



4 Glendale Terrace, Byker
Newcastle upon Tyne,
NE6 1PB

A Community Interest Company Limited by Guarantee #07740648

Beacon Films – Coronavirus Rules

Version 5 - Updated 12th January 2023

SUMMARY

Please turn over for full details in Easy Read

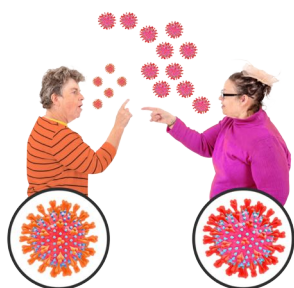
1. Whilst the government has stopped most coronavirus (Covid-19) measures in England, **Beacon Films is keeping some rules in place.**
2. **People are no longer asked to wear face coverings** whilst inside and walking around at Beacon Films. People can still choose to wear a face mask if they want to.
3. People are reminded about the importance of **washing hands regularly, letting fresh air into the room, and keeping a safe distance from others if asked.**
4. Staff and freelancers are asked to take a lateral flow test in advance **(within 48 hours)** and the result must be **negative** before attending Beacon Films. **Beacon Films can provide lateral flow tests.**
5. Everyone is asked not to come to Beacon Films activity **if they are feeling physically unwell** (with any symptoms, not just signs of Covid-19).

6. Those who feel physically unwell during Beacon Films activity **are asked to leave as soon as possible.**
7. We are asking everyone to let us know **as soon as possible if they test positive for Covid-19** after attending Beacon Films activity.
8. We are asking everyone to let us know before coming to Beacon Films activity **if they have been in close contact with someone who has tested positive for Covid-19.**
9. If you have any questions about this risk assessment please contact
 - o Will Sadler (will@beaconfilms.org.uk)
10. If you have any questions or concerns about Covid-19, or you need to report a positive Covid-19 test result, please contact
 - o Johanna Smith (johanna@beaconfilms.org.uk) and/or
 - o Michelle Fox (michelle@beaconfilms.org.uk)
 - o All can be reached on **0191 580 7000** and there is voicemail if no one is in the office. During workshops at Beacon Films, Johanna can be reached on **07443 357 678**

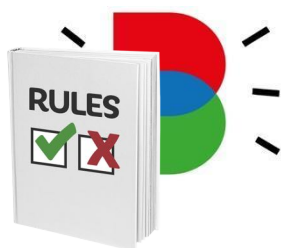
FULL DETAILS – IN EASY READ



The government has stopped most coronavirus (Covid-19) measures in England.



But Beacon Films works with people who are at more risk from Covid-19.



Because of this, Beacon Films has decided to keep certain rules in place.



These rules might change at short notice.



We will let all Beacon Films staff, freelancers and members know if the rules change.



The person in charge of this policy is Will Sadler who can be contacted on 0191 580 7000 or will@beaconfilms.org.uk



If you have any questions or concerns about Covid-19 you can contact

Johanna who can be contacted on 0191 580 7000 /07443 357 678(mobile) johanna@beaconfilms.org.uk

Michelle who can be contacted on 0191 580 7000 michelle@beaconfilms.org.uk

1/ Vaccination



We will **not** ask about people's vaccination status before they come to Beacon Films.



But **if you are not vaccinated**, we recommend you chat to us before you come to Beacon Films.

2/ Face Coverings



You no longer need to wear a face covering when you come to Beacon Films. However, you can still choose to wear a face mask if you want to.

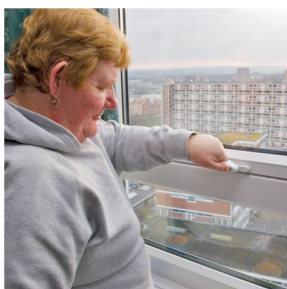
3/ Hand Washing



People are reminded to wash their hands, especially after using the bathroom.



Beacon Films will continue to provide hand sanitiser in rooms.



Windows should be opened slightly when there is more than one person in a room.



We understand this is more difficult in the winter. We will be using an air purifier during winter or when windows cannot be opened.

Please note: air purifiers are not proven to remove all Covid-19 risks. Ventilation from opening windows is the most effective way to reduce the airborne transmission of viruses.

4/ Space



People are asked to keep their distance from one another where possible.



The number of people allowed in each room is decided by Skills for People (who own the building).

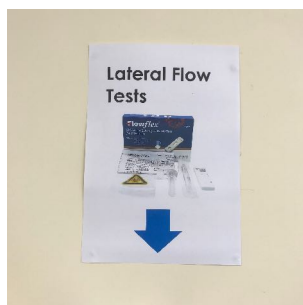
5/ Lateral Flow Tests



We no longer ask people coming to the building to take lateral flow tests before they arrive.



But **staff and freelancers** are still being asked to take a lateral flow test **no more than 48hrs** before coming to Beacon Films and for the result to be negative.



Beacon Films provides staff & freelancers with lateral flow tests.

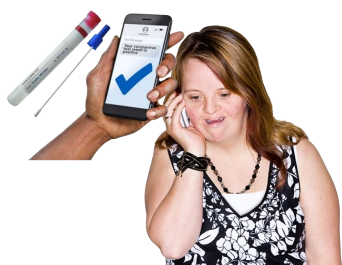
6/ If anyone feels unwell...



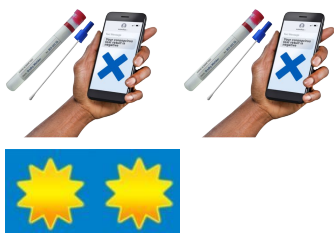
If someone feels unwell whilst they are at Beacon Films, we ask them to leave Beacon Films.

Skills for People have made the Changing Place bathroom a place for someone to isolate if they can't leave immediately.

7/ If someone tests positive for Covid-19 after being at Beacon Films activity



Please let **Johanna and/or Michelle** know as soon as possible if you test positive for Covid-19.



People can come back to Beacon Films if they test **negative** on a lateral flow test for two days in a row. This must be at least **6 days** after their first positive test result.

Or -



People can come back to Beacon Films if **10 days** have passed since their symptoms began and they are feeling well again.

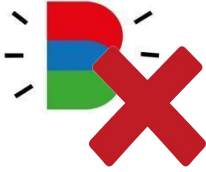


We will let people who were at the same activity know that someone has tested positive for Covid-19.

8/ People who have been in contact with someone who has tested positive for Covid-19.



We ask people to let **Johanna and/or Michelle** know before coming to Beacon Films.



Depending on who we are working with, we **may** cancel Beacon Films activity for 4 days.



And/or we may ask **staff and freelancers** to take a lateral flow test each day, for the next 4 days, before they come to Beacon Films activity