

KENNINGTON

CREATIVE GROUP

With the progression of the response to the COVID-19 virus pandemic, Kennington Creative Group companies (Fortemus Films, Maia Films, Kennington Film Studios, Toa Television and Croga Studio Builds) have been preparing to ensure that our businesses can still operate despite social and travel restrictions.

We are following the advice of the government and industry bodies, and we are reviewing our policies on a daily basis.

As a business we are still open! We have a number of staff remote working to avoid non-essential travel. Our phones have been redirected so you should be able to get through to people on the usual numbers.

The following is a snapshot of what we have in place to offset any impact on project timelines, risk of infection for staff and visitors and the ability to facilitate new and existing work over the coming weeks.



Daily Comms:

We are using Zoom as a webinar/virtual meeting room. Staff check in for a daily briefing each morning, and it has the same energy as our on-site meetings. This is where we check in on everyone's projects, deliveries, plans for the day and we co-ordinate work and media management. Plus, we get to chat as a group and share stories from the lockdown.

Other tools that we use for comms are Slack and Google Hangout. There are so many communication tools and platforms these days that everyday comms are as efficient when you are working remotely as being face to face in the office.

Client Services:

All of our client service communications are consolidated on Zendesk Sell. This platform means any of the sales or account management team can access any of our jobs, pitches or tenders.

Should a member of the team be taken ill, another member of the department should have all of the client information to date at their fingertips.



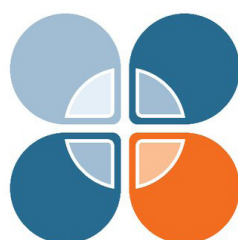
Systems:

FarmersWife: It has an unusual name, but it's our production management software that tracks every project, staff member, freelancer and piece of kit, we even use it to book our meetings and car parking. FW is online, so whether we are in the office or at home we have equal access to all of the data for all of our productions. This system allows us to track time and budgets too, plus, there is an app version so we can access it from our handheld devices.

Edit Share/Media Management: We have a 90TB server called Edit Share, this means we have secure media to work from, with footage backed up on and off-site using LTO tapes. We can access the server remotely when required, though we usually use one of our 50+ hard drives to take media home for remote working. We have arranged for editing stations to be delivered to our staff's houses so they can work from home as effectively as if they are in the office.

Live Editing Screen Share: We have used screen sharing for international clients before, and it will be very useful for people wanting to sit in on edits without having to travel to the suite. It's tried and tested, let us know if you would like us to offer you this solution. We are using it effectively for recording VO's at the moment as well.

Collaboration via frame.io: If you have worked with us before you should be aware that we use frame.io for all of our post production sharing. It's a bespoke platform for reviewing edits, consolidating feedback and comparing versions. It is also how we deliver master files, or presentation films. This platform also has an app, so all staff can access it from work or home.



Google Drive:

We have all of our master files, project paperwork, contracts, scripts, storyboards, moodboards and everything in between stored centrally, by job number and hosted in the cloud for access anywhere online. This means our creative, production and filmmaking teams, as well as the other departments can access all of our files, at the same time, from anywhere.

We make use of a lot of live documents, which you may have experienced on your projects for timelines and tracking. Rest assured that the cloud centre is bomb and fire proof, so all of our confidential data is perfectly secure, and virus free.

Human Resources:

We are all human, and therefore any of us could be taken ill. This is why we have all of the platforms and tools mentioned above. We centralise our information, and we share it.

Should a member of your production team be taken out of action through illness, all of the information we need to hand it to another team member is already in place. Further, we buddy people up, so people are already briefed in on each others projects should something occur.



Studio & Location Filming:

Current guidelines allow for shooting either in the studio or on location with appropriate risk assessments and safeguarding protocols.

Therefore should there be a business need for you to shoot content we can facilitate it with careful planning and risk management. We deploy the following measures (and more!) to ensure that our staff are hygienic and proactive about social distancing:

- Increased cleaning throughout the studio complex at 373 Kennington Road, including **Hurricane Electrostatic spray cleaning**.
- Medical staff on site for on-the-spot COVID testing if required.
- PPE - Filmmakers and staff to wear proper fitted face masks and sanitised gloves.
- Filming equipment (especially radio mics) to be sanitised.
- No direct physical contact to take place with any studio visitors.
- One way systems in place throughout the building and studios.
- Use of hand sanitizer stations x 8, signage and hand washing products to encourage regular hand hygiene throughout the studios.
- Specific safe zones for vulnerable groups.
- Daily temperature checking.
- On-site COVID officers.



What If?:

Should there be a total lockdown and filming is ordered to cease, of course that means we can't be out and about shooting, but there is still a lot we can achieve to satisfy your video production needs. You should think animation, re-edits and podcasts. Post-production is very doable remotely, and we have the resource to provide many production services even if you, and we, are locked in our homes. Better still, we can help your business with video hosting, live-streaming and webinars by building your own pop-up or bespoke on-site studio to ensure that you keep up your comms despite any potential inter-business restrictions.

Speak to our specialist company Croga Studio Builds for more information about these services or visit [**crogestudiobuilds.com**](https://crogestudiobuilds.com)

Cancellation Fees:

Given the current situation we have amended our terms and conditions in relation to cancellation due to COVID restrictions. Should the government restrict movement resulting in the need to cancel a studio booking, we will rebook the shoot on a future date. Please speak to your account manager for more information.

To Sum Up:

This is an unusual time, but we must carry on our business and personal lives. We have made preparations as best we can, and remain committed to providing you with *Brave Films, Crafted with Care* be it from the studio, office, or home.

If you would like any further clarification on the above, please don't hesitate to get in touch via your account manager, or contact:

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