



**WORKING PROTOCOL  
PRODUCTION OF AUDIOVISUAL AND  
CINEMATOGRAPHIC WORKS  
DURING THE SANITARY CRISIS BY  
COVID-19 IN ECUADOR**

**RAMBLER**

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>3</b>
<b>GENERAL PROTECTION MEASURES COVID-19 .....</b>	<b>5</b>
<b>GENERAL MEASURES BY PHASES OF PRODUCTION .....</b>	<b>7</b>
<b><i>DEVELOPMENT AND PREPRODUCTION.</i></b> .....	7
<i>Workplace</i> .....	7
<i>Casting process</i> .....	8
<i>Search for locations</i> .....	9
<i>Filming permits in private locations</i> .....	9
<i>Filming permits in public locations</i> .....	9
<i>Technical Scouting</i> .....	10
<i>Costume test</i> .....	11
<b><i>PRODUCTION AND FILMING</i></b> .....	<b>11 n</b>
<i>Income and triage</i> .....	11
<i>General filming provisions</i> .....	13
<i>Essential crew</i> .....	14
<i>Locations and sets</i> .....	15
<i>Catering</i> .....	15
<i>Transport</i> .....	16
<b><i>POSTPRODUCTION</i></b> .....	17
<i>Planning rules for work in room</i> .....	17
<i>Rules of entry and exit of the facilities</i> .....	17
<i>Sound studios and announcers</i> .....	17
<b>ANNEX TO SPECIFIC RECOMMENDATIONS BY AREA.....</b>	<b>18</b>
<b><i>ADDRESS</i></b> .....	18
<b><i>MANAGEMENT ASSISTANCE</i></b> .....	18
<b><i>PRODUCTION</i></b> .....	19
<b><i>LOCATIONS</i></b> .....	20
<b><i>PHOTOGRAPHY AND CAMERA</i></b> .....	
<b><i>GRIP AND ELECTRIC</i></b> .....	21e
<b><i>ART</i></b> .....	21e
<b><i>LOCKER ROOM</i></b> .....	21e
<b><i>MAKEUP / HAIR</i></b> .....	2. 3
<b><i>CAST</i></b> .....	24
<b><i>SOUND</i></b> .....	25

*SPECIAL SITUATIONS (ANIMALS, VEHICLES,FX)..... 25*  
*Scene animals..... 25*  
*Scene Vehicle Technicians..... 26*

**ANNEX TO SPECIFIC RECOMMENDATIONS FOR EQUIPMENT RENTAL AND WAREHOUSES FOR RENTING CLOTHING, FURNITURE AND UTILITY .26**

*EQUIPMENT RENTAL HOUSES ..... 26*  
*COSTUME RENTAL WAREHOUSES, FURNITURE AND PROPS..... 26*

**APPENDIX FOR MINIMUM CREW FILMS, DOCUMENTARY OR SHOOTING IN COMMUNITIES ..... 28**

*SHOOTING in communities..... 28*  
*REDUCED CREW FILMING..... 29*

**DOCUMENTARY APPENDIX: DECLARATION OF HEALTH (BASED ON "APA COVI-19 SHOOTING GUIDELINES "OF THE UK) ..... 29**

*HEALTH DECLARATION FORM IN RELATION TO COVID-19.....29*

# WORK PROTOCOL FOR THE PRODUCTION OF WORKS

## AUDIOVISUAL AND CINEMA DURING THE

### HEALTH CRISIS CAUSED BY COVID-19 IN ECUADOR

#### 1. Introduction

According to the World Health Organization -WHO- COVID-19 is a type of coronavirus that has become a global problem, that is why this problem has been determined as a pandemic. With this background, the National Government of Ecuador declared, on March 16, 2020, a State of Emergency and Emergency throughout the national territory.

This pandemic, according to [data from the National Government](#) (2020), has already taken the lives of more than 2,500 people in Ecuador to date and has forced the cessation of activities of all kinds and compulsory social isolation. The Ministry of Public Health -MSP- has indicated that the [most common symptoms of COVID-19](#) are: fever, dry cough, general malaise, and dyspnea (difficulty in breathing).

Therefore, and in the midst of this health emergency, the MSP has established certain [control protocols](#), and urges the population, among other measures, to maintain a social distance of 200cm between each person, to wash their hands frequently, to avoid places with crowds of people and the obligatory use of masks/mouth guards.

More than 60 days have passed since the declaration of the state of emergency, quarantine, and extreme social isolation. In all this time, [government measures](#) have made it impossible for the national film and audiovisual industry to work normally.

The country is waiting for the provisions of the National and Cantonal COE, in which it will be decided to place the different provinces in the change of traffic lights, i.e. from red (social isolation) to yellow (social distancing), since, from that moment on, Ecuador will experience the next stage of this health emergency: the progressive return of all productive activities.

Nevertheless, this mission must be carried out under optimal conditions that do not precipitate a significant increase in the transmission of the disease among the working population. That is why certain considerations and procedures must be taken into account in the return-to-work process:

- a. Prioritize teleworking in all possible processes.

