



FILMS S.A.S.

NIT. 900.758.016-6

**BIOSAFETY PROTOCOL FOR THE PREVENTION
OF COVID-19 TRANSMISSION**

RAMBLER FILMS SAS

TAX ID No. 900.758.016-6

CONTENTS

Introduction3
objective4
Scope4
Legal framework4
Definitions6
Risk analysis7
EXECUTION RESPONSIBILITIES8
General security measures and preventive actions 10
Entry to location and vehicles 10
Biosafety department11
Toilet location 12
Waste management 12
Handling of work tools 13



FILMS S.A.S.

NIT. 900.758.016-6

Agency and/or client meeting 14

Location identification 14

Casting 14

Before leaving the residence15

Upon returning to the residence15

Use of transportation system 16

On-site action plan 17

Photography, Gaffer, Grip and Sound Department 18

Wardrobe department 19

Makeup department20

Catering Department20

Documentary information management21

ANNEXES22

- **Institutional attention lines (Mayor's Office and EPS - HMO).**
- **Self-report survey of health conditions to enter work.**



FILMS S.A.S.

NIT. 900.758.016-6

- **Random evidence
format for verification
of biosafety elements.**
- **Workplace disinfection
review survey for
biosafety department.**
- **Verification of
biosafety department
controls.**
- **Vehicle disinfection
format.**

INTRODUCTION

In RAMBLER FILMS SAS we are aware of the public health situation facing Colombia and the world.

In this sense and in response to the declaration of public health emergency originated by the COVID-19 which has been catalogued by the World Health Organization as a public health emergency of international importance (ESPII). Cases have been identified on all continents and on March 6 the first case was confirmed in Colombia, which initiated the health emergency in the country.

A person can contract COVID-19 through contact with another person who is infected with the virus. The disease spreads mainly from person to person through particles that come out of the nose or mouth of an infected person when they cough, sneeze, or speak. You can get COVID-19 if you breathe in the particles from a person who is infected with the virus. That is why it is important to stay at least 3 feet away from others. These particles can land on objects and surfaces around the person, such as tables, handrails, floors, and so on, so other people can become infected if they touch those objects or surfaces and then touch their eyes, nose, or mouth.



FILMS S.A.S.

NIT. 900.758.016-6

For this reason, we have adopted the measures necessary and suggested by the competent authorities, to mitigate and reduce the risks around the prevention and propagation of the virus in the development of Audiovisual Productions to be carried out in the City of Bogotá and the Department of Cundinamarca.

To make this possible, it is necessary to identify general measures to contain the transmission of the virus, identify the different roles that are developed around the audiovisual productions and define the measures to be taken and the action plan for the effective development of each of the roles present in the development of the productions to mitigate the present risks.

The present general protocol of biosecurity to mitigate, control and carry out the adequate management of the Coronavirus-COVID-19 pandemic is adopted in accordance with Resolution 666 of April 24, 2020, issued by the Ministry of Health and Social Protection of the Republic of Colombia.

Objective

The main objective of this document is to guide with its respective instructions for the prevention of specific occupational risks of transmission of COVID-19 to workers, contractors, customers, and the general public who attend all activities carried out by the company.

Scope

The present protocol applies to all the activities carried out in the development of the Audiovisual Production activities carried out by RAMBLER FILMS SAS, where there is exposure to the biological risk factor.

Legal framework

The rules contained herein have not been expressly repealed, nor have they been declared unconstitutional or void, and account for those issued at the time of preparation of this protocol. It should be noted that it is subject to change according to legal provisions.

- Resolution 666 of 24 April 2020, Ministry of Health and Social Protection Protocol for the mitigation, control, and management of the COVID pandemic19ç
- Decree 0095 of April 25, 2020, Mayor's Office of Medellín, Special measures for the containment of the Coronavirus COVID19 in the city of Medellín.ç



FILMS S.A.S.

