



At PCC, like your production, we are taking every effort to ensure our team and therefore your teams are as safe as possible in this ever changing production world we find ourselves.

PCC provides photocopiers and printers to all your production departments whether in a purpose studio, office complex or on location.

Our Covid-19 protocols are constantly being reviewed and updated as government, industries bodies and, most importantly, productions are working best practices.

**PRIOR TO DELIVERY:**

Before leaving home we temperature check at start of each day. This is also carried out on arrival either at our workshop or in our offices at Elstree where there is a strict COVID policy and procedure.

Twice weekly we use NHS home test kits to ensure all engineers are COVID negative.

Should anyone show any COVID 19 symptoms or have been in contact with anyone that has tested positive, we will follow the test and self-isolation procedure.

All copiers are serviced before installation – once service is completed copiers are then sanitised, wrapped and then loaded from our workshop only by the person who will be making the delivery.

Wherever possible, installations will be carried out by one person. Should it be necessary for two people to make the installation then appropriate safety precautions will be taken.

**ON ARRIVAL & INSTALLATION:**

At point of delivery we'll make contact with a member of your team or teams should we be delivering to a number of departments (Production Office / Art Dept / Accounts etc.)

We will be wearing masks and will sanitise prior to the start of installation. Gloves will also be worn as necessary

Observe the 2M distance and if this can't be guaranteed wear masks

Hand sanitise before / during and upon completion of installation or service call

Photographic evidence of install / no signature required

We will also leave the production with a dongle with the appropriate drivers

Advice and help on connecting printers, laptops etc. will be carried out via telephone assistance

Finally – once the install is completed all tools and equipment used are sanitised. Masks and gloves are then disposed of in the most environmentally appropriate manner.

*Thank you so much for choosing PCC to supply your photocopiers and printers. We will try our best to keep your team safe and trust you will do the same for our team.*