- b. Protection of vulnerable groups through the exclusion of older adults, people with chronic diseases, and pregnant women from face-to-face work.
- c. Constant epidemiological surveillance to detect symptoms of COVID-19.
- d. Avoiding crowding and physical contact by constantly applying the 200 cm distance rule.
- e. Maintain strict and permanent controls of hand hygiene and technical equipment.
- f. Availability and mandatory use of PPE.
- g. Cleaning and sanitation of all workspaces and locations.
- h. Organization and logistics of an adequate work environment.
- i. Constant and updated information and communication.

Without a doubt, the audiovisual sector is one of the hardest hit by the health emergency, and since it is an important source of employment generation for the country, it must be able to return to work as soon as possible.

In this sense, the unions of the different trades in the audiovisual sector have assumed with great responsibility the task of elaborating the WORK PROTOCOL FOR THE PRODUCTION OF AUDIOVISUAL AND CINEMATOGRAPHIC WORKS DURING THE HEALTH CRISIS OCCASIONED BY THE COVID-19 IN ECUADOR.

This protocol was drawn up by the National Audiovisual Plan (PANDA), the Association of Film and Audiovisual Creators of Peoples and Nationalities (ACAPANA), the Association of Documentary Filmmakers of Ecuador (ADEC), the Ecuadorian Association of Film Technicians (AETC), the Association of Audiovisual Producers of Ecuador (APAE) and the Corporation of Audiovisual Producers and Promoters of Ecuador (COPAE), Unión de Artistas y Autores Audiovisuales -UNIARTE-, Asociación de Actores y Actrices Audiovisuales de Ecuador -UNIACTORES- and with the support of the Instituto de Cine y Creación Audiovisual del Ecuador -ICCA-, establishes the principles of informative, organizational and preventive character, which allow the establishment of a plan of continuity and recovery of the activity, assuring the protection of the own and foreign workers against the COVID-19.

Although this document is intended to shed light on and establish protection standards aimed at reducing the risk of contagion, it should be pointed out that there is no such thing as contagion and that there will always be a risk of exposure at work. For this reason, and based on the fact that the Ministry of Labour of Ecuador, through Resolution 022, determined that COVID-19 does not constitute an accident at work or an occupational disease, it is recommended that each and every worker in the sector should have personal

health insurance -private or public-.

The post-pandemic recovery process will be slow and will depend on the evolution of this disease. Therefore, this protocol should be applied exceptionally during the recovery phase and reviewed every 30 days to see if it is applicable in light of the evolution of the situation and the guidelines and [protocols of the National EOC](#).

## 1. General COVID-19 Protective Measures

Although this protocol is not designed as an instrument to establish sanctions or guilt, each and every member of the work team is urged to comply with the items of the WORK PROTOCOL FOR THE PRODUCTION OF AUDIOVISUAL AND CINEMATOGRAPHIC WORKS DURING THE HEALTH CRISIS OCCASIONED BY THE COVID-19 IN ECUADOR to protect all actors in the sector. Any negligence in the fulfillment of this protocol can increase the risk of COVID-19 contagion and generate a great impact on the Ecuadorian audiovisual industry.

- 1.1.* *The person in charge of production* must know the local measures updated by the National EOC and the Cantonal EOC of the place where the shooting will take place.
- 1.2.* The person responsible for the production will plan in detail the shooting in all its aspects; that is to say, he will consider: days and hours of work, indoor, outdoor, private and public places where it will be shot, and the complete list of the administrative, artistic and technical team.
- 1.3.* The production manager shall organise a safe transport system for the technical and artistic teams. This system shall be in accordance with the biosecurity measures established by the national and cantonal authorities.
- 1.4.* The production manager will socialize this protocol with the members of the crew and will ensure that everything stipulated in it is complied with. He/she will also ensure the supply of the Personal Protective Equipment (PPE) that the crew needs for their specific work.
- 1.5.* The production manager shall give priority to teleworking in all possible instances, during pre-production and post-production.
- 1.6.* Each member of the administrative, artistic, and technical team is responsible for strict compliance with the general and specific measures suggested in this protocol.

**1.7. Physical contact should be avoided as far as possible during pre-production and post-production.**

1 Throughout the text, please understand it as the production company and its delegated personnel

2 Personal Protective Equipment (PPE) consists of personal mask, goggles or face shield, disinfectant gel, protective gown (if applicable), and nitrile gloves (if applicable).

