

## NFTS Scotland

### COVID-19: Keeping our community safe

What we commit to do	What we expect you to do
<ul style="list-style-type: none"> <li>• Deliver training virtually where possible</li> <li>• Ensure our trainers are trained in COVID-19 Awareness for Film and TV production and a qualified COVID-19 Supervisor supports course delivery</li> <li>• Risk assess each face-to-face course and ensure all training has COVID-19 specific health and safety measures in place, and provide additional information to participants where required</li> <li>• Require course participants to sign 'COVID-19 Symptom- Free' Health Declarations before attending training</li> <li>• Stagger arrival times to minimise groups gathering</li> <li>• Monitor the temperature of all users accessing our training venues</li> <li>• Use one-way systems throughout our training venues</li> <li>• Provide appropriate PPE for training-related activities and ensure safe disposal of waste</li> <li>• Publish clear information about the safe use of shared spaces (e.g kitchens, toilets)</li> <li>• Provide hand sanitising gel at multiple points around training venues</li> <li>• Limit the number of participants and provide distanced seating for working and breaks</li> <li>• Clearly mark 2m distance in training spaces and provide adequate space between participants</li> <li>• Use projection, extended cabling and remote technology where applicable to limit close contact between trainer and participants</li> <li>• Ensure frequent cleaning of training spaces especially of high contact points such as door handles</li> <li>• Respond promptly to any reports regarding a suspected case of COVID-19 and manage it appropriately</li> <li>• Keep our arrangements under constant review taking into account the latest government and industry guidance and update these as necessary</li> <li>• Communicate clearly and promptly with all participants about changes to training arrangements</li> <li>• Refund or transfer course fees in the event that a booked participant cannot attend due to COVID-19 related illness or symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Stay at home if you are unwell and take a test if you have symptoms of COVID-19. Do not come to training and advise NFTS Scotland as soon as practically possible.</li> <li>• Comply with the rules on arrival times, physical distancing and respecting the one-way systems</li> <li>• Wash your hands frequently and use your own or the provided hand sanitiser throughout the day</li> <li>• Wear a mask or face-covering in indoor, high traffic, communal areas of training venues such as corridors, toilets and kitchens or if you are advised that 2m distancing cannot be maintained at any point.</li> <li>• Be respectful of those who are not able to follow all protective behaviours due to reasons of disability or medical exemption, and continue to do what you can to follow the rules.</li> <li>• Report to the School promptly if you have symptoms of Covid-19 (<a href="mailto:Covid19@nfts.co.uk">Covid19@nfts.co.uk</a> and <a href="mailto:scotland@nfts.co.uk">scotland@nfts.co.uk</a>)</li> <li>• If anyone in your household or a close contact tests positive, self-isolate for 14 days and do not come to training</li> <li>• Limit your interactions with other participants during training.</li> <li>• Tell us if you see anything that concerns you or that we could do better</li> </ul>