NIT. 900.758.016-6

- Decree 531 of 2020, National Government, Mitigation measures for COVID19.
- Decree 539 of 2020, National Government, Biosafety measures, and protocols for the containment of COVID19.
- Circular No. 017 of 2020, issued by the Ministry of Labor and Social Security, regarding the "Minimum guidelines to be implemented for the promotion and prevention of the preparation, response, and care of cases of illness by COVID-19".
- Resolution 380 of 2020 issued by the Ministry of Health and Social Protection "On the adoption of preventive health measures in the country, due to the coronavirus COVID 19 and other provisions". Resolution 385 of 2020 issued by the Ministry of Health and Social Protection "Whereby a health emergency is declared due to the coronavirus COVID 19 and measures are adopted to deal with the virus".
- Resolution 444 of 2020, Ministry of Health and Social Protection, Declaration of Manifest Urgency
- Resolution 521 of 2020 issued by the Ministry of Health and Social Protection "By which the procedure for outpatient care of the population in mandatory preventive isolation is adopted with emphasis on population with 70 years or more or chronic conditions of base or immunosuppression by disease or treatment during the health emergency by COVID 19".
- Circular 023 of 2017 issued by the Ministry of Health and Social Protection "Actions in public health for the surveillance, prevention, management and control of Acute Respiratory Infection -IRA-
- Circular 031 of 2018 issued by the Ministry of Health and Social Protection "Intensification of actions for the prevention, care, and control of Acute Respiratory Infection -IRA-".
- Circular 05 of 2020 issued by the Ministry of Health and Social Protection "Guidelines for early detection, control, and care in the event of the possible introduction of the new coronavirus (2019-nCoV) and the implementation of preparedness and response plans to this risk".
- Circular 011 of 2020 issued between the Ministry of Trade, Industry, and Tourism and the Ministry of Health and Social Protection. "Recommendations for the containment of the new coronavirus epidemic in sites and events with a high influx of people".
- Circular 18 of 2020 issued by the Ministry of Labor, the Administrative Department of the Civil Service and the Ministry of Health and Social Protection, entitled "Containment of



FILMS S.A.S.

NIT. 900.758.016-6

COVID-19 and prevention of diseases associated with the first epidemiological peak in respiratory diseases

- Decree 457 of 2020, "Whereby instructions are given under the health emergency generated by the Coronavirus COVID-19 pandemic and the maintenance of public order".
- Circular 005 of 2020, Ministry of Health and Social Protection, "COVID19 detection and care guidelines".
- Law 09 of 1979 "by which Sanitary Measures are enacted"
- Statutory Law 1751 of 2015, "By which the fundamental right to health is regulated and other provisions are enacted"
- Decree 780 of 2016. "Employing which the Sole Regulatory Decree of the Health and Social Protection Sector is issued"
- Decree 1443 of 2014 "Whereby provisions are issued for the implementation of the Occupational Safety and Health Management System (OSHMS)".

Definitions:

Isolation	Separation of a person or group of people known or believed to be infected with a communicable and potentially infectious disease from those who are not infected, to prevent the spread of COVID-19. Isolation for public health purposes may be voluntary or compulsory by order of the health authority.
Antibacterial	It is a compound or substance that kills or slows the growth of bacteria.
Asepsis	Absence of microorganisms that can cause disease. This concept includes equipment preparation, instrumentation, and change operations using sterilization and disinfection mechanisms.



FILMS S.A.S.

NIT. 900.758.016-6

- Biosecurity** Set of preventive measures that are intended to eliminate or minimize the biological risk factor that may affect health, the environment, or people's lives, ensuring that the development or final product of said procedures does not harm health and worker safety.

- Crew** Group of people that make up an audiovisual production

- Department** Sections in which the company is divided.

- Disinfection** It is the destruction of microorganisms on a surface employing chemical or physical agents.

- Disinfectant** It is a germicide that inactivates practically all recognized pathogenic microorganisms, but not necessarily all forms of microbial life, for example, spores. This term applies only to inanimate objects.

- Social distancing** It is a sanitary measure that consists of maintaining a prudent distance between people and temporarily suppressing physical contact, to reduce the speed of the spread of a virus during an epidemic.