- 1.8. The budgets will be associated with the protocol with a date in force and, if necessary, will be updated as the protocols are adapted to reality. This will ensure that all recommendations and timescales for action are up to date and in force.
- 1.9. It is recommended that new items be created for health emergency expenditures, to comply with the measures detailed in this protocol. It is also recommended that a COVID-19 contingency item be implemented in the budget, as is usually done for Weather Days. This additional budget will be executed in case production has to be stopped or rescheduled due to a COVID-19 incident.
- 1.10. It is recommended that each and every one of the workers have personal health insurance - public or private - since COVID-19, according to Ecuadorian legislation, is not considered an accident and/or occupational disease.
- 1.11. Both the prevention measures in this document and the governmental measures implemented to deal with COVID-19 and the changes in the management of the health emergency could have implications on the schedules of the audiovisual projects to be carried out under this protocol. It is recommended to ensure the necessary time for all the relevant steps for the development of audiovisual projects in their pre-production, production, and post-production phases.
- 1.12. It should be borne in mind that the recommendations contained in this document may affect the running times themselves, which must be adjusted to comply with the measures of the protocol and to suit the permitted running times at the various traffic light stages in each canton. It is recommended that during the emergency and as long as it is necessary to use PPE on film, filming plans should not exceed fourteen hours in advertising and twelve hours in fiction.
- 1.13. 1.13. It is recommended that solutions be sought that combine health safety with environmental responsibility, so as not to generate excessive waste.
- 1.14. It is recommended that changes of location (Company move) be limited as

much as possible and that scenes be grouped according to locations.

1.15. The use of rapid tests is recommended, especially in the case of models/actors, make-up artists, and dressmakers, who by the nature of their work are more exposed to physical contact and contagion.

1.16. It is recommended that financial transactions of production be carried out by electronic payment means, to avoid workers having to use cash and/or go in person to financial institutions.

## **2. General measures by production stages**

### ***2.1. Development and pre-production***

To minimize the risk of contagion and whenever possible, teleworking will be chosen as a priority in all pre and post-production phases of projects; especially for people who are part of vulnerable groups, as indicated in the recommendations of the National EOC. If for justified reasons, the activity cannot be carried out from home, all the risk prevention measures available to the company and its collaborators will be taken.

If a collaborator shows symptoms associated with COVID-19, the producing company will have to rigorously follow the isolation, health control, and disinfection measures developed by the National Health Authority and the National EOC.

#### *2.1.1. Workplace*

- - It is recommended that all pre-production work in each department can be done remotely and with teleworking except in exceptional cases.
- It is recommended that a test be applied to all permanent staff returning to face-to-face activities, to rule out COVID-19.
- The maximum capacity must allow the interpersonal distance requirement of 200cm to be met.
- If the workspace does not allow the safety distance to be maintained during ordinary shifts, the company should spread out the schedules as much as possible, contemplating possibilities of redistribution of tasks and/or teleworking.

To have a hydroalcoholic gel (70% alcohol content) at the entrance of the work centre for hand disinfection when people enter and leave.



- A place shall be provided for frequent hand hygiene (washing with soap and water or approved alcoholic solutions).
- The disinfection of the facilities will be organized following the procedure marked by the National Authorities. Frequently handled surfaces (tables, chairs, door handles, toilet and bathroom surfaces, taps, keyboards, telephones, etc.) should be cleaned and disinfected daily with 70% alcohol, or with a household disinfectant containing chlorine at a 1:50 dilution, prepared on the day of use.
- The workers will use within the office the PPE recommended for the activities to be developed.
- Each production house will have its internal protocol concerning the COVID-19, which will be socialized to its workers.

### *2.1.2. Casting process*

- The casting will be done telematically, recommending 2 different options:
  - a. SELF-TAPE (videos self-recorded by the actors in their homes, with the previous indications of the casting director). Once they have viewed these, the casting director, together with the director and the producer, will make a selection.
  - b. The casting director will schedule and record live each of the actors through applications that allow the recording of the video call.
- If a last call or callback of the pre-selection of actors is essential, it should be carried out in a staggered manner, with previous disinfection of the space, the use of the recommended PPE and the safety measures of a reduced team shooting, avoiding interpersonal contact and maintaining the minimum distances required.
- Talents must digitally fill out a health declaration at the time of casting and, if selected, must agree to undergo COVID-19 tests before filming (a model of the document is attached in ANNEX 7).

### *2.1.3. Searching for locations*

- It is recommended that before performing a face-to-face location search, the location scout should be asked for a file, to minimize on-site scouting.
- Priority will be given to the intervention of as few people as possible in this phase of the location search. It is recommended to propose locations with access to adequate bathrooms that have single sinks, enough space to set up the holdings for each department, and spacious sets.

- The location scout, in addition to following the recommended general security measures, must comply with the additional measures detailed below:
  - a. When accessing an interior location, use the recommended PPE and disinfect shoes before entering.
  - b. Reduce interaction at the location to a single person in cases where it is essential to establish such contact.
  - c. Take the necessary photographs reducing the working time in the location as much as possible.

#### *2.1.4. Permits for filming on private locations*

- It may be filmed in private locations, studios, and recording sets, with prior agreement with the owner. It is suggested to use a contract between the production company and the owner of the location that includes the following clauses
  - a. The number of people from the technical and artistic team that will be able to access the location during the working day will be agreed with the owner; respecting the general security measures and this protocol.
  - b. It will be agreed with the owner and with the person responsible for the disinfection, the way to disinfect the space. For this process, the owner must have access to the location before the shooting. Once the disinfection is carried out, the location shall be properly marked, indicating the space that has been disinfected, the day and hour of the disinfection, as well as the name and telephone number of the responsible for the disinfection.
- The type of disinfection to be carried out, before and after the shoot, will be evaluated according to the location and the type of work to be done. It should be carried out by a company outside the shoot with the products recommended by the National EOC and the MSP. The time required between disinfection and the entry of the filming equipment will be taken into account.

