

COVID-19 Testing Policy

Scope

To ensure the safety of all our employees, their families, our industry and our community, Production Resource Group (PRG) are implementing measures designed to prevent the spread of COVID-19 in the form of workplace COVID-19 Lateral Flow Testing. This policy applies to all employees, full-time and part-time, in addition to highlighting PRG's approach to visiting freelance staff and contractors. Company policies on social distancing and face covering remain in effect.

If you have any questions, please reach out to your line manager or People Services. We thank you for your cooperation.

Procedure

Introduction

PRG are utilising the LATERAL FLOW RAPID RESULTS COVID-19 TEST, provided free of charge by the UK government and delivered securely by dedicated courier to our premises in Longbridge. Employees will be invited to take part in testing and will be instructed by a trained member of PRG staff on how to administer their own tests at home, after their first guided test session. Guidance testing will be applied in a consistent, non-discriminatory manner, in accordance with all laws and regulations outlined at government level. Employees at our COVENT GARDEN or GREENFORD office locations will be guided remotely on how to administer the test and record the results. Tests will be delivered to these locations if staff are in regular attendance. If any employee is unable to be tested due to disability or religious belief, please contact People Services. Employee testing is not mandatory and staff can decline to participate if they wish.

Frequency of testing

Employees attending office locations daily are requested to complete a test on TUESDAYS and THURSDAYS at home before attending the PRG location. Employees will be given a quantity of tests to keep at home.

Guidance Testing Sessions

The initial guidance testing sessions will be conducted by PEOPLE SERVICES staff in the Training Room in LONGBRIDGE. sessions will be one to one and People Services will contact staff individually. Sessions will last no longer than 15minuets in order to have little impact on the output of the organisation. Remote sessions for COVENT GARDEN and GREENFORD employees will be arranged directly with those staff identified by People Services.

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Temperature Checks

All employees entering PRG locations will be subject to a temperature check utilising the PRG SMARTSCAN system. Entry will not be permitted in the case of a temperature of 100.4F° (38°C) or higher and if the employee fails three temperature checks five minutes apart. Entry will also not be permitted in the case that an employee displays any other common symptoms of COVID-19, details of which are displayed in the reception area of LONGBRIDGE and available upon request from People Services. The Employee will however be given the opportunity to complete a COVID-19 Test at this point.

In cases of temperature check failures or exhibiting symptoms of COVID-19 and a positive test result, employees should return home, contact the NHS for further guidance and notify their direct line supervisor.

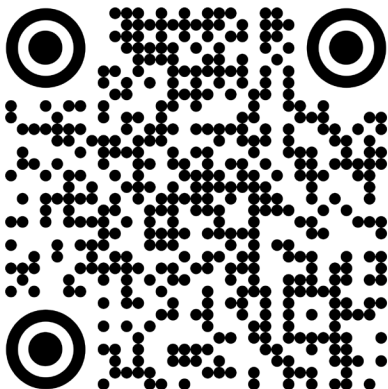
Temperature checking following on from the guidance sessions will be the responsibility of the employee to conduct upon entering a PRG office location.

Lateral Flow Testing for COVID19

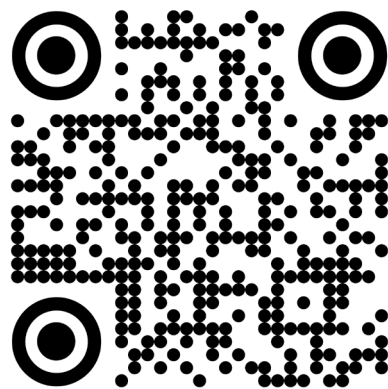
All employees who work at a PRG office location on a weekly basis are being requested to carry out two COVID-19 tests per week, one on a Tuesday and one on a Thursday, at home before attending work that day.

For those employees who attend PRG office locations sporadically, they can receive a test at reception upon arrival by contacting People Services. Employees testing at home are requested to enter the results of their positive or negative tests on to the governments results portal using these QR Codes below.

Register your kit



Register your results



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In addition to any positive results the employee will need to inform their supervisor by telephone and then follow the governments guidance on self-isolation.

Posters will be displayed on the COVID-19 Updates notice board in LONGBRIDGE to assist staff in registering their test results.

Signing in to PRG office locations.

By signing into a PRG office location, either by using the People HR app or in writing at reception, the employee is confirming that they have passed the PRG SMARTSCAN temperature check, completed a COVID-19 test at home on either the Tuesday or Thursday preceding their check in and that they are not displaying or suffering from any common COVID-19 symptoms.

Event Services Team Members

Members of the Event Services team will be issued with an additional amount of test for use onsite and under the request of their on-site manager.

Freelance staff and visiting contractors.

PRG request that all visiting Freelance staff be able to pass temperature checks when attending a PRG location and be able to provide evidence of a negative COVID-19 test in the last 5 days. In exceptional circumstances, If the individual is unable to provide evidence of a negative test in the last 5 days, PRG can provide a test at reception. The communication of this testing policy to Freelance staff will be the responsibility of the Project Co-ordinator for the job the Freelance staff are attending the PRG location or if one is not assigned, Crewing Services Co-ordinator as part of their booking confirmation information pack.

It is the responsibility of any Contractor attending a PRG office location to ensure that they are complying with their organisations policy on COVID-19 testing and have tested negative for the COVID-19 in accordance with their organisations testing regime.

COVID-19 testing is not mandatory and staff can refuse to participate in the initiative. However PRG reserves the right to refuse any employee, freelance staff member or contractor entry to a PRG location if they refuse to participate with COVID-19 testing, fail temperature checks, COVID-19 Lateral Flow tests or display symptoms of COVID-19 whilst on the premises.

On Behalf Of People Services

Leigh Yeomans
People Services Manager

Date – April 2021 Review – April 2022