

Protocol for the protection of workers in the movie and audiovisual sector

Premise

This document is divided into two parts, with reference to the two macro types of work environment typical of production and to the specific activities related to each of them:

1. Production offices / production activity preparation
2. Set / troupe / actors and generics

The protocol declines the prevention and protection activities necessary in each of the above-mentioned environments / work phases, as required by the "Shared protocol for regulating measures to combat and contain the spread of the Covid-19 virus in the workplace" signed by Government and workers' organizations on March 14, 2020.

The protocol assumes and considers essential for the resumption of production activity, the presence of:

- RSPP corporate security manager, a person required by Legislative Decree 81/08, appointed by the company, who collaborates in drafting the DRV with the figures indicated below;
- Competent company doctor, a person required by Legislative Decree 81/08, who works with RSPP
- Committee for the application and verification of the rules of the regulatory protocol (Protocol March 14, 2020)
- Safety officer appointed by the workers, RLS other figure provided for by Legislative Decree 81/08 whose activity can be supported by the RLST (territorial security

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representative appointed by the trade unions), which also provides consultative support to the figures referred to in Legislative Decree 81/08.

- Set safety manager (of consultative support to the figures referred to in Legislative Decree 81/08)
- Paramedic of operational and emergency support on set for health issues.

This protocol is subject to updating:

- in compliance with the ordinances of the competent national authorities and any more restrictive regional ordinances;
- in compliance with the ordinances of the competent health Authorities and any community scientific recommendations, in particular with respect to the choice and supply of the best sanitary materials and PPE available.

This protocol, in all its parts, refers to the definition of "close contact" of the European Center for Disease Prevention and Control (ECDC):

- a person living in the same house as a COVID-19 case;
- or a person who has had direct physical contact with a case of COVID-19 (e.g. close to but no);
- or a person who has had unprotected direct contact with the secretions of a COVID-19 case (e.g. example touching with bare hands used paper tissues);
- or a person who had direct (face-to-face) contact with a case of COVID-19, remotely less than 2 meters and lasting longer than 15 minutes;
- or a person who has been in a closed environment (for example a classroom, meeting room, waiting hospital room) with a case of COVID-19 for at least 15 minutes, at a distance of less than 2 meters;

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- or a healthcare professional or other person providing direct assistance to a case of COVID19 or laboratory personnel involved in the handling of samples of a COVID-19 case without use of the recommended PPE or through the use of unsuitable PPE;
- or a person who has traveled by plane sitting in the two adjacent seats, in any direction, of a COVID-19 case, travel companions and crew members assigned to the section of the plane where the index case was sitting (if the index case has a severe symptomatology or has moved within of the airplane, determining a greater exposure of the passengers, consider as close contacts all the passengers sitting in the same section of the airplane or in the whole airplane).

The epidemiological link may have occurred within a period of 14 days before or after the manifestation of the disease in the case under consideration.

This protocol assumes as preliminary and mandatory activity in each of the phases / environments subsequently distinguished, staff training, as described below:

Staff training

All the staff related to the production offices, the preparation activities, and set must receive specific training on the use of PPE and rules of social distancing. This activity should preferably be developed remotely (for example webinars or resources already available online) where possible and not through frontal courses, at least within the limits set out in Legislative Decree 81/08. A commitment is required to responsibly comply with all provisions relating to the contrast and containment of the spread of the Covid-19 virus in and outside workplaces.

PART ONE: SPECIFIC RULES OF PRODUCTION OFFICES /PREPARATION OF PRODUCTION ACTIVITIES

The activities are organized as follows:

1. General hygiene rules

The following hygiene standards must be maintained in the production offices / preparation rooms

- Make available hydro alcoholic solutions for hand washing.
- Avoid hugs and handshakes.
- Maintaining an interpersonal distance of at least one meter or, where necessary, use of surgical masks
- Respiratory hygiene (sneezing and / or coughing in a handkerchief avoiding contact of the hands with the respiratory secretions).
- Avoid the promiscuous use of bottles and glasses
- Do not touch your eyes, nose and mouth with your hands.
- Cover your mouth and nose if you sneeze or cough.
- Clean the surfaces daily with chlorine or alcohol-based disinfectants.
- Avoid gatherings in common areas (for example in the canteen or other break areas)
- Eat meals keeping a distance of at least 2 meters
- Avoid meetings unless essential. In case you need to hold a meeting, keep one distance of at least one meter between the participants and / or use the surgical mask.

