



Keep Kingston Safe video toolkit

You can help raise awareness of how we can all help prevent the spread of Covid-19 by recording a video to share with your networks on WhatsApp, Facebook, Twitter, LinkedIn, Snapchat or however else you communicate with your friends, and contacts.

The script below sets out the key information we would like you to get across in your video. If you would prefer to say it in your own words, you can - whatever you feel most comfortable with. There are also bullet points if you find that more helpful.

Try to relax and speak naturally, like you are talking to your friends. Don't worry if there are pauses or slip ups, it doesn't matter and it can even look more authentic.

Thank you!

Keep Kingston Safe video script

Hello, my name is [XX] and I am [INSERT ROLE, OR DESCRIPTION].

I want to share some important messages with you about what we can all do to help protect our friends and family - and stop the spread of coronavirus in Kingston.

The main symptoms of the virus are:

- **a high temperature**
- **a new, continuous cough**
- **a loss or change to your sense of smell or taste**

Most people with coronavirus have at least one of these symptoms.

If you feel unwell and you think it might be coronavirus, **it is very important that you get yourself tested as soon as possible. Don't wait.** The test will confirm whether or not you have coronavirus and what you need to do next.

There are two ways of getting a test. You can:

1. book an appointment at a local test site
2. ask for a home test kit – this will be delivered to your home

Test sites in Kingston are available now. Please visit **nhs.uk/coronavirus** , or call **119** to get a test as soon as possible.

While you are waiting to be tested and for your results to arrive, you and anyone who lives with you, must stay at home, so that you



don't pass on any possible infection.

If you aren't sure whether you have coronavirus, please isolate yourself to stop the spread and get yourself tested immediately. Don't wait.

We can also prevent the spread of coronavirus by following some simple rules - think **hands, face, space**.

- Wash your hands frequently or use hand sanitiser.
- Maintain a safe distance from people not in your household or support bubble - that means stay 2 metres away from people where you can, and where this is not possible wear a face mask.
- Wear a face covering in shops, on public transport and whenever social distancing is difficult.

You are our greatest weapon in the fight against coronavirus and you can play your part in ensuring we save lives, protect our friends, family and neighbours and keep Kingston safe for everyone.

Thank you.

Keep Kingston Safe script in bullet points

1. Introduce yourself - your name and your organisation or role.
2. Explain you're going to share some important information about how we can all play our part in preventing the spread of coronavirus in Kingston and protecting our families and friends.
3. Tell your audience what the symptoms of coronavirus are -
 - a high temperature
 - a new continuous cough **or**
 - a loss or change in your sense of taste or smell
4. If you have **any** of these symptoms, you must **stay at home** and **book a free test** straight away. There are local test sites in the borough.
5. Please visit **nhs.uk/coronavirus** , **or call 119** to get a free test as soon as possible.
6. You can also help stop the spread of coronavirus by following some simple rules - think hands, face, space.
 1. Wash your hands regularly
 2. Keep a safe distance from other people
 3. Wear a face covering
7. You can play your part in ensuring we save lives, protect our friends, family and neighbours and keep Kingston safe for everyone.

Filming advice

This will help you film a video on your phone.

Setting up

- To film this video you will need a smartphone.
- Please check your lighting and background – make sure it isn't interfering with the picture, and that there's enough contrast.
- If you can, film somewhere quiet and without too much background noise.
- If you can, please try to avoid wearing clothes with big logos, brands or messages on them, as it might be distracting.

Filming

- If you have someone in your household who can film you, ask them to film you in landscape mode.
- If you're filming yourself and you'd like to film in landscape mode, try and prop your phone up against something stable.
- Otherwise it's fine to do a handheld 'selfie' video using your front-facing camera.
- If you can, film the video in one take – it's absolutely fine to have a few slip-ups and pauses, and actually makes it look more authentic.
- Try and speak clearly and not too fast, and to look directly at your phone or tablet while you record.



- If you can, try and keep the video reasonably short – ideally under two minutes.

Technical guidance

- To record a video on your phone or tablet, open the Camera app and switch to Video mode, then tap the Record button to start and finish recording.
- The video will automatically be saved to your camera roll or photos section of your phone.
- Video in one take – it's absolutely fine to have a few slip-ups and pauses, and actually makes it look more authentic.
- Try and speak clearly and not too fast, and to look directly at your phone or tablet while you record.
- If you can, try and keep the video reasonably short – ideally under two minutes.

How to share your video

WhatsApp

If you are in any community WhatsApp groups, please share this video with these groups.

- Open the WhatsApp group.
- Click the '+' to the left of where you type your message, and select 'Photo & Video Library.'



- Select the video you would like to share, and click 'Send'.
- You can do this in multiple groups.

How to share your video

Twitter

- If your organisation has a Twitter account, you can also share the video on Twitter.
- You can tap the Tweet icon to upload a video.
- Below the Tweet compose box, you'll see quick selection options to add a new video. Your most recent videos from your gallery will appear as thumbnail

If you can use the hashtags **#KeepKingstonSafe** and **#keepLondonsafe**, this will mean that we can see it and share it as well.