#### *2.1.5. Permits for filming on public locations*

- All times and reactivations related to the authorisation to film in public spaces will have to be verified together with the local authorities, as these provisions may vary over time. Once filming is allowed in these spaces, all equipment will be subject to the health safety rules of each institution and the steps detailed in the case of filming in private spaces will be followed.

### 2.1.6. *Technical Scouting*

In the case that the shooting is going to take place in a location that all the team heads already know, technical scouting can be avoided and the planning will be worked out based on photographs, camera plans, and breakdown of shots.

- The technical scouting will be attended by the team leaders who are essential for carrying out the work. If necessary, these people may enter by turns. The basic list for technical scouting is:
  - a. Director
  - b. Locacionist
  - c. Production Manager
  - d. Director of Photography
  - e. 1st Assistant Director
  - f. Art Director
  - g. Gaffer
  - h. Sound engineer (in the case of fiction)
- All technical staff must follow the general safety rules and the following specific rules:
  - a. When accessing an interior location, use the recommended PPE and disinfect shoes before entering.
  - b. The technical staff will reduce the working time at the location as much as possible.

### 2.1.7. *Dress rehearsal*

- If the project allows it, it is recommended not to test the costumes of the cast before the shooting to minimize risks.
- Concerning advertising, for the selection and prior approval of clothing, if a prior test is not carried out, a section will be included in the pre-production dossier of real clothing proposed for each model, indicating the sizes and alternatives, both for those selected and for backups.
- Clothing tests should be carried out with all appropriate prevention measures: hand washing, use of recommended PPE, and testing with clean, disinfected clothing. The same garment should not be tested on two different people from the cast, without prior disinfection.

- Tests must be performed only between the cast and the dresser and must be approved by management and agency/client by telematic means.
- It is recommended that at least one day be left between the dress rehearsal and the shoot so that any adjustments can be made and there is time to clean, disinfect and classify the clothing before the shoot.

## **2.2. *Production and filming***

### **3.2.1. Entrance and triage**

- - Upon arrival at the location, workers must take into account a process of admission, disinfection, and symptom detection, before the start of their work. This process will be supervised by a health control person.
- - It is recommended that the health control be carried out by one of the following options: (a) a trained external provider or (b) a crew member who has thoroughly reviewed this protocol and undergone certified training and, in the case of a shoot with more than 10 people, who are only dedicated to the health control function and supervision of compliance with the protocol during the shoot.
- Before filming, the crew, cast, external suppliers, agency and client must fill out a health statement (a model form is attached as ANNEX 7) that details whether they have had contact with people with symptoms, positive diagnosis or suspicion of COVID-19.
- Each day of shooting, before entering the set, the temperature will be taken with an infrared thermometer from each of the workers. If a temperature higher than 37.5°C is identified, the worker will be sent home or to a health centre to be diagnosed with the origin of the fever.
- - At the entrance of the film set, disinfectant gel and disposable masks will be available and the PPE will be delivered. Those who do not have their corresponding Personal Protection Equipment will not be allowed to enter. All those attending the shoot must wear it while staying in the shooting facilities. Regular hand washing will be prioritized as a mechanism for preventing contagion, and workers are recommended to wear clothing that covers their extremities (pants, long-sleeved shirts).
- - The filming team, both technical and artistic, will be perfectly-identified and must have passed the body temperature check as well as having the regulatory PPE before being allowed to enter the set. Without this prerequisite, the set cannot be accessed.

- If COVID 19 symptoms are identified in a worker, in the pre-production and/or filming stage, and this is an essential team leader, it will be the production company that will decide if, by the importance of the sick person, the filming is canceled, the person is replaced or the rest of the members of the department can continue their work.
- If a worker with COVID-19 symptoms shows up for filming, he or she must leave the location and follow the rules defined by the National EOC. The type of contact he had with the rest of the team must be defined to decide on the actions to be taken.
- People who have had contact with the person with symptoms, during filming, should be isolated until they have the results of the test on the person who had symptoms. They should also inform production companies with whom they have agreed to work in the future and colleagues with whom they have had work.
- While the health emergency lasts, it is recommended that audiovisual workers do not agree to work daily with different production companies, so that in the event of a COVID-19 incident on a shoot, this does not pose a problem for the next one.

### 3.2.2. *General shooting arrangements*

- Supported by official and special measures detailed throughout this protocol, it is recommended that all reasonable health measures and precautions be taken to create a safe filming environment that minimizes risk and makes filming work feasible.
- During filming and the days of pre-assembly, testing or dismantling of the location, all persons on the technical team must follow the general security measures, in addition to those listed below::
  - a. Throughout the workday, the team should not remove the recommended PPE unless strictly necessary.
  - b. Shooting actions that require two or more people to be at a distance of less than the recommended 200cm must be kept to a minimum and for the shortest time possible.
  - c. During filming, each department must ensure that the instruments and working material of each department, in addition to the stage elements, are disinfected whenever possible.
  - d. The option of improving the walkie-talkie communication system will be sought to minimize physical interactions in all departments.

