

GENERAL PROTOCOL FOR COVID-19 PREVENTION

In filming/shooting and/or recording and post-production of fictional and documentary content for cinema, television and audiovisual platforms

**GUIDE OF RECOMMENDATIONS AND BEST PRACTICES TO
GRADUALLY AND RESPONSIBLY RESUME ACTIVITIES IN
THE WORKPLACE**

GENERAL PROTOCOL FOR PREVENTION OF COVID-19

GUIDE OF RECOMMENDATIONS TO GRADUALLY AND RESPONSIBLY RESUME ACTIVITIES IN THE AUDIOVISUAL PRODUCTION INDUSTRY

PURPOSE

As a result of the call made by the **Ministry of Culture of Argentina**, the representative entities of the Audiovisual Industry jointly propose the following General Protocol, in order to establish the necessary prevention measures to resume the various activities that comprise the audiovisual industry.

This document constitutes a guide to preventive measures from which the **Audiovisual Industry workers**, with the participation of the Trade Unions, Chambers and Audiovisual Professional Associations, plan to gradually resume audiovisual projects and productions. To that end, it will be necessary to implement information systems, action protocols, and raise worker awareness regarding care and information, provision of adequate personal protection elements (PPE) and adoption of the necessary engineering measures in order to ensure a healthy working environment.

The measures established in this document were prepared on the basis of the information on COVID-19 available, as established by the World Health Organization (WHO), the International Labor Organization (ILO), the Ministry of Health of Argentina and the Superintendence of Occupational Risks under the Ministry of Labor, Employment and Social Security of Argentina. Thus, they constitute a standard of minimum conditions to be supplemented with additional and specific measures that may be relevant, taking into account the specific characteristics of each location and the processes that are carried out there, as defined by the Occupational Medicine Hygiene and Health Services that each employer has. Notwithstanding the foregoing, a Joint Committee may be created, with representatives of the parties in order to monitor the epidemiological evolution and review, identify and determine prevention measures that are necessary for each filming/shooting project, whenever applicable, ensuring compliance with the mandatory guidelines as determined in this document. Responsible parties who develop specific protocols should consider these guidelines intended as a general guide in order to support efficiency in the coordination of actions aimed at containing the spread of COVID-19, as well as generating communications, raising awareness and orchestrating the necessary training for workers.

This document and the measures established in it will apply to all audiovisual productions in Argentina, for staff involved in its activities, i.e. employers and subcontractors staff, as well as strategic suppliers and vendors interacting in the workspaces and/or any person directly involved in the provision of services for the development of an audiovisual production, during the time viral circulation lasts, without prejudice to the Provincial Protocols that may be approved or those which, based in the provisions hereby, adopt additional recommendations and undergo the corresponding approval processes.

The General Protocol for the Prevention of COVID-19 in the Filming/Shooting and/or Recording and Post-production of Fictions and Documentaries for Cinema, Television and Audiovisual Platforms includes the production of any fictional or documentary format developed in any field, except for dissemination of informative or documentary content produced by licensed broadcast channels of journalistic and/or communicational nature that fall within the essential activities category.

Postproduction shall be understood to encompass all those Image and Sound Postproduction rooms or studios that work on postproduction activities related to the production of fictional films and/or documentaries, including scanning, restoration, translation and subtitling processes.

The following entities participated in the preparation of this Protocol:

- **ARGENTINE ASSOCIATION OF ACTORS** (AAA, ASOCIACIÓN ARGENTINA DE ACTORES)
- **GENERAL ASSOCIATION OF PRODUCERS** (ASOPROD, ASOCIACIÓN GENERAL DE PRODUCTORES)
- **ASSOCIATION OF ARGENTINE BROADCASTERS** (ATA, ASOCIACIÓN DE TELERADIODIFUSORAS ARGENTINAS)
- **ARGENTINE CHAMBER OF THE CINEMA INDUSTRY** (CAIC, CÁMARA ARGENTINA DE LA INDUSTRIA CINEMATOGRAFICA)
- **ARGENTINE CHAMBER OF INDEPENDENT TELEVISION PRODUCERS** (CAPIT, CÁMARA ARGENTINA DE PRODUCTORAS INDEPENDIENTES DE TELEVISIÓN)
- **ARGENTINE CINEMA DIRECTORS** (DAC, DIRECTORES ARGENTINOS CINEMATOGRAFICOS)
- **ARGENTINE INTERACTIVE AUDIOVISUAL SERVICES, DATA AND TELEVISION UNION** (SATSAID, SINDICATO ARGENTINO DE TELEVISIÓN SERVICIOS AUDIOVISUALES INTERACTIVOS Y DE DATOS)
- **ARGENTINE CINEMA, ANIMATION AND ADVERTISING INDUSTRY AND AUDIOVISUAL MEDIA UNION** (SICA APMA, SINDICATO DE LA INDUSTRIA CINEMATOGRAFICA ARGENTINA ANIMACIÓN PUBLICIDAD Y MEDIOS AUDIOVISUALES)
- **UNIFIED UNION OF PUBLIC ENTERTAINMENT WORKERS** (SUTEP, SINDICATO ÚNICO DE TRABAJADORES DEL ESPECTÁCULO PÚBLICO)



