

PORTABLE PICTURES COVID 19 POLICY

On the day of a booking we will contact the hirer and ask the following questions:

- Is anyone at the event currently suffering from flu-like symptoms?
- Has anyone at the event venue been diagnosed with COVID-19, or is anyone self-isolating for any reason?

If the answer to either of these questions is yes, we will re-book the event for at least 14 days time subject to availability.

If the answer to both is no, we will request that only one customer at the event venue enters the screening room and only when or if necessary for the set-up and pack down. If the event venue is a home and a member of the household is considered medically vulnerable (by virtue of age, underlying health condition or pregnancy), we will ask that they are isolated in an area of the property away from the screening room.

Alongside our standard health and safety procedure Portable Pictures will set-up and pack down complying with the following additional health and safety procedures:

- Only one member of Portable Pictures staff may enter the event venue.
- We will ask the customer to sign a declaration that they do not have COVID-19 symptoms and postpone the screening if the customer shows signs of the virus at the time of set-up.
- We will ask the customer to open all doors and turn on light switches where necessary for the purposes of set-up and pack down, and then wait in another room whilst the set-up and pack down activity takes place. We will not touch anything other than what is needed for the set-up of the screening.
- A mask and gloves will be worn whenever possible by the Portable Pictures member of staff attending the set up and pack down.
- The screening room must be cleaned before set up and pack down by the customer.
- Portable Pictures equipment will be cleaned only by Portable Pictures staff upon set up and pack down at the event venue.
- Portable Pictures staff will wash their hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser before entering and exiting the venue.

THANK YOU FOR USING PORTABLE PICTURES

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