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Arc Edit



## ARC EDIT Melbourne Covid-19 Information

We are carefully monitoring updates as the Covid-19 situation evolves but have put some steps in place to enable us to keep working, whilst keeping our clients and team as safe as possible.

A plan is in place to ensure as safe a workplace as possible and have completed the Victorian State Government certification covering how to safely operate our business during Covid-19.

If sessions do require in-person attendance, we ask anyone coming on-site to fill out ***this*** online Covid-19 declaration form prior to entry, to enable contact tracing and to ensure high risk people stay home. We also recommend a max of 4 people (plus the editor) in the suites at any one time but strongly suggest sessions are run remote where possible.

We can of course run jobs with links and video conferencing, however for real-time remote viewing, ARC EDIT can offer ClearView technology, which enables you to view offline/colour/online sessions out of Sydney or Melbourne, off-site with colour-correct & frame-accurate 10bit 4:4:4 images up to 2K. More detailed information inc. pricing is available upon request.

Hands-free sanitiser is provided at the entrance as well as further sanitising stations in our common areas & all suites. Staff are continuously wiping down common surfaces with antibacterial sprays & wipes. We have installed foot pulls on suite & bathroom doors to avoid using door handles. There is hot water available in all bathrooms with plenty of antibacterial soap. Towels for hand drying have been replaced by single use paper towels. All staff have been asked to bring in personal water bottles/keep cups and we would suggest anyone coming to ARC EDIT do the same. There are surgical masks and single use gloves available upon request. All staff have been made fully aware that if they feel unwell or had contact with a known case or hotspot they are required to work from home.

ARC EDIT will stay on top of all government advice & warnings whilst doing our utmost to make sure your productions run as smoothly as possible. We are open to discussion & planning with you all during this situation so please keep in open contact.

Please distribute this to your team as required.

The ARC EDIT team.