- Location** A place with certain limits and common characteristics or purposes

- Realization** It designates all the technical and artistic processes from the initial idea until the audiovisual product reaches the public.

Risk analysis

To guarantee a complete implementation of the biosafety measures in each of the departments of RAMBLER FILMS SAS, the following techniques for the assessment of the risk of infection by



FILMS S.A.S.

NIT. 900.758.016-6

infectious agents, in this case, COVID 19, will be added to the matrix of risks and hazards and the methodology of hazard identification and risk assessment:

1. Number of persons involved.
2. Distance between person to person.
3. Distance between the person and a critical point.

Risk measurement matrix			
Contact person / distance	.1-5	.5-10	> 10
10 meters	Low	Tall	Tall
10 to 25 meters	Low	Moderate	Moderate
> 25 meters	Low	Low	Moderate

Risk measurement matrix Person to person			
Contact person / Person	1-5	.5-10	> 10



FILMS S.A.S.

NIT. 900.758.016-6

2 meters	Tall	Tall	Tall
2 to 5 meters	Moderate	Moderate	Tall
> 5 meters	Low	Low	Moderate

Responsibilities of RAMBLER FILMS SAS

1. Ensure that the protocol for preventing and containing the spread of COVID 19 for the company is complied with.
2. Approve the accommodation of schedules to avoid crowding of people in a reduced space.
3. Have work available at home when necessary.
4. Inform the personnel about the obligation to comply with all the recommendations of this protocol, the use of the mask, hand washing, and in general all the actions derived from the prevention of COVID 19 infection in the plant.
5. Guarantee the purchase and availability of personal protection equipment for permanent employees (mask, glasses, aprons) and prevention elements (alcohol, soap, disposable towels, quaternary ammonia) and identification (remote digital thermometer) and in general all inputs for compliance with the actions of this protocol.
6. Ensure that all personnel report on their health conditions before, during, and after carrying out the work, a digital or physical survey will be conducted so that people can respond to their health conditions.
7. to incorporate in all the information and communication media of RAMBLER FILMS SAS, the information related to the prevention, propagation, and attention of the COVID-19 to make it known to our employees, contractors, crew members and personnel involved in the production.



FILMS S.A.S.

NIT. 900.758.016-6

8. Avoid the entry of outside personnel to spaces where productions are being carried out and to the studio. Therefore, we will take into account that clients entering their vehicles and if they do so, must wear a mask at all times, wash their hands and take their temperature.

9. Clean and disinfect the work tools or other equipment that has been in use or exposed during the work of the production team.

Responsibilities all employees, contractors, crew members, and personnel involved in the production.

1. Read and comply with this protocol according to the role played.

2. Always use the mask when entering, during the operations and the activity.

3. Wash your hands as recommended in the protocol (before entering and leaving the plant, before and after eating, before and after entering the bathroom and at least every 2 hours)

1. Report any respiratory symptoms you may have (general malaise, dry cough, fever, difficulty breathing, etc.) before starting work, during the day, and even after.

General safety measures and preventive actions

The measures that have shown the most evidence for the containment of the transmission of the virus are the following.

- Handwashing

- Social distance, which in this case will be one meter, and in case of requiring proximity; take the necessary precautions to avoid direct contact

- Use of mask.



FILMS S.A.S.

NIT. 900.758.016-6

- All employees, contractors, crew members and personnel involved in production must wear the personal protective equipment (PPE) recommended by this protocol which consists of mask or mouthpiece, safety glasses or face shield, glycerine alcohol and their clothing must cover arms and feet

In addition to these measures, they must be strengthened:

- Cleaning and disinfection processes for commonly used elements and supplies, superficies, and frequently used equipment.
- Adequate management of waste produced by the activity or sector.
- Adequate use of Personal Protection Elements (PPE)
- Optimize ventilation of the site and compliance with hygienic-sanitary conditions.

Recommendations for entry to location and vehicles.