Walkies and headsets will be duly identified and non-transferable during the shooting. They will be disinfected for use before and after each day.

- e. Personnel should wash their hands and use disinfectant gel frequently.
- f. Space will be provided large enough so that in waiting times, the technical and artistic team can follow the general recommended safety measures and safety distance between people of approximately 200cm.
- g. It is recommended to minimize the use of the cell phone on the set.
- h. Due to the use of PPE, it is recommended to take short breaks during the shooting day.

### 3.2.3. *Essential Crew*

Each project has its own needs and characteristics, but due to the exceptionality of the health crisis, it is necessary to agree that during the day of shooting the minimum indispensable people are present. Therefore, the definition of "essential crew" is implemented. This staff will be identified and numbered and will be the only one allowed to access the film set.

The recommendation is for a maximum of 25 "essential crew", including the health control person defined in Section 3.2.1. of this document. The number of the crew will also be limited by the extension of the location, considering the 200cm of social distance. Specific considerations follow:

- Not considered part of this "essential crew" are all those who carry out their work before or after the actual shooting, nor those who work outside the set or carry out logistical work around the shooting. All these personnel who do not have access to the film set must comply with the same requirements as the "essential film crew", both in terms of health and compliance with all general safety measures.

- Artistic Equipment: To minimize the risk of contagion, it is recommended that the minimum number of people necessary to carry out the filming be present during the day of shooting. Although the number of cast and crew depends on the scripts to be filmed, the recommendation is for a maximum of "essential artistic team" of 10 people, including:

- a. Main
- b. Secondary
- c. Hand models
- d. Doubles
- e. Specialists

f. Figuration

g. Extras

- A maximum number of people on set: the production will ensure the presence of no more than 25 to 35 professionals including the technical and artistic team on the set; taking into account the capacity of the set to maintain the minimum safety distance. It is estimated that an area of 4 square meters per person is required on the set.
  
- In the case of advertising, it is suggested to include as part of the "essential crew" a person from the Agency and a person from the Client. These two people must comply with all the general safety and health measures set out in the protocol and must be empowered to make final decisions on the product. In case it is required, the rest of the members of the teams of both companies will be able to be connected online with the shooting set telematically. It is recommended that production companies start providing streaming services for their shootings to comply with the health requirements mentioned in this protocol.

#### 3.2.4. *Locations and sets*

- Disinfection of locations and sets should be carried out before and after shooting, as detailed in Section 3.1.4.
  
- - Only the "technical crew and essential artistic film team", which are allowed and identified, will have access to the film set.
  
- The maximum capacity of the film set must be able to comply with the interpersonal distance requirement of 200cm (25 to 35 professionals).
  
- It is recommended to inform, employing posters, all the film crew of the hygiene procedures published by the Health Authorities, and described in this protocol.
  
- The Direction and Production Departments will inform all team members about all basic health and safety measures regarding the location, before starting the shooting
  
- These specifications shall also be taken into account in all spaces annexed to the set (holdings), which shall have sufficient capacity to enable the persons working there to follow the recommended general safety measures and to maintain the safety distance between persons.
  
- It is recommended to work in spaces that can be routinely ventilated during the working day.

### 3.2.5. *Catering*

- The eating area must be suitable for maintaining a distance of 200cm between each diner. If not, feeding will be by turns.
- More aseptic catering services will be provided, where the product is less exposed to reduce possible contamination as much as possible. It is also recommended to avoid buffet-style catering services. In the case of cooking on the film set, all the required hygiene measures and adapted protocols will be in place to guarantee the asepsis of both the food and the materials.
- The catering staff will be provided with the necessary PPE. All working tools and food containers will be sanitized and sterilized.
- The use of single-use cutlery, glasses, plates and other utensils, preferably Ecology is recommended.
- Catering companies must have their internal protocol.

### 3.2.6. *Transport*

- All transfers of the technical and artistic team, including those in pre-production, must comply with general safety regulations.
- Priority will be given to the use of your vehicle whenever possible. The maximum number of people allowed in a shared vehicle must be governed by the National COE rules on social distancing and transport at each traffic light. It is suggested that in 5-seater vehicles, 2 people should be transported, always placed diagonally (the passenger will be in the back and the right seat). In the case of vehicles with 9 seats or larger, it is suggested that more than one person per row of seats should not travel, keeping as much distance as possible.
- When using public transport, workers should always maintain a safe distance of approximately 200cm, using the recommended PPE
- Each transport supplier must start their working day with the producer with a guarantee of disinfection and must ensure that surfaces are constantly disinfected during the working day.
- Trucks should be closed as long as nothing is loaded or unloaded at that time.
- Drivers must always be equipped with the appropriate Personal Protective



Equipment (PPE) inside the cab, except when loading or unloading. It is recommended that each area take care of its equipment rather than having the driver unload or load.

### ***2.3. Post-production***

Distance working will be chosen as a priority in all the post-production phases of the projects and with a protocol agreed with the post-production companies.

