



Covid19 Client Policy – 01/10/21

Below is our updated Covid Policy effective from 01/10/2021

It remains ENVY's priority to keep our staff and clients safe whilst continuing to deliver your projects on time.

Finishing Post

From the 1st October, clients will be able to sit in with our finishing operators on-site. A maximum of two clients per suite at any one time can attend. We ask those attending to sit on the sofas and wear a face covering (unless medically exempt). We also request that clients spend only the time that is necessary in the suites.

If you require use of a computer during your session we request that you bring your own device, to ensure you can sit a safe distance away from the operator.

We continue to offer options for remote viewing by live stream on request

Special arrangements are in place for the cleaning of VO equipment.

Offline

Offline Suites are open for client who want to work on-site

We continue to include our ENVY Remote platform with every offline booking, allowing your teams to work from home as and when they want to, more details here: envybroadcast.co.uk/REMOTE/

We have removed our restriction of two people to each offline suite, as government social distancing rules have been relaxed. We encourage clients to use their own judgement on the number of people that should be in close proximity and to follow your own company's protocols. We suggest limiting the number of people mixing between rooms.

Communal meeting areas across our buildings will remain closed.

Runner service

We intend to maintain our increased hygiene and safety measures, keeping staff and clients as safe as possible as we continually monitor and react to government advice still being issued.

tea - coffee – water

Our Runners will be present in the kitchen and will be serving from the breakfast bar should you require anything specific. Please call the kitchen from your suite phone and the Runner's will prepare your order for collection.

breakfast - lunch - dinner

Should you wish to bring your own pre-prepared lunch/dinner, these can be stored in fridges found in kitchens and kitchenettes but please be mindful of availability. Food can be heated upon request, please speak to our Runner team for further info.

Our Runner Team now utilises Deliveroo for external lunch or dinner requirements, please call the kitchen should you wish to place an order (note that delivery & admin fees will apply to all orders and will be recharged weekly via invoice). Orders will be delivered to your suite in original packaging and unopened.

Moving around the facility

All arrivals at reception will continue to be asked to use the anti-bacterial hand gel provided and observe the signage and floor markings. Protection screens have been installed in all reception areas.

Temperature screening is just one part of our defence against Covid19 and one method of mitigating the risk. To help us with this and to prevent an infected individual entering the building and potentially spreading the virus we will request to take the temperature of anyone entering our buildings. Anyone entering will be asked, using a contactless thermometer, to have their temperature checked and if their temperature is above 37.8 we would not permit entry. You will be offered to take some time out outside if your temperature is higher and re-test a few minutes later. We will not keep any record of temperatures beyond the live check.

All clients arriving will have to sign a disclaimer at reception that states that they do not have any Covid19 symptoms.

They will also be asked to adhere to standard personal hygiene procedures regarding infectious diseases.

We ask that masks continue to be worn when you are outside of your designated suites and in corridors and other areas.

We will continue to update you again if there are any further policy changes

Thank you for your continued support

Team ENVY