

Post Photographic Ltd & Post Castle Media Ltd

COVID-19 Statement

All employees of Post Photographic Ltd and Post Castle Media Ltd have undergone training in Health and Safety and have been constantly monitoring advice in regards to the COVID-19 Pandemic.

In consideration of this, we have detailed below the action we have/will be taking in preparation to returning to the industry:

- Full deep clean of administrative office and all equipment
- All employees to take temperature checks prior to show and report any COVID-19 Symptoms immediately
- Appropriate face coverings sourced and to be worn
- Liaising with onsite contacts to ensure we are compliant with their policies
- Daily Cleaning schedule of equipment
- All employees are to wash and sanitise hands as often as possible
- Where possible, social distancing guidance to be observed
- Pre-screening of organiser work briefs to ensure adequate breaks are available for the cleaning of equipment and breaks for employees wearing face coverings. Please be advised that we may have to alter briefs as required to allow for this.
- Use of Public transport will be avoided wherever possible
- Provision of alternative cover where reasonably possible, should any employees show symptoms or require isolation
- Regular review of the situation and identification of any vulnerable persons

With the above taken into account, we request the support from our Clients as follows:

- Provision of parking on site
- Flexibility and understanding should we have to take the decision of change persons covering event at short notice
- Flexibility with expectations of brief coverage to allow for the above cleaning and regular rest breaks
- Provision of a secure, separate editing/storage room for our sole use
- Designated individual person for on-site contact
- Clear direction on any changes to operations

Cancellation Charges

To date, we have absorbed as many cancellation charges as possible. With the current uncertainty in the events industry, we will continue removing cancellation charges until 31st December 2020 with the exception of any expenses incurred which will be invoiced as usual.

For further information please contact us at info@postphotographic.co.uk or info@postcastlemedia.co.uk