1. Take the temperature with a laser gun.
2. Hand disinfection.
3. Shoe disinfection.
4. Verification of the use of mouthpieces and health conditions.
5. All personnel must complete a health condition survey, hopefully before going to work. If you have any symptoms or answer any questions in the affirmative, you should stay home and inform your immediate boss.
6. Any person who does not provide services in the studio and is not essential for the development of the activities and the viability of the work will be prohibited from entering the studio, vehicles, and filming.

RAMBLER FILMS SAS is going to create a new biosecurity department which will be in charge of the compliance of all the biosecurity rules created for the welfare of the crew.



FILMS S.A.S.

NIT. 900.758.016-6

Biosecurity Department

Among its functions are:

1. Receive information from associated companies, employees, and contractors who show symptoms associated with the COVID-19 disease or suspect it on the day of work to determine the non-appearance at the work station and indicate that they should keep the quarantine at home. If the employee or contractor is at the work station and is identified as showing symptoms associated with the VID-19 disease, he/she will be the person in charge of making the relevant decisions regarding production and will take the necessary steps to ensure that he/she is referred to medical services quickly and effectively to guarantee his/her safety and that of everyone.
1. Implement the protocols for entering production. (take the temperature with registration in the list, disinfection and hand washing).
2. Verify compliance with protocols by suppliers (food, transport, clothing, make-up, etc.)
3. Work hand in hand with production to arrange adequate spaces for each of the departments and distribution of the hand washbasins.
4. It will be the responsibility of allowing or restricting the entry to the point of performance of the audiovisual activity of any person who does not provide services there and is not essential to the production and viability of the work.
5. Identify the nearby health posts in case of requiring emergency services for any of the crew members.
6. Be aware of the disinfection points located by the production.
7. Verify that the points have the necessary elements to carry out the disinfection protocols, these shall have water, soap, and towels of single-use, to make the hygiene of hands and count permanently with glycerin alcohol minimum to 60% maximum 95% for all the equipment that participates in the production.
8. Identify people who are not complying with the preventive measures and inform the person in charge of immediate withdrawal from the project.



FILMS S.A.S.

NIT. 900.758.016-6

9. Apply a survey to review the disinfection of the workplace and a survey of vehicle disinfection.

To avoid contagion, minimize any risk and whenever possible, distance work shall be chosen as a priority in all pre-production, production, and post-production phases of projects.

Cleaning up the location

1. Personnel performing the cleaning and disinfection procedure must wear personal protective equipment (use goggles, gloves, apron, and mouthpiece).
2. Perform cleaning of areas and surfaces by removing dust and dirt, to achieve effective disinfection.
3. Cloths used for cleaning and disinfection must be clean.
4. Cleaning personnel must wash their hands before and after performing cleaning and disinfection tasks. Likewise, they must use gloves and follow the recommendations of the manufacturer of the supplies to be used.
5. Ensure that the cleaning and disinfection process is carried out safely and with the necessary elements depending on the areas or movement zones.
6. Bathroom and toilet surfaces must be cleaned and disinfected at least once a day.
7. Dispose of gloves and cloths in a wastebasket after use, if your gloves are reusable, before removing them wash the outside with the same clean disinfectant used for surface disinfection, leave them to dry in a ventilated place. At the end of the process, take a shower, and change your clothes.
8. Use disinfectants or 70% alcohol to clean objects, surfaces, and materials of constant use; as well as the surfaces of the bathroom (or any other object on which you sneeze or cough).
9. Have space available for cleaning and disinfection of supplies.

Waste management

1. Identify the waste generated in the work area



FILMS S.A.S.

NIT. 900.758.016-6

2. Feedback to the work team on measures for the correct separation of waste.
3. Carrying out the adequate separation of waste in the bins placed in different areas of the company. Carrying out the permanent waste collection and waste storage.
4. Carrying out the cleaning and disinfection of the waste collection containers.
5. Guarantee the protection elements for the personnel that carries out this activity.
6. Whenever the personnel in charge of cleaning and disinfection tasks finish their work, they shall include, at least, the procedure for hand hygiene.