2. Use of DPI/PPE

- Adequate PPE must be provided to the staff. These include: o surgical masks or disposable gloves

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- The use of surgical masks is mandatory if contact situations arise close and it is not possible to maintain an interpersonal distance of at least 1 meter.
- The use of disposable gloves is reserved for specific contexts, such as staff cleaning the rooms or catering or using shared objects, such as work tools.
- Disposable gloves should be changed whenever they get dirty and properly disposed of unsorted waste.
- Disposable gloves must be changed every time they come into contact with the mouth, nose and eyes.

3. Indoor environment management and sanitization of spaces

For the management of indoor environments, reference is made to the document produced by the ISS and available at:

1. https://www.iss.it/documents/20126/0/Rapporto+ISS+COVID-19+n.+5_2020+indoor.pdf/1ceb8b0e-c72b-ef12-75f2-484ff4dcf59d?t=1587114078746.

We guarantee:

- good air exchange in all environments where workstations and staff are present by opening windows more frequently.
- Daily cleaning of the most frequently touched surfaces (eg doors, handles, windows, glass, tables, light switches, toilets, taps, sinks, desks, chairs, passenger handles, keys, keyboards, remote controls, printers, vending machines) through the use of water and soap and / or with 75% ethyl alcohol and subsequently with a solution of sodium hypochlorite diluted 0.5%.

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- buildings equipped with specific ventilation systems (Controlled Mechanical Ventilation, VMC) which move air through a motor / fan and allow the exchange of the air, it is advisable to keep the entrance and extraction of the air 24 hours a day, 7 days a week (possibly with a decrease in ventilation rates during the night when the building is not used).
- buildings equipped with specific ventilation systems (Controlled Mechanical Ventilation), the air recirculation function must be totally eliminated to avoid the possible transport of pathogens.
- The sanitization of the rooms must be carried out every time positivity to the buffer for SARS-COV2 is found in a person who has had access to the rooms (internal or external workers) in the last 9 days and carried out periodically based on the type of location.

4. Outdoor environment management

- No specific indications are provided for the management of outdoor environments, nor is sanitization procedure necessary.
- It is however advisable to carry out daily cleaning of the most frequently touched surfaces (for example tables, furniture, toilets) by using water and soap and / or with 75% ethyl alcohol and subsequently with a diluted sodium hypochlorite solution 0.5%.

5. Symptomatology

- The presence of a body $CT > 37.5$, as well as the presence of symptoms compatible with COVID-19 (cough, fever, flu symptoms) must preclude access to offices and other interested environments.

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- The finding of fever or symptoms compatible with COVID-19 in a staff member must lead to the execution of SARS-COV2 buffer and isolation of the person with symptoms pending the outcome of the buffer
- Reintegration into service is to be assessed on a case-by-case basis by the competent company doctor.

6. swabs

The assessment of the opportunity to perform swabs for SARS-COV2 should be reserved only to competent medical personnel and must follow the ministerial indications issued by the ISS. In general, the execution of the swabs should be reserved for personnel who:

- Have had close contact (see definition above) with COVID-19 in the past 14 days.
- Have had close contact with a person with symptoms compatible with COVID-19 in the past 14 days who has not performed a buffer for SARS-COV2.
- Have contracted COVID-19 infection documented by swab and have no confirmation laboratory of successful healing (buffer negativity for SARS-COV2 repeated at a distance of 24 hours).
- Have or have had COVID-19 compatible symptoms in the past 14 days and do not have buffer negativity documentation for SARS-COV2.

