



## Working safely during Coronavirus (Covid-19)

Camera One are taking the threat of Covid-19 very seriously. We have remained open throughout and have taken every precaution necessary to minimize the spread of the disease.

This document sets out exactly what has, is and will continue to be done to help combat Covid-19.

The following points detail what measures have been taken within our workplace to ensure the safety of our staff.

1

Reduced amount of staff on site, any member of staff that can work from home will continue to work at home wherever possible

2

Touch-free hand sanitizer stations and soap dispensers have been installed throughout the office

3

Various signage installed on site to ensure staff keep a 6' distance wherever possible

4

Work areas have been created to allow for 6' or more of space between each area

5

We are operating a clean desk policy, no stationary items to be shared

6

Work areas are cleaned and sanitized regularly

7


All of our staff have the necessary PPE equipment in order to carry out their job safely





## Renting Equipment from Camera One

The following points detail what measures have been taken when renting equipment from Camera One.


**1**  All equipment will be wiped down with anti-bacterial wipes and gloves before each rental

**2**  If you are picking up or prepping equipment please contact us prior to arrival, we will then advise you how to proceed


**3**  If you enter our building, please make use of the hand sanitizer stations on arrival and departure and keep a 6' distance wherever possible


**4**  Our staff will be wearing protective gear throughout this process


**5**  If we are delivering equipment to you, we will make contact prior to delivery to arrange a safe drop off

**6**  Our drivers will keep direct contact to a minimum, they will wear the necessary protective gear and will carry hand sanitizer in their vehicle which will be used immediately before and after each delivery

**7**  During the rental we can offer advice on how to safely clean the equipment and supply cleaning kits (additional charge) if required. Any damages incurred through improper cleaning will be charged on accordingly – therefore we ask you not to attempt cleaning any delicate optical or electrical components (i.e. camera sensor, mounts, lenses etc)

**8**  If we are picking up equipment from you, we will make contact prior to collection to arrange a safe pick up

**9**  When returning equipment please contact us prior to arrival, we will then advise you what to do

**10**  All equipment returned will be wiped down with anti-bacterial wipes and gloves before being placed back into our storage zone ready for the next rental

We have kept this document as simple as possible so it can be followed with ease but if you do have any additional questions or concerns please don't hesitate to contact [bookings@camera.one](mailto:bookings@camera.one) and we will get back to you.