The following groups and associations collaborated in the writing of the specific documentary section

- **DOCUMENTARY TABLE** (MESA DOCUMENTAL): ADN; COLLECTIVE FILM MAKERS GROUP (COLECTIVO DE CINEASTAS); DIC; ARGENTINE DOCUMENTARIES MAKERS (DOCA, Documentalistas de Argentina); docu DAC; RAD; RDI documentaries.



Endorsements

- **ASSOCIATION OF AUDIOVISUAL PRODUCERS OF CÓRDOBA, ARGENTINA** (APAC, ASOCIACIÓN DE PRODUCTORES AUDIOVISUALES DE CÓRDOBA)
- **ASSOCIATION OF CULTURAL AUDIOVISUAL PRODUCERS** (ACERVO, ASOCIACIÓN DE PRODUCTORES DE LA CULTURA AUDIOVISUAL)
- **ARGENTINE CHAMBER OF SME AUDIOVISUAL PRODUCERS** (CAPPA, CÁMARA ARGENTINA DE PRODUCTORAS PYMES AUDIOVISUALES)
- **ARGENTINE AUDIOVISUAL CORRIDOR** (CAAR, CORREDOR AUDIOVISUAL ARGENTINO)
- **CHAMBER OF AUDIOVISUAL PRODUCERS OF CÓRDOBA, ARGENTINA** (CAPAC, CÁMARA DE PRODUCTORAS AUDIOVISUALES DE CÓRDOBA)
- **CHAMBER OF PRODUCTION COMPANIES OF THE ROSARIO AUDIOVISUAL INDUSTRY** (CEPIAR, CÁMARA DE EMPRESAS PRODUCTORAS DE LA INDUSTRIA AUDIOVISUAL ROSARIO) - PROVINCE OF SANTA FE, ARGENTINA
- **AUDIOVISUAL INDUSTRY CHAMBER OF TUCUMÁN, ARGENTINA** (CIAT, CÁMARA DE LA INDUSTRIA AUDIOVISUAL DE TUCUMÁN)
- **ASSOCIATION OF INDEPENDENT AUDIOVISUAL MEDIA PRODUCERS** (APIMA, ASOCIACIÓN DE PRODUCTORES INDEPENDIENTES DE MEDIOS AUDIOVISUALES)
- **BUENOS AIRES AUDIOVISUAL CLUSTER** (BACA, BUENOS AIRES CLÚSTER AUDIOVISUAL)
- **BARIOLOCHE AUDIOVISUAL CLUSTER** (CLAB, CLUSTER BARILOCHE AUDIOVISUAL) - PROVINCE OF RIO NEGRO, ARGENTINA
- **ANDES AUDIOVISUAL FILM CLUSTER** (FILMS ANDES CLUSTER AUDIOVISUAL) PROVINCE OF RIO NEGRO, ARGENTINA
- **NORTH PATAGONIA AUDIOVISUAL CLUSTER** (CLUSTER AUDIOVISUAL PATAGONIA NORTE) - PROVINCES OF NEUQUÉN AND RÍO NEGRO, ARGENTINA
- **CORRIENTES AUDIOVISUAL CLUSTER** (CLUSTER AUDIOVISUAL CORRIENTES, ARGENTINA)
- **NETWORK OF FILMMAKERS OF THE PROVINCE OF MISIONES, ARGENTINA** (RED DE REALIZADORXS DE LA PROVINCIA DE MISIONES)
- **WAYRURO POPULAR COMMUNICATION** (COMUNICACIÓN POPULAR WAYRURO)
- **IUPA WORKERS UNION** (SITRAIUPA, SINDICATO DE TRABAJADORES DEL IUPA) PROVINCE OF JUJUY, ARGENTINA
- **GUÁCARAS GROUP** (GRUPO GUÁCARAS) - PROVINCE OF CORRIENTES, ARGENTINA