7. External access

- The access of external people must be limited to cases of need.
- Preparation for access by external persons must be certification by the same about the

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that you have not had COVID-19 compatible symptoms in the past 14 days and that you have not had close contact with a person with COVID-19 in the past 14 days.

8. Canteen and common spaces

- Access to common areas, including company canteens, must be contingent, with the provision of continuous ventilation of the premises, a reduced parking time within these spaces and with the maintenance of the safety distance of 2 meters between the people who occupy them.
- Periodic sanitization and daily cleaning must be guaranteed with special detergents in the canteen rooms, on the keyboards of the vending machines for drinks and snacks.

9. Transportation of materials

- The staff responsible for the transport of the material is to be considered in all respects as the other operators of the office / preparation / construction site activity and for this reason must follow the recommendations contained in this part of the document

10. Procedure to be followed in the event of symptomatic or positivity to a staff member's swab.

- The presence of COVID-19 compatible symptoms (fever, cough or flu-like symptoms) in a staff member should lead to:
 - preclude access to the workplace for the person himself;
 - performing SARS-COV2 buffer and isolating the person with symptoms pending result of the swab.
- Positivity to the SARS-COV2 swab in a staff member should lead to:
 - preclude access to the workplace for the person himself;

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- buffer execution in all close contacts (see definition above);
- preclude access to the workplace to close contacts pending the result of the pad;
- sanitization of offices and all indoor work environments; or reintegration will be possible at healing (buffer negativity for SARS-COV2 repeated at a distance 24 hours).

11. Company-owned medicinal product

• The competent company doctor in consultation with the 'Committee for the application and verification of the rules of the regulatory protocol' has the following functions:

- Ensure the execution of the training activity referred to in the premise;
- Ensure compliance with spacing procedures, use of PPE, isolation and testing of suspicions provided in this document;
- Manage symptomatic or positive cases for COVID-19;
- Authorize the reintegration of personnel with symptoms compatible with the workplace COVID-19 or with previous COVID-19 infection.

SECOND PART: SPECIFIC RULES FOR SET / TROUPE / ACTORS AND GENERICS

The activities are organized as follows:

1. Staff training

- In addition to the general training for all staff, direct and individual training for staff and artists who present difficulties in the use of PPE can be performed on the set by the staff designated by the Committee for the application and verification of the protocol rules of regulation 'present at the time of filming, at least within the limits set by Legislative Decree 81/08.
- The use of apps for contact tracing, such as the "Immune" app, when available, is strongly recommended.

2. General hygiene rules

The following hygiene rules must be maintained on the set

- Make available hydro alcoholic solutions for hand washing.
- Avoid hugs and handshakes.
- Maintaining an interpersonal distance of at least one meter or using surgical masks.
- Respiratory hygiene (sneezing and / or coughing in a handkerchief avoiding contact of the hands with the respiratory secretions).
- Avoid the promiscuous use of bottles and glasses.
- Do not touch your eyes, nose and mouth with your hands.
- Cover your mouth and nose if you sneeze or cough.
- Clean the surfaces daily with chlorine or alcohol-based disinfectants.
- Avoid gatherings in common areas (for example the canteen and common areas).

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- Eat meals keeping a distance of at least 2 meters.

3. Use of PPE/DPI

- Personnel must be provided with adequate PPE, based on the specificity of their work, in addition to the provisions of Legislative Decree 81/08 and according to the indications specified below.
- If the work requires an interpersonal distance of less than 1 meter, it is necessary to use masks and other PPE compliant with the provisions of the scientific and health authorities.
- The use of surgical masks on the set is mandatory.
- The use of disposable gloves is reserved for specific contexts, such as staff for cleaning or catering or in the use of shared objects, such as work tools.
- Disposable gloves must be changed whenever they get dirty and properly disposed of unsorted waste.
- Disposable gloves should be changed whenever they come in contact with the mouth, nose and eyes.
- The use of disposable gloves and FFP2 / FFP3 masks and face shields is mandatory in the case of professionals for whom close contact, in particular with the cast, is connected to the services themselves (make-up artists, hairdressers, microphones, costume assistants, seamstresses, etc.).
- All disposable PPE must be properly disposed of in unsorted waste at the end of their use.