#### *2.3.1. Planning rules for in-room work*

- The regulations in force will be taken into account when entering the facilities of the post-production company and its workrooms.
- Entry during work shall be limited to the minimum number of persons possible, per state regulations.
- Water-alcohol dispensers and some rapid cleaning/disinfection system (disinfectant spray, disinfectant wipes) for work surfaces should be available in the workrooms.

#### *2.3.2. Rules for entering and leaving the premises*

- The post-production company is responsible for ensuring that any person who has access to the facilities has the recommended disinfectant gel and PPE. It will also maintain control of their proper use while on the premises.
- PPE should be located at the entrance to the facility. When a person leaves the facility, they should place the PPE in the appropriate container, which should be located at the point of access/departure.
- - As far as possible, persons entering the premises shall be prevented from having contact with persons other than those responsible for carrying out or supervising the work that is the subject of the visit.
- Anyone entering the facility will be required to wash their hands thoroughly before using protective materials.
- When a person leaves the premises, the disinfection of the workspace shall be carried out immediately. At least one rapid cleaning of working surfaces and instruments shall be carried out.

#### *2.3.3. Sound studios and broadcasters*

- The necessary instructions for the speaker's work must be clear at the entrance of the premises: the speaker's room to which you must go, the text to be voiced and any PPE you must use will be available at the entrance of the premises.

- The speaker, if possible, should bring his headphones.

- The studio should have, for its use, properly disinfected headphones and should have the microphone in the lounge disinfected and protected.

### **3. *Annex of specific recommendations by area***

#### **3.1. *Management***

- The directors have tools to be able to resolve projects taking into account social distancing and must consider these issues in their work proposals, adapting them to the national reality and the provisions of the EOC on health emergencies.
- In the case of directors residing abroad, they must take into account the COE's instructions on quarantine in the case of international travel

#### **3.2. *3.2. Director Assistance***

- The assistant director must take into account the limitations of the National EOC orders and the recommendations of this protocol when planning a shoot and, additionally, must notify the executive production when there are shooting conditions that contradict the recommendations of this protocol
- The Assistant Director will inform within the filming stationery the provisions of the protocol particular to the shooting.
- The Assistant Director will take into account within the shooting plan the additional preparation times required to implement this protocol.

In the set, the Assistant Director will supervise that the distance between the cast and the set is respected and that the entries of the cast to the set are staggered.

- It is recommended to plan shootings without Company moves within the same day, to avoid additional time for disinfection of spaces and equipment.
- In the case of entry limitations, the Assistant Director will be in charge of prioritizing the presence of the different crew members on the set.
- - It is recommended that assistant directors attend training in COVID-19.

### **3.3. Production**

- As far as waste issues in the set are concerned, the production department will locate garbage bins differentiated between recyclable, non-recyclable, and infectious waste.
- The specific infectious waste bin will be reserved for used PPE and cleaning implements.
- The production shall inform, utilizing posters, the entire film crew of the hygiene procedures published by the health authorities, and described in this protocol.
- The production will be in charge of distributing walkies in individual covers and will receive the radios back at the end of the day of shooting, disinfecting them when they are received.
- The production shall inform, utilizing posters, the entire film crew of the hygiene procedures published by the health authorities, and described in this protocol.
- The production shall coordinate the transport of personnel, taking into account the provisions of this protocol.
- - The production shall inform all possible suppliers of the provisions of this protocol.
- - It is recommended that producers attend training in COVID-19.

### **3.4. Locations**

- Separate holdings will be set up for each department, to avoid overcrowding and contact between areas. The holdings must be wide enough to maintain the recommended safety distance of 200cm.
- The different areas of the location will be marked for easy recognition of the spaces for each department.
- - If necessary, certain spaces, such as the surfaces in the make-up holdings between actors, should be disinfected regularly.
- In the set, spaces will be demarcated for the implements of each department.
- It is recommended that changes in location (Company move) be limited as much as possible and that scenes be grouped according to location, for ecological and health reasons.

### ***3.5. Photography and Camera***

- During the shooting period, instruments and working equipment should be disinfected whenever possible with specific cleaners.
- All camera equipment should arrive on location with a guarantee of disinfection by the supplier of the equipment.
- The use of separate monitors is recommended. The monitors in the Set will be direction, headlamp, and client/agency.
- The exclusive use of wireless systems is recommended (follow focus and video signal).
- Lenses and accessories will be changed on an individual basis, and they will have the necessary time to do these tasks safely.
- - It is recommended that each team member has a hydroalcoholic gel for personal use.
- The clapperboard will be for the exclusive use of the second cameraman.
- The data/DIT must have a disinfected and clean space, separated from the set and the wardrobe/make-up/actor holdings.
- The data/DIT, in case of using their equipment, must take care of the disinfection.

### ***3.6. Grip and electric***

- All light and grip material must be a run-in with a guarantee of disinfection by the supplier of the material.
- There must be a person dedicated to the disinfection of the equipment, especially c-stands, sandbags, and lights, which are the most exposed to manipulation.
- One person must pass the equipment from the truck. This consideration will be made, as long as the weight of the equipment allows it.

