



LONDON FILM ACADEMY OUTBREAK PLAN – PROCEDURE FOR STAKEHOLDERS REPORTING COVID-19 SYMPTOMS

This document is the intellectual property of London Film Academy (LFA) and is subject to copyright.
No part of this document is to be reproduced, adapted or communicated to any other party
without prior written consent of LFA.

OUTBREAK DEFINITION

The definition of an outbreak for non-residential settings is defined [as of 9 Sept: <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/epidemiological-definitions-of-outbreaks-and-clusters-in-particular-settings>] as:

Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of:

- *identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases*
- *when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases*

End of outbreak

No test-confirmed cases with illness onset dates in the last 28 days in that setting.

INTRODUCTION

LFA is a boutique Higher Education Film Training Academy at 52A Walham Grove, London, SW6 1QR.

The building has a capacity of 120 under normal conditions.

The London Film Academy Outbreak Plan is based on Government guidance and in consultation with the London Borough of Hammersmith and Fulham Public Health team.

LFA COVID safety measures and controls are in place based on a comprehensive risk assessment which is regularly reviewed. COVID protocols for in-person activities at LFA and on production locations are communicated via email and in-person briefings to all staff, tutors, students.

Clear signage is present throughout the building to aid compliance. Stakeholders with particular responsibility for ensuring protocols are complied with include all members of LFA staff, tutors, COVID supervisors and technical team, students – particularly (for productions) 1st ADs and Producers, Team Assistants and Student Representatives. All Courses and Operations Team staff and tutors supervising productions have passed training in COVID Safe Productions by Screenskills. All productions must have their COVID Risk Assessment signed off which currently includes 23 specific risk titles which must be addressed and, where applicable, mitigated against.

Contractors and visitors are by appointment only and must abide by COVID protocols while on site which are enforced by the LFA staff.

There is a single point of entry to the building and front of house staff ensure that every person entering passes our rigorous signing in procedures at the front desk before they are admitted. This includes submitting to a daily temperature check, completing a COVID health declaration and sanitising their hands under the watch of the Front of House Coordinator. The front desk is attended at all times during opening hours and all persons returning to the building during the day (e.g. following lunch breaks) are required to sanitise their hands at the front desk.

Enhanced cleaning, ventilation, sanitation stations, social distancing measures, hygiene measures and PPE measures are in place as well as protocols for people experiencing symptoms while on site or reporting symptoms. The procedure for people reporting symptoms is detailed in the flowchart below.



Student cohorts have a maximum of 12 students and controls are in place to mitigate against potential contact between cohorts including the staggering of start and break times. Face coverings must be worn by all stakeholders when moving around the building.

REVIEWING

LFA COVID protocols are regularly updated in line with government guidance and internal review. The LFA COVID strategy is a permanent agenda item at the weekly Senior Management Committee Meeting for the foreseeable future and following feedback from stakeholders including at the monthly COVID Protocols Review Meeting, attended by the Courses and Operations teams.

Where a stakeholder begins to experience one of the 3 recognised symptoms of COVID-19 they must go immediately to the dedicated isolation room and follow the protocols for assistance from a trained member of LFA staff. This includes identifying any areas the stakeholder has been and LFA stakeholders and visitors they have had close contact with in the past 48 hours.

All persons must comply with instructions issued by the Test and Trace.

The flowchart below details the process if a stakeholder reports a COVID symptom.



Stakeholder reports to a member of staff that they are experiencing a recognised symptom of COVID-19.

Member of staff immediately calls/tells the COVID Lead (Head of Operations & HR, in their absence the Joint Principal DG) and then emails seniormanagement@londonfilmacademy.com which will be sent to the Head of Ops & HR, The Joint Principals and The Vice Principal.

Is the stakeholder experiencing symptoms at LFA? Yes/No

No: The stakeholder must self-isolate at home straight away (as will members of their household), arrange a COVID test & share the results with the relevant member of staff at LFA [Course Leader if a student or tutor, COVID Lead if a member of Staff or Contractor].