4. Indoor environment management and set sanitization

For the management of indoor environments, reference is made to the document produced by the ISS and available to

https://www.iss.it/documents/20126/0/Rapporto+ISS+COVID-19+n.+5_2020+indoor.pdf/1ceb8b0e-c72b-ef12-75f2-484ff4dcf59d?t=1587114078746.

We guarantee:

- good air exchange in all environments where workstations and staff are present by opening the various openings more frequently: windows and balconies. The change of air must consider the number of workers present, the type of activity carried out and the length of stay in the workplace. During the natural exchange of air, it is advisable to avoid creating uncomfortable / discomfort conditions (drafts or excessive cold / heat) for staff in the workplace.
- Daily cleaning of the most frequently touched surfaces (eg doors, handles, windows, glass, tables, light switches, toilets, taps, sinks, desks, chairs, passenger handles, keys, keyboards, remote controls, printers, vending machines) by using soap and water and / or with 75% ethyl alcohol and subsequently with a 0.5% diluted sodium hypochlorite solution.
- In buildings equipped with specific ventilation systems (Controlled Mechanical Ventilation, VMC) which move air through a motor / fan and allow the exchange of the air of a building with the outside, it is advisable to keep the entrance and extraction of the air 24 hours a day, 7 days a week (possibly with a decrease in ventilation rates during the night when the building is not used).

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- In buildings equipped with specific ventilation systems (Controlled Mechanical Ventilation), the air recirculation function must be totally eliminated to avoid the possible transport of pathogens.

The sanitization of the set must be performed obligatorily:

Before shooting starts in each new environment (complete the preparation activities).

At the end of the daily shooting.

Whenever COVID-19 compatible symptoms were found (cough, fever, symptoms flu) or if swab positivity for SARS-COV2 was found in an operator on set.

5. Outdoor set management

- There are no specific indications for the management of the outdoor sets, nor is sanitization necessary.
- It is however advisable to carry out daily cleaning of the most frequently touched surfaces (for example tables, furniture, toilets) by using water and soap and / or with 75% ethyl alcohol and subsequently with a diluted sodium hypochlorite solution 0.5%.

6. Personnel and cast transportation

- The use of own means is recommended for staff. In case of impossibility the production will intervene.
- The number of individuals transported on common means must allow to maintain an adequate distance between people.
- The transport of the cast will be carried out with means for the exclusive use of production.
- The drivers, being an integral part of the crew, will have to follow the same protocol.
- The vehicles must be sanitized after each transport.

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7. Catering

- Workers will have to keep the spacing of at least 2 meters during breaks.
- Several catering stations will have to be set up, divided between cast, crew and general, with shifts of alternate break.
- The catering areas must be sanitized daily and cleaning with special detergents for the premises and keyboards of the vending machines for drinks and snacks.
- Disposable compostable plates and cutlery and pre-portioned dishes must be used.

8. Relations with suppliers

- In order to reduce the possibility of contact with staff, access to external suppliers must be regulated through the identification of ad hoc procedures for each location. The drivers of the means of transport must remain within the means of transport or in their immediate vicinity.
- Delivery must take place in a filter area.
- The transported material must be sanitized before use.

9. Stage costumes

- In order to limit the risk of transmission of the infection, the stage costumes will be individual and not shared by the individual actors / generics, until they have been sanitized.

10. Makeup and hairstyle tools, microphones

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- In order to limit the risk of transmission of the infection, the tools used to make up or comb the actors must be disposable or for the exclusive use of the individual components of the cast or sanitized after each day of use.

- The radio microphones must be for the exclusive use of each actor and must be sanitized at the end of each use.