### ***3.7. Art***

- During filming, it must be ensured that the decorative elements and accessories that come into contact with the technical staff and actors are disinfected before and after each scene.

- It is important to respect the security measures during the days of assembly, collection of props, and disassembly.
- It is recommended to work with the purchase and rental premises that have their security protocols, for collection and return of items.
- It is recommended that deliveries of rentals occur on the day of installation directly to the location.
- The search for props from the internet and through catalogue rentals should be emphasised to avoid unnecessary exposure of the search on the street.
- It is recommended that the art department carry out the assemblies the day before the shooting and that the disinfection of the space is carried out before the art assembly.

### **3.8. *Wardrobe***

- Due to the special nature of this proximity activity with the artistic team, the common PPE (mask and goggles) will be complemented with gloves, gowns, protective masks, and disposable caps.

Any garment used by the actors must have the appropriate disinfection or the manufacturer's health guarantees if it is new. The recommendations of the health authorities are:

- a. Working with laundries by hiring the specialized disinfection wash.
  - b. The use of ozone washing machines with bactericidal, virucidal, fungicidal, and deodorant properties.
  - c. Washing in domestic washing machines, in washing programs of more than 60°.
- It is recommended to work with rental houses and providers who have their sanitary protocols
  - The wardrobe shall be identified and separated by actor, and shall not be shared or exchanged between actors. In the case of stuntmen, they must have their garment.
  - The cast will dress in shifts to avoid contact and crowding and once dressed they will leave the dressing room holding to the actors holding.
  - Extreme care must be taken with regard to hygiene and disinfection of

clothing (ironing tables, clothes hangers, irons, sewing machines, holding devices, etc.).

- Once the garments have been used, they should be placed in infectious waste sleeves and these sleeves should be sealed so that they can be taken away after filming to be disinfected, before their return or delivery.
- In the case of a project where the cast wears their clothing, the clothing department will avoid handling it as much as possible, as it cannot guarantee its disinfection of origin. In case it is necessary to manipulate it, it will make previous disinfection.
- The wardrobe department should not share a holding with the makeup/combing department or the cast.
- Due to the nature of the costume work, it is recommended that the production performs COVID-19 screening tests before filming.

### **3.9. *Make-up/hairdressing***

- Due to the special nature of this proximity activity with the artistic team, the common PPE (mask and goggles) will be complemented with gloves, gowns, protective masks, and disposable caps.
- All products and materials must be cleaned and disinfected before each use. A single-dose product system is recommended for each actor and also one set of instruments (brushes and applicators) per actor. It is also possible to work by separating material per actor on stainless steel pallets or in individual pots for items that do not have single-dose applicators.
- In the case of hairstyle, a hairstyle kit is recommended for each actor and, as far as possible, the actor will use a mask.
- As far as possible, the working material will be single-use, giving priority to the use of biodegradable material.
- Surfaces must be disinfected before the start of filming and between each actor.
- The make-up will be done in turns and once the person is ready, they must return to the actors' holding.
- Even if protective gloves are used, priority should be given to working with brushes or other tools, rather than with hands or fingers.
- It is recommended to prioritize the use of gloves for styling work; if this

cannot be done, extreme care must be taken to clean hands.

- Due to the nature of the work of make-up artists and hairdressers, it is recommended that the production carry out COVID- 19 detection tests before filming.
- The makeup/hairdressing department should not share a holding with the wardrobe department or the cast.
- A protocol of constant handwashing with soap and water, the use of hydroalcoholic gel, and the change of PPE every time it is necessary (change of gloves with every change of cast) will be implemented in the make-up department.

### ***3.10. Cast***

- In case of advertising or a very short shooting, it is recommended to have a back-up (reserve) of the main characters in case there is a casualty caused by a positive case of COVID-19, between the final casting decision and the shooting day.
- In both advertising and film, due to the level of exposure the actors face, it is recommended that the production carry out COVID-19 screening tests before filming, especially when the scenes do not allow the minimum distance recommended in this protocol to be maintained.
- Priority will be given to working with actors and models that are not within the risk groups (older adults, people with pre-existing conditions).
- A holding will be set up with enough space for the actors to maintain a safety distance of 200 cm between each one.
- All persons on the artistic team must follow general safety measures in addition to those listed below:
  - a. Throughout the workday, the artistic team should not remove the recommended PPE unless strictly necessary.
  - b. The PPE should only be removed at the last moment before going in front of the camera and provided that the safety distance of approximately 200cm is respected, as long as the make-up/combination allows it.
  - c. If special make-up or hairdressing is required and the use of the mask is not possible, space will be found so that the actor can be isolated

from the rest of the technical or artistic team during this process.

- d. In the case that the talents have to do "consumer acting" or consume during one or more shots, the product to be consumed should be packaged independently. If it is a container that has contact with the mouth and hands, it should be disinfected previously and if it is a food elaborated by the production team, it should have the appropriate sanitary measures and be protected from any interaction with the environment of the rest of the equipment (kitchen plastic, Tupperware, metallic caps, silicone, etc.), until the moment of consumption.
- e. Any element that you have to take, use, or simply touch with your hands must be previously disinfected with the disinfectant solutions. The actor must wash his hands and use the disinfectant gel every time the scene to be shot is finished.

