

Guidance for *Moving Pictures*: managing screenings in a Covid-19 safe way



Last update: 2nd September 2020

This document is a guide only and does not supersede current government advice. It is intended to offer information to consider prior to re starting film screenings. Guidance may change so please ensure you are up to date with government advice and, if in doubt, please ask us for more information.

Things to Do - The following points are actions that are strongly advised by Live & Local both in accordance with current government and specific industry body advice:

- Read the venue's written Covid-19 specific risk assessment and ensure all people involved in a screening know what measures are needed to ensure safe screenings can take place.
- Write and share a Covid-19 specific risk assessment for the screening. We will assist you if required and can provide a template on request (email films@liveandlocal.org.uk)
- **From 8th August 2020 face coverings indoors including in community venues, cinemas and theatres is mandatory for all people, except those persons exempt under the guidance** (link at the end of this document). Until this guidance is updated (expected to be reviewed in November) all audience members should abide by this and wear face covering at all times whilst in the venue.
- **You should collect contact details for at least one person in each party at the time of booking (or arrival on the day) in order to assist with Test and Trace.** We would ask you to contact and inform all attendees (including audience members and volunteer helpers) in the event of a Covid-19 related incident being identified at the screening. Make sure any contact details are given with the knowledge and consent that they may be used later and that, by giving their number, they agree to be responsible for contacting all members of their party. It should be made clear that information is held securely for 21 days and then it must be destroyed.
- Ensure you have hand sanitiser or hand washing facilities available and ask all people to clean their hands upon entering the building.
- Ensure you have a socially distanced seating plan. Have a plan to monitor audiences to stop them moving chairs or sitting in the wrong seats.
- Seating should be placed with space ensuring individuals and households remain the current recommended social distance apart – currently 2m or 1m+ with mitigation i.e. all seats facing one way.
- Have a strict cleaning policy before during and after the screening, in-accordance with the venue's Covid-19 risk assessment.
- Check that any volunteers helping at the screenings are not especially vulnerable to Covid-19 as classified by the NHS guidance (link at the end of this document).
- Have clear information available to audiences **at time of booking**, including a policy on refunds/ refusing entry to an event if an audience member is unwell with Covid-19 symptoms and a reminder that they must leave immediately and isolate if they feel unwell with Covid-19 symptoms.
- If you use the Moving Pictures kits, think about where you can store the equipment untouched for 72 hours after a screening and have someone collect it whilst maintaining social distancing.

Things to consider – other things to think about

- Nominate a person to direct audiences to seats flight attendant style. Fill seats furthest from the entrance first, and ensure people exit in the opposite way. You may need to manage people's expectations in advance with regard to being directed to seating.

- Think about where audiences are going to wait prior to coming in. Do people queue outside the building or can you open the hall early with enough time to stagger entry? This would require discussion with the venue.
- If possible, open extra doors to allow more options to gain access to a hall with fewer people at each door. Doors (**not fire doors**) can be propped open to minimise people touching doors and handles.
- A strict cleaning policy should be part of the venue risk assessment, but you should provide your own hand sanitiser, gloves, face covering, as required for all people involved in hosting the screening.
- It may be possible to open a bar for drinks only if socially distanced space allows; can you have one person at a time approach it? Make sure there is time to do this. Consider pre-ordering drinks and setting them out on a table in advance, with a one-at-a-time collection policy.
- There is no problem with households bringing food and drink for their own consumption only, but refreshments should not be shared with other groups. If food is provided from a caterer e.g. the local chip shop, people should collect their own food, to ensure only the caterer and the persons eating that food have touched it.
- Consider if you can arrange for one household to collect, set up and store the equipment, or to clean it before different people touch it.
- Think about how you replace any volunteers on the day should anyone involved in the screening fall ill or suddenly need to isolate.

Useful Links

[Government Guidance on Face Coverings](#)

[Government guidance: Staying Alert and Safe Social Distancing](#)

[Government Guidance on Test and Trace](#)

[NHS Guide to people at risk](#)

[ACRE guidance and sample Risk Assessment](#)

[Government Recovery Strategy](#)

[Government guidance: Cleaning in a non-healthcare setting](#)