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I. PRELIMINARY CONSIDERATIONS

The COVID 19 pandemic has generated situations involving risk of contagion of coronavirus (SARS-CoV-2) that must be considered by audiovisual production companies, hereinafter "The Employer(s)" or "The Company(ies)", which must ensure the necessary permits and applicable limitations to carry out the activity, as well as the security measures prescribed by the governmental authorities. Such measures shall be supplemented with measures adapted to the specific characteristics of the audiovisual production activity in order to ensure application of prevention and safety measures for all the workers involved (actors, dancers, directors, technicians, extras, body and stunt doubles, etc.). Therefore it is essential to assess the risks associated with this pandemic in the context of their professional activities.

Consequently, all employers and workers in the Audiovisual Industry should promote the necessary actions aimed at facing the situations that may arise during the present health emergency. That includes the personnel comprised under the definition of risk factors and the measures to be considered at the beginning of activities during the health emergency, or eventual outbreaks.

- These situations call for a production breakdown that allows a detailed evaluation of the feasibility of the audiovisual project and correct planning and preparation of the production plan.
- For those projects that require scenes with actors who should play characters with close human contact and interactions, it is suggested to separate them from the general production design and include them in a special plan where they are tested (see SARS-COV-2/ COVID-19 TESTING).
- Reassess the distribution of jobs, establishing priorities based on the recommended social distance between workers.
- Consider the possibility to resort to staggered shifts with staff rotation.
- Plan a first stage for a minimum indispensable staff of workers to resume activities, so as to cover for the performance of essential operations.
- Evaluate the possibility of providing services remotely whenever possible for all stages of the production.
- Maintain fluid communications with suppliers and distributors.
- Plan for alternative and preventive actions in order to anticipate difficulties in obtaining the necessary material for the required hygiene and cleaning of the locations.
- Have an action plan prepared for possible deviations from the original planning, be it partial (daily, weekly, fortnightly, monthly) or total.

II. GENERAL COVID 19 PREVENTION MEASURES

TRAINING, AWARENESS AND PERMANENT DISSEMINATION OF PREVENTION MEASURES

- Training staff on the procedures and prevention measures implemented before and once the activities have started is essential to fulfill the objectives of this protocol.
- Comply with the placement of the **COVID-19 poster** provided by the Workplace Risk Insurers (ART by its acronym in Spanish), in visible places that allow easy viewing by all workers, in accordance with the provisions of **Annex I** in **Resolution SRT No. 29/2020**. Also consider the "Recommendations and preventive measures in the workplace" that appear in **Annex II** of the aforementioned standard.

- Disseminate and update information on hygiene measures as a means to promote awareness and permanent training of workers.
- Keep staff informed about the latest developments in connection with COVID-19, using reliable information from the Ministry of Health of Argentina, local health authorities, press releases and scientific bodies and associations.
- Determine the most appropriate procedures according to the type of location, be it indoors or outdoors, and communicate the actions implemented using signs, posters, personal notifications, alerts, signals, electronic media (email, intranet portals, and social media) and any similar system.
- Provide adequate PPE to workers and train them specifically on the placement, use, condition, conservation, removal and disposal of such PPE.¹
- Consider and disseminate the special recommendations arising from **Provision 5/2020 SRT GENERAL MANAGEMENT** (published in the Official Bulletin on March 28, 2020) and **Provision 16/2020 SRT GENERAL MANAGEMENT** (published in the Official Bulletin on August 7, 2020) for workers exempted from social, preventive and compulsory isolation for the fulfillment of their work, as well as for commuting to and from the workplace and best practices in the use of personal protection elements, and respiratory protection. See **Annex 1 Provision 5/2020** (Special recommendations for workers exempted from compliance with social, preventive and mandatory isolation). **Annex 2 Provision 5/2020** (Recommendations for commuting to and from your workplace). **Annex 2 Provision 16/2020**² (Personal protection elements). **Annex 4 Provision 5/2020** (Correct use and removal of respiratory protection).
- Have posters and signs on the application of preventive measures for both the staff and the general public, emphasizing safety distancing, use of a mask, hygiene of hands and personal items, use of face protection and PPE disposal.³
- Encourage workers to stay at home in case they get ill, or present symptoms associated with COVID-19, and recommend they contact health system agents, by calling the following numbers: **107 in the City of Buenos Aires, 148 in the Province of Buenos Aires, 0800-222-1002 nationwide (see EMERGENCY TELEPHONE NUMBERS).**
- Discourage workers from sharing phones, desks, and other work items or tools.
- Provide information on ergonomic risks⁴, particularly in the remote work mode and in workplaces adapted to COVID-19, based on the recommendations published by the SRT in this regard. For more information, see the Manual of Best Teleworking Practices by the Superintendence of Occupational Risks, available at: <http://publicaciones.srt.gob.ar/Publicaciones/2010/Teletrabajo.pdf>