Handling of work tools

1. During filming, each department must ensure that the items used during the day are disinfected whenever possible.
2. Once the work has been completed, the personal protection elements for COVID-19 must be removed and arranged. If it is possible to wash and disinfect them, the necessary recommendations will be made for handling them in the home. In the home, these should be washed at the end of the day and not combined or mixed with the family's clothes. Once the clothes have been changed, carry out the hand hygiene process.
3. For the personnel related to the operation of each activity in the development of the audiovisual production RAMBLER FILMS SAS; should revise and update, if necessary, the hygiene and safety procedures on the part of the personnel, trying to include activities of cleaning and disinfection of their work elements (cameras, monitors, lights and equipment involved in the development of an audiovisual production necessary to carry out the work), of the personal protection elements and work clothes, in the cases that apply, at the beginning and end of the workday.
4. The communication radios will be disinfected before and after each workday, they will be properly identified, they cannot be interchangeable during the workday, each department will have one. It is recommended that each person has personal use earphones.



FILMS S.A.S.

NIT. 900.758.016-6

PRE-PRODUCTION

Agency and/or client meeting

The meetings and all the processes in pre-production that are related to the agency and/or the client, will be done remotely via a platform that allows teleconferences if necessary.

In these meetings and to optimize resources, it is necessary to define the required equipment, material, and specific requirements to have the necessary elements in the production.

Identification of locations

As far as possible, the client and/or agency will be presented with locations that are already in the directory, to avoid trips that could generate risks of contamination. If trips are required, the scouting team must follow the general security measures, in addition to these additional measures:

1. When accessing an indoor location, use a shoe cover.
2. Reduce the contact at the location to a single person in cases where it is essential to establish such contact.
3. The technical team shall reduce the working time at the location as much as possible.

Casting

The casting, as far as possible, will be carried out virtually by sending videos recorded by the actors at home, with prior instructions given by the casting director.

Once these have been seen, the casting director, together with RAMBLER FILMS SAS, client, and/or agency, will make a selection.

In case it is required physically, it will be done fulfilling the general security measures and the casting director will quote and record live each one of the actors utilizing applications that allow the recording in HD of the video call which will be seen together with RAMBLER FILMS SAS, client and/or agency in case it is required.



FILMS S.A.S.

NIT. 900.758.016-6

PRODUCTION

Measures to be taken in residence:

Before leaving the residence

1. Carefully disinfect each of the work tools.
2. Pay attention to the indications of the local authority about restrictions to mobility and access to public places.
3. Visit only those places that are strictly necessary and avoid crowding.
4. Restrict visits to family and friends if someone has a respiratory condition.
5. Do not greet with kisses or hugs, or shake hands and maintain isolation.
6. Use mouth guards in public transportation, supermarkets, banks, and other places
7. At home, you should wear a mask if you have respiratory symptoms or if you live with people who are at risk of contagion.

When returning to the residence

1. Remove the shoes at the entrance and wash the sole with soap and water
2. Wash your hands according to the protocols of the Ministry of Health and Protection.
3. Avoid kissing, hugging, and shaking hands and always try to keep a distance of more than two meters between people.
4. Before having contact with family members, change your clothes.
5. Keep work clothes and personal clothing separate.
6. Clothes should be washed in the washing machine or by hand with soap and hot water that does not burn your hands and wait until they are completely dry. Do not reuse clothes without first washing them. Do not shake clothing before washing to minimize the risk of spreading viruses through the air.



FILMS S.A.S.

NIT. 900.758.016-6

7. Take a bath with plenty of soap and water.
8. Keep the house ventilated, clean, and disinfect areas, surfaces, and objects regularly.
9. If there is a person with flu symptoms in the home, both the person with symptoms and those who care for him or her should use masks consistently in the home.