Yes: If experiencing one or more COVID symptom at LFA, the stakeholder must immediately go to the isolation room where they will be assisted by a trained member of LFA staff who will follow LFA protocols for persons experiencing symptoms at LFA (including identifying which spaces the person has been which will be vacated until thoroughly sanitised and who they have had contact with). Once safely home, they must self-isolate, inform members of their household (who must also self-isolate), arrange a COVID test & share the results with the relevant member of staff at LFA [Course Leader if a student or tutor, COVID Lead if a member of Staff or Contractor].

LFA will seek to identify (and assist Test and Trace) those who have been in close contact with LFA stakeholders within 48hrs preceding the onset of symptoms by:

1. Speaking with the person experiencing symptoms
2. Speaking with relevant staff, cohort & tutors,
3. Cross-referencing LFA timetable and SigninApp records and call sheets. This will be conducted by the overseen by relevant member of staff under supervision of the COVID Lead. All written correspondence should be sent to/from covidlead@londonfilmacademy.com

Identified close contacts who are LFA stakeholders will be warned to be extra vigilant for symptoms and to take extra care with hygiene, PPE and social distancing precautions since a close contact is awaiting a COVID test result. If a student, this includes their peer group (cohort).

The stakeholder awaiting results will participate in work/studies remotely while self-isolating. They will not be admitted to the LFA building or any other in-person LFA activity.

The stakeholder must supply evidence of the outcome of the test which will be shared with close contacts. The 3 possible results are **negative** (no COVID-19), **positive** (has COVID-19), **unclear/void/borderline/inconclusive**.

Test is negative: The stakeholder they may return to in-person activities with LFA in line with Test and Trace **guidance**.

Test is unclear/void/borderline/inconclusive: The stakeholder must get another test as soon as possible within 5 days of the symptoms starting. If they are not able to have another test in time they must self isolate for at least 10 days from onset of the symptoms. Close contacts informed are instructed to self-isolate must to so for the full 14 days in the absence of a negative test result and will not be admitted to LFA.

Test is positive: The person who has tested positive will complete their 10 day+ isolation and return when they are well. Any other stakeholders who have been instructed to self-isolate will not be admitted for in-person activities until the 14 day isolation period (dating from when they were in close contact) has been completed.

LFA close contacts must report any COVID symptoms which develop to the relevant member of LFA staff [Courses team if a student/tutor, COVID Lead if a member of staff], get a COVID test and share the result with the relevant member of LFA staff who will report this to the COVID Lead + Senior Management - See start of flowchart.

Where there are 2 or more test-confirmed cases among individuals associated with the LFA building or location, illness onset dates within 14 days, and identified direct exposure between at least 2 of the test-confirmed cases in that setting (e.g. 1m face to face, >15 minutes within 2m) during the infectious period of one of the cases, the COVID Lead will declare an outbreak and notify PHE on 0300 303 0450 and work with them on next steps.

Note: If a stakeholder has been instructed to self-isolate by the Test and Trace service independently of any association with an LFA stakeholder or LFA activity (e.g. someone at their part time job has tested positive) then they must comply with Test and Trace instructions and inform the relevant member of LFA staff of what these are. If they experience any symptoms within this time they must report this to the relevant member of staff and the process above will be initiated.

REPORTING AN OUTBREAK

Where an Outbreak has been identified the Head of Operations & HR (in absence the Joint Principal DG) will report this to Public Health England (PHE) via phone: 0300 303 0450 as advised by the London Borough of Hammersmith and Fulham Public Health team.

If phone contact with PHE cannot be established, the email contact for PHE is LCRC@phe.gov.uk

LFA will cooperate with PHE and Test and Trace on all COVID matters.

LFA retains clear records of all on-site attendance at our one building and rigorous signing in protocols are in place which include the daily requirement of a health declaration (records retained in the SignIn App & COVID Lead + FOH staff instantly notified via email of 'yes' answers which result in non-admittance and investigation by the Head of Operations & HR), temperature check and hand sanitisation which are observed and enforced upon arrival at our single entry point to the building. Any person who does not pass these measures successfully is not admitted beyond reception.

Similar arrival protocols are in place at off-site productions which are managed by the 1st AD and enforced by the COVID supervisor. These are detailed in the COVID Risk Assessment for that production.

