure that all areas they have worked in would be deep cleaned and disinfected.

PPE/ Hygiene

- Our staff and visitors have been asked to wear masks/ face coverings at all times.
- Hand Sanitizing stations and individual bottles have been placed in several places around the building and will be regularly filled up. Staff have been encouraged to use these throughout the day.
- All employees will be encouraged to practice good hygiene based on current government guidelines.
- Disposable gloves have been provided to all staff for their working time.

Deliveries and Collections

- Every driver will be equipped with a mask and hand sanitizer.
- Deliveries and collections can be contactless if requested by the client/ studio – we will be led by productions instructions.
- For the time being, we will not be asking anyone to touch or sign any paperwork as proof of receiving it.
- Vehicle interiors will be cleaned and wiped with disinfectant spray and wipes in between each drive.

Cleaning Equipment

- Our staff will be expected to adhere to strict equipment handling practices.
- All our equipment will be cleaned and sanitized before leaving and upon entering the building before and after jobs. All staff have been provided with minimum 60% alcohol spray, SafeClean surface sanitising spray and wipes which will be applied to all equipment before it goes out and as it returns. SafeClean spray enables a 5-hour protection once set.
- All productions that need equipment to quarantine before use will need to inform Rebecca and Emily on the hire desk.

Please contact Chapman Leonard UK on 01727 838 424 for any questions about the above information. Thank you