Use of transportation system

1. The use of own vehicle is necessary whenever possible, in vehicles should be kept at a safe distance and always be located diagonally, in any case, avoid; that travel more than one person per row of seats maintaining the greatest possible distance between the occupants.
2. In the case of using public transport, maintain the required safety distance from others at all times (which is already being controlled by the transport companies), use a mask and carry alcohol gel at a minimum of 60% to be applied when getting on and off the transport and maintain constant ventilation during the journey.
3. RAMBLER FILMS SAS will be able to use its vehicles for the development of the activities framed in the process of the audiovisual production, guaranteeing the disinfection of the same and for the use of these; on the part of the equipment, the general safety measures will be used, also; of the prudent conservation of distance between the occupants and with separation of a position.
4. In case of contracting a transport company, the contracts made by RAMBLER FILMS SAS with these companies shall contain a clause stipulating the obligation of disinfecting the vehicles to be used before the service is provided and the compliance with the general safety measures.
5. The air conditioning should not be used, as far as possible letting the airflow with the windows open.
6. It is recommended not to receive or buy food or other items from street vendors.

Action plan on location



FILMS S.A.S.

NIT. 900.758.016-6

It may be filmed in private locations and studios, with the prior agreement of the administrator or owner of the property. In this exceptional situation, the following will be agreed between RAMBLER FILMS SAS and the owner of the location

1. The number of people from the technical and artistic team that can access the location during the shooting day, always respecting the general security measures and this protocol.
2. The activities to be carried out on location.

The biosecurity department shall contact the person in charge of the location before the shooting; to coordinate and proceed with its disinfection, it shall define the location of each department, demarcate and locate the disinfection points and sanitary posts.

Once the disinfection process has been carried out, this; will be properly registered by the coordinator of the biosecurity department in which it is indicated that space has been disinfected and is in conditions for the production equipment.

The disinfection protocol (before and after the shooting) to be carried out in the location must be collected.

In particular and concerning the human team:

1. The team must have access to an indoor location following general safety measures.
2. Interlocution at the location must be reduced to a single person in cases where it is essential to establish contact.
3. The technical team shall reduce the working time at the location as much as possible.
4. Each person must have the necessary equipment to carry out their work.
5. The personal responsibility of each employee to follow the Health and Safety regulations set by the government, outside the work environment, is reiterated.
6. For the production it is advisable to have a reserve of the main members of the artistic and technical team, this; in case of any unforeseen event not to have to suspend the project.



FILMS S.A.S.

NIT. 900.758.016-6

7. During the day of shooting, the team should not remove the protective elements unless it is strictly necessary.
8. Shooting actions that require two or more people at a distance of less than the recommended two meters must be the minimum possible and during the shortest time required.
9. Any element that is not proper and has to be manipulated, used, or touched with the hands, must be previously disinfected.
10. The filming team, both technical and artistic, shall carry an adhesive which shall indicate that it has passed the verification of body temperature and that it has the necessary protection elements. In this way, it will be able to access the film set. Without this prerequisite, the location will not be accessible. Only the personnel strictly necessary for the phase to be carried out maybe on the set.

If the location is in public space, the guidelines issued by the municipal administration authority will be followed.

Set

The art department should divide its team into the different processes involved in the assembly of the set. The team and/or people who enter the set should not be the same as those who were in the process of collecting the props, set, and tools in general.

Photography, gaffer, grip and sound department

It must comply with the general security measures and those of handling tools.

Each of the members of this department must have the necessary protection elements for personal use, as well as the elements needed to carry out their functions.

All equipment used must be disinfected before, during, and after the workday.

Priority will be given to independent monitors for the director, director of photography and camera assistant, to maintain distances between people.



FILMS S.A.S.

NIT. 900.758.016-6

Before entering the set, the equipment must pass through the biosecurity department, which will validate the disinfection conditions and which will have a sign indicating that it has the optimal conditions to enter the set.

Costume Department

It must comply with general safety measures, also;

It is recommended that models are not tested on their clothing before filming to prevent and minimize risks before shooting.

For the selection and prior approval of clothing, for each model, sizes and alternatives will be indicated, both for those selected and alternatives.

This proposal will be used to select the clothes to be worn after the shoot. The test with the models will be done on the same day of shooting.

The wardrobe department must take into account general safety measures in addition to the following:

1. Any clothing worn by the actors must be disinfected, packaged, and sealed.
2. A space for change shall be available in which disinfection shall be made in each change of clothes by a person.
3. During the day, bags labeled with the name of the owner shall be available to store the personal clothes of the actors, which shall be deposited in a space destined for this purpose.
4. After the garments have been stored in the bags, alcohol will be sprinkled for aseptic purposes.



FILMS S.A.S.

NIT. 900.758.016-6

5. Under no circumstances shall clothing be exchanged between actors without proper disinfection.
6. The same procedure shall be followed for any other change.
7. The clothes of the production will be packed and sealed for later washing by the wardrobe department.

Makeup Department

They must also comply with general safety measures;

1. As a first preventive measure for both models and make-up artists, actors and actresses shall be asked to bring their make-up equipment.
2. In case the make-up department is in charge of the make-up, the products and materials must be clean and disinfected before each use.
3. It is recommended that the working material is of single-use.
4. Make-up work with brushes and other instruments should be prioritized over direct contact.
5. In case of requiring direct use of the hands, they shall be cleaned and disinfected before and after each action.
6. The makeup shall be made in a wide and ventilated place.
7. Whoever is in charge of the make-up must proceed to disinfect its protective elements and work equipment each time that it interacts with an actor or actress.

Catering department

Catering is subcontracted by RAMBLER FILMS SAS, the contracted company must have the internal protocol approved by the competent authority and the corresponding permits to operate and must also have the following requirements

1. Food must not be taken in areas that are not designed for that purpose.



FILMS S.A.S.

NIT. 900.758.016-6

2. Safety distances between people shall be maintained and agglomerations in this space shall be avoided having permanent radio contact with the leaders of each one of the departments.
3. The personnel in charge of this department shall have the necessary protection elements and shall comply with the general security measures.
4. Food handling shall be reduced to a minimum and disinfection shall be carried out for each contact with any of the participants in the production.
5. Care shall be taken to ensure that each person has his own set of cutlery.
6. Cleaning and disinfection shall be carried out before and after the use of the feeding spaces.
7. Before consuming the food, it is necessary to wash hands with water, soap, and disposable towels, remove mouthpieces and wash hands again with water and soap. At the end of food consumption, hands should be washed with soap and water and a mask put on to resume work. Do not share feeding utensils.

POST-PRODUCTION

With the technological developments and according to the activities that must be carried out in this phase, we will look for the first option; the remote work, in case of requiring to carry out meetings, will be used the general measures of biosecurity.

Documentary information management regarding the audiovisual project

In order to avoid manipulation of documentation by different people, the use of shared files, proposals, quotations, shooting plans, contracts, collection accounts, and general documentation required throughout the audiovisual production digitally will be chosen.

RAMBLER

NIT. 900.758.016-6

FILMS S.A.S.



FILMS S.A.S.

NIT. 900.758.016-6

ANNEXES

Institutional lines of attention (Mayor's Office and HMOs)

ATTENTION LINE	ENTITY
123	Bogota
+57 1 3265410 / 018000122219	Salud Capital HMO
+571 3078069/018000916662	Famisanar
+571 3759000/018000919100	Sanitas
(1) 3305041	Ministry of Health in Bogotá
018000955590	Rest of the country



FILMS S.A.S.

NIT. 900.758.016-6

Self-report survey of health conditions for entering work

DAILY SELF-SPORTS SURVEY OF HEALTH CONDITIONS COVID 19			
Role played			
Name			
Date		Hour	
item	Question	YES	NO
1	Has a fever of more than 37.5 degrees		
2	You have had a dry cough		
3	You have had general malaise and headache		
4	You have had trouble breathing		
5	Has had contact with patients confirmed by COVID 19		
6	He currently lives with people who work in the health area (doctors, nurses, firefighters, paramedics, cleaning staff, etc.)		
7	You have had a sore throat		
8	You have suffered or suffer from diseases such as (diabetes, hypertension, cancer, lupus, asthma, emphysema, COPD, kidney failure, heart failure, heart attack, severe obesity, pulmonary fibrosis, hypothyroidism or hyperthyroidism)		
9	declare that I feel in good condition to work		
Signature This survey is carried out to guarantee the health and safety of the people with whom it works and from your family, to prevent the spread of coronavirus and the disease COVID19			



FILMS S.A.S.