11. Specific provisions for the cast. The actors on stage who cannot operate in compliance with the safety distances:

- will undergo the most reliable scientific tests to ascertain health conditions, exclude the COVID-19 positivity and assessing any immunization (serological tests for title evaluation antibody), immediately before the shooting that interests them.

- will repeat these tests at least weekly, even in the absence of symptoms.

- undertake to respect responsibly any provision relating to the contrast and containment of the spread of the Covid-19 virus in and outside workplaces.

12. Interactions between actors and staff

- The actors must have a dressing room or a suitable space, for exclusive use, to be used during the work breaks and as a dressing room.

- The actors must use appropriate masks when not on stage, or not engaged in make-up or hairstyle activities.

- The actors on stage and the crew members will have to keep a safe distance during the acting. These distances should also be maintained between the actors themselves, where possible.

13. Generics on set Scenes involving the use of generics, if they are also unable to use personal protective equipment, must be reduced to the minimum necessary.

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In scenes where the use of generics is essential, all precautions will be taken:

- where possible, they must go to the set ready for shooting, without interaction with the costume, make-up and hairstyle departments.
- When on stage, the safety distance between generics, between generics and actors, between generics and the crew must always be respected, where possible.
- When not on stage, they must respect the same security protocol as the crew members.

14. Personal control on the set

- It is advisable to check the CT at the entrance and exit daily to the personnel on the set by using a thermo-scanner.
- The presence of a body CT > 37.5, as well as the presence of symptoms compatible with COVID-19 (cough, fever, flu symptoms) must preclude access to the set
- The finding of fever or symptoms compatible with COVID-19 in a staff member on the set should lead to:
or preclude access to the set by the person with symptoms, performing SARS-COV2 buffer and isolation in the person with symptoms pending result of the swab or sanitization of the set.
- The recommendations of the point above are to be considered applicable also in the situation in which the symptoms are developed at home.

15. Personal evaluation set before shooting

- In the presence of serological tests certified as reliable, their preventive execution to the personnel on the set and its repetition at least every fortnight is indicated.

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- The execution of swabs must be reserved for personnel who:
 - Have had close contact (see definition above) with the person in the past 14 days COVID-19;
 - Have had close contact in the past 14 days with a person with symptoms compatible with COVID-19 which has not performed a buffer for SARS-COV2;
 - Have contracted COVID-19 infection documented by swab and have no confirmation healing laboratory (buffer negativity for SARS-COV2 repeated with 24 hours distance);
 - Present or have had COVID-19 and non-COVID-19 compatible symptoms in the past 14 days has negative buffer documentation for SARS-COV2.
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16. Procedure in case of symptomatic or positivity to the swab of a member of the set staff

- The presence of COVID-19 compatible symptoms (fever, cough or flu-like symptoms) in a person operating on set should lead to:
 - preclude access to the set by the person himself;
 - performing SARS-COV2 buffer and isolation in the person with symptoms pending swab result; or sanitizing the set.
- The positivity of the SARS-COV2 in a person working on the set must lead to or preclude access to the set by the person himself;
 - o buffer execution in all close contacts (see above definition);
 - or preclude access to the set from close contacts pending the result of the buffer or sanitization of the set.

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- reintegration into the staff will be possible after healing (buffer negativity for SARS-COV2 repeated 24 hours apart).
- If one of the people working on the set is in close contact (contact occurred outside the set), it is advisable to:
 - preclude access to the set by the person himself;
 - execution of SARS-COV2 buffer and insulation.

17. Competent company doctor

- The competent company doctor in consultation with the 'Committee for the application and verification of the rules of the regulatory protocol' has the following functions:
 - Ensure the execution of the training activity referred to in point 1;
 - Ensure compliance with spacing procedures, use of PPE, isolation and testing of suspicions provided in this document;
 - Manage symptomatic or positive cases for COVID-19;
 - Authorize the reintegration of personnel with symptoms compatible with the workplace COVID-19 or with previous COVID-19 infection.

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