

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"> • Deliver training virtually where suitable and possible • Ensure our trainers are trained in COVID-19 Awareness for Film and TV production and a qualified COVID-19 Supervisor supports course delivery • 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 • Require course participants to sign 'COVID-19 Symptom-Free' Health Declarations before attending training • Stagger arrival times to minimise groups gathering • Monitor the temperature of all users accessing our training venues • Use one-way systems throughout our training venues where applicable • Provide appropriate PPE for training-related activities and ensure safe disposal of waste • Publish clear information about the safe use of shared spaces (e.g kitchens, toilets) • Provide hand sanitising gel at multiple points around training venues • Provide adequate space between participants and comply with government guidance on distancing • Use projection, extended cabling and remote technology where applicable to limit close contact between trainer and participants • Ensure frequent cleaning of training spaces especially of high contact points such as door handles • Respond promptly to any reports regarding a suspected case of COVID-19 and manage it appropriately • Keep our arrangements under constant review taking into account the latest government and industry guidance and update these as necessary • Communicate clearly and promptly with all participants about changes to training arrangements • Refund or transfer course fees if a participant cannot attend due to COVID-19 related illness, or symptoms or if we cancel due to government restrictions 	<ul style="list-style-type: none"> • Take a lateral flow test (available from GOV.UK or at a test site) the night before the training, register the result here and send the email response to scotland@nfts.co.uk • Check your temperature before attending training every day. • Stay at home if you are unwell and if you have symptoms of COVID-19. • Fever (temperature above 37.5°C) • A new continuous cough • A loss or change to your sense of taste or smell <p>Do not come to training and advise NFTS Scotland as soon as practically possible.</p> <ul style="list-style-type: none"> • Maintain 'soft isolation' practices in general and prior to attending training • Complete the Screenskills e-learning course 'Coronavirus Basic Awareness on Production' • Comply with the rules on arrival times, physical distancing and respecting the one-way systems • Wash your hands frequently and use your own or the provided hand sanitiser throughout the day • Wear a mask or face-covering in indoor communal areas of training venues including corridors, toilets and kitchens • Keep your workspace, equipment and tools clean • 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. • Report to the School promptly if you have symptoms of Covid-19 during or after training (covid19@nfts.co.uk and scotland@nfts.co.uk) • If anyone in your household or a close contact tests positive, self-isolate as per the government guidelines and do not come to training. Advise NFTS Scotland. • Limit your interactions with other participants during training • Tell us straight away if you see anything that concerns you or that we could do better