NIT. 900.758.016-6

Random evidence verification form biosecurity elements

EVIDENCE FORMAT USE OF BIOSECURITY ELEMENTS			
Role played			
Name and ID			
Date		Hour	
Item	Question	YES	NO
1	The employee always wears the mask covering the mouth and nose		
2	The employee maintains a distance of at least 2 meters between his colleagues and avoids greeting hands or physical contact		
3	The employee washes his hands at least every 2 hours with soap and water, following the 8 steps of handwashing		
4	The worker covers his mouth and nose with his elbow in case of sneezing or coughing		
5	The employee follows safety instructions		
6	Employee conducts a self-report survey of health conditions		
Signature			
This survey is carried out to guarantee the health and safety of the people with whom he works and that of his family, to prevent the spread of coronavirus and the disease COVID19			



FILMS S.A.S.

NIT. 900.758.016-6

Workplace disinfection review survey for Biosafety Department

WORKPLACE DISINFECTION CHECK			
Workplace			
Disinfection manager			
Date	Hour		
Item	Question	YES	NO
1	A known disinfecting solution has been used for the disinfection process of work areas		
2	The technical data sheet of the disinfectant is available and updated		
3	He disinfection personnel are trained		
4	He disinfection personnel use the elements of required personal protection (glasses, gloves, face masks, long-sleeved shirt, and pants)		
5	Critical areas are taken into account: Access areas for people, hands, bathrooms, dining rooms.		
6	Tools and equipment are included in the disinfection process.		
7	Signage is available to illustrate the disinfection process in the workplace		
8	The waste is disposed of in a safe, marked place, in a bin with a black or red bag.		
Signature This survey is carried out to guarantee the health and safety of the people with whom he works and that of his family, to prevent the spread of coronavirus and the disease COVID19			



FILMS S.A.S.

NIT. 900.758.016-6

Verification of controls biosafety department

VERIFICATION CONTROLS BIOSAFETY DEPARTMENT			
Workplace			
Head of the Security Department			
Date	Hour		
I	Question	YES	NO
1	All staff have previously completed the health self-report survey		
1	The temperature of the personnel has been taken before entering the facilities and the result is below 37 ° C		
3	All people wear masks from the moment they arrive at the workplace		
4	All staff wash their hands for less than 30 seconds with soap and water for at least 30 seconds		
5	The workplace has been previously disinfected and is clean and in good condition		
6	People maintain a minimum distance of 2 meters from each other when entering the workplace.		
7	The workplace has signage of the mandatory biosafety standards that must be complied with on-site job		
3	It's published the process of action in case of a suspicious case of COVID19 in the company		
Signature This survey is carried out to guarantee the health and safety of the people with whom he works and that of his family, to prevent the spread of coronavirus and the disease COVID19			

Vehicle disinfection format



FILMS S.A.S.

NIT. 900.758.016-6

VEHICLE DISINFECTION			
Driver and ID			
Vehicle plates			
Date		Hour	
Item	Question	YES	NO
1	A known disinfecting solution has been used for the vehicle disinfection process		
2	The technical data sheet of the disinfectant is available and updated		
3	Disinfection personnel are trained		
4	The disinfection personnel use the required personal protection elements (glasses, gloves, face masks, long-sleeved shirt, and pants)		
5	Critical areas of the vehicle are taken into account for disinfection: door handles, support points, gear lever, steering, windows, air filters, etc.		
6	Seats, seat belts and the interior of the vehicle are included in the disinfection process.		
8	Disinfection is carried out with own vehicles and those of contractors.		
Signature This survey is carried out to guarantee the health and safety of the people with whom he works and that of his family, to prevent the spread of coronavirus and the disease COVID19 Disinfection must be carried out with all the vehicles that arrive at the company, whether their own, contracted, or from suppliers.			

Bogotá, May 2020

Edgar García Barrios
ID: 11.307.183 of Bogotá
Legal Representative