### **3.11. Sound**

- If possible, and to avoid physical contact, the use of the boom should be prioritized over the use of lavalier microphones.
- In the unavoidable case of the use of Lavaliers/ Dryers, it is suggested that the sound team be formed by two members, to avoid the operator of the equipment is in contact with the talents.
- Lavaliers must be sanitized with the products recommended by the manufacturer. If possible, some removable plastic material should be used to place the transmitters.
- Lavaliers should be properly disinfected after each use and only one lavalier microphone per performer should be used when possible. Lavaliers may not be exchanged between actors without prior disinfection.

### **3.12. Special Situations (Animals, Vehicles, FX)**

#### *4.12.1 Stage animals*

- In addition to complying with all general safety and specific health measures, it is important to disinfect the animal's legs if working in different locations.
- The owner of the animal or trainer will be present at the set and will pass



all the individual and collective protection measures set out in this document.

- The interaction of the animal with the artistic team will be limited for the moment of the specific filming act.
- The animal's face will be kept away from the actors' faces.
- The animal, the trainer, and the owner will have the minimum possible contact with the rest of the team at all times and will only enter the set when necessary.

#### *4.12.2 Stage vehicle technicians*

- The entire stage vehicle must arrive on the scene with a guarantee of disinfection signed by the vehicle supplier.
- During shooting, the interior of the vehicle must be disinfected after each use, and when passing from one driver to another.

### **4. Annex of specific recommendations for equipment rental and warehouses for rental of clothing, furniture, and props.**

#### ***4.1. Equipment Rental Houses***

- All persons entering the rental house will go through a disinfection process. The temperature will be taken employing an infrared thermometer when entering the warehouse.
- Differentiated and adequately signposted entry and exit areas shall be established to prevent people from crossing over, as well as registration and organisation of entry and exit times.
- Workers in the rental house should be properly protected with recommended PPE supplied by the rental or production house.
- *Equipment check:* The correct disinfection of the equipment must be guaranteed, before and after the check. Also, the recommended safety measures must be complied with (distance, use of PPE). If possible, a remote check is recommended.
- - The rental house will be in charge of cleaning and disinfecting the camera equipment, lights, and grip, including fabrics, before the delivery of the equipment, and after receiving it.

- Each team of technicians, both camera and lighting, will be responsible for the disinfection and safekeeping of the equipment of their competence during the shooting.
- It is recommended that it is coordinated with the production company/rental the arrival of the equipment directly to the location, as well as the return of the equipment in the set.
- The rental house is responsible for guaranteeing adequate times between different projects to proceed with the correct sanitation of the equipment.
- The rental houses will have their protocols that will meet these minimum requirements. Production houses that have their equipment must meet the requirements of this protocol.

#### **4.2. *Warehouses for renting clothes, furniture and props***

- It is recommended to work with suppliers who have their biosafety protocols and who comply with the general measures present in this protocol.
- It is recommended that rental warehouses have a digitalized catalogue to reduce the number of search visits before the selection of objects to be rented.
- The rental house will take care of the cleaning and disinfection of the materials, both at the time of delivery and once received. The most appropriate and respectful products will be applied to each material (fabrics, wood, glass, plastics, metals, vehicles, etc.)
- During the shooting, the responsibility for the disinfection and custody of the rented materials will be assumed by the art and/or costume team, taking into account the recommendations of the suppliers.
- The rental houses are responsible for guaranteeing adequate times between different projects to proceed with the correct sanitization of the materials.
- The collection and delivery of materials will be carried out safely, preferably in spaces specially prepared for this purpose.

### **5. Annex for minimum crew, documentary or community filming**

### ***5.1. Filming in communities***

- In the case of filming in communities, it will be essential to have the authorisation of the communal authorities and the Community's Governing Council.
- In the case of filming in territories where there is a presence of Peoples and Nationalities that manage by their nature isolation from the city, it is preferable not to film during the stages of health emergency and social distancing, to avoid bringing from the city the possibility of contagion.
- When filming in communities, the disinfection processes, uses, and customs of the locality can be added to the disinfection processes detailed here.
- In the case of community productions or productions using directors' equipment, the same directors must be responsible for the disinfection of their equipment.
- In the case of community productions in locations with proximity to animals, the protocol must adhere to the reality of the location where it is to be filmed.

### ***5.2. Reduced crew filming***

- In the case of a reduced crew shooting, it is suggested to locate the Medical Center closest to the shooting location for consultations or emergencies. It is also recommended to take the temperature of the team members at the beginning of the day.

In the event of symptoms of COVID-19, the person responsible for the shoot must inform the creative team and the characters with whom they had close contact to take the actions recommended by the National EOC. It is left to the discretion of each production to have direct contact with a doctor or consultant present at the beginning and end of calls.

- If crew members show symptoms of COVID-19 before or after filming, they must give urgent notice to the production company or advertising agency, as well as inform the authorities in the manner prescribed by them.

## **6. Documentary Annex: Health Declaration (model based on the UK "APA COVID-19 Shooting Guidelines" document)).**