GRADUAL REINCORPORATION TO THE DIFFERENT STAGES OF AUDIOVISUAL PRODUCTION

- It is recommended for personnel to be gradually reincorporated in the first stage so as to avoid crowds or large groups. To that end, criteria must be established in order to call the staff necessary to fulfill the tasks in the locations, adapting appointments within a schedule or recording plan that takes into consideration the risk factors affecting the staff.⁵
- In the same sense, scheduling criteria and additional protection must be established in the cases when the on camera cast includes minors who must be accompanied by only one adult, who need to comply with all the requirements stated in this Protocol.

1 Note: See **Posters XI** and **XII** on use and removal of PPE and Annexes **XIII, XIV, XV** and **XVI** for PPE waste management.

2 This Annex modifies Annex 3 of Provision 5/2020.

3 See Posters on COVID-19 prevention.

4 See **Poster XIX**. Ergonomic recommendations.

5 **Resolutions No. 207/20** and **No. 296/2020**, issued by the Ministry of Labor, Employment and Social Security of Argentina (MTEySS by its acronym in Spanish).

- The production stages that cannot be fulfilled primarily by means of teleworking, such as the page by page call, casting, rehearsals and scouting, which require face-to-face meetings, should be organized based on all the measures stated in this Protocol that are detailed below, in particular those referring to personal protection, hygiene, handling of equipment, makeup and costumes, air circulation, arrival, admission and exit controls, case detection and procedures, as well as all the provisions specified in the Vehicle section for the transfers of the parties involved to and from meetings, rehearsals, casting venues and location scouting.
- The reinstatement of personnel must be progressive/ gradual, i.e., each area shall define the minimum number of people needed to resume face-to-face activity, which entails careful consideration and application of all the recommendations and measures stated herein. The use of the staff's own private vehicles will be encouraged in line with this gradual mode. If not possible, employers will provide transportation for the personnel to and from the workplace every day, guaranteeing their transfer in a vehicle designated for that purpose to avoid the use of public transportation.
- If possible, plan for a staggered reopening, advancing operations from a minimum level to a normal level.
- Crowds or large groups of people are to be avoided and workers should maintain safety distancing, i.e., 2 meters (6.5 feet) between one person and the next at all times, in any workplace and common areas.
- Group meetings are to be avoided or at least the number of attendees should be minimized, respecting safety distancing.⁶
- As much as possible, organize active personnel in different work groups, minimizing the number of workers per group, according to the characteristics of each line of work, production and/or operations.
- Ensure work independence between the different groups, avoiding the use of common areas, in order to minimize the impact in the event of a COVID case.

ARRIVAL/ ADMISSION TO DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION⁷

- As of the implementation of this Protocol, the staff should complete the COVID-19 Health Statement required by the Health Authority (see VIII. COVID 19 HEALTH STATEMENT) prior to entering companies, channels and/or the locations where the productions are taking place.
From then on, the staff will keep their Self-Diagnosis Credential updated through the **cuidar** application: <https://www.argentina.gob.ar/aplicaciones/coronavirus>.
- Body temperature controls will be carried out, through the use of infrared equipment, prior to entering the workplace for any person who needs to access the facilities or locations. Access will be prevented in case a body temperature over 37.5 °C (99.5 °F) is detected.
- No person presenting symptoms associated with COVID-19 will be allowed to enter the locations or venues where recording or broadcasting takes place.
- Staggered arrival and exit times will be established to avoid crowds or large groups of people.
- Visits by adults and/or children and/or pets unrelated to the tasks to be carried out in the facilities or locations of the Companies and/or Channels and/or Studios will not be allowed.
- Companies must have a specific place at the entrance to the different spaces destined to circulation of the personnel, so that people can sanitize their hands, footwear and personal belongings (wallets, cell phones, backpacks, bags, etc.) before actually entering their workplace. This operation needs to be repeated when exiting the facilities/ locations.

⁶ See **Posters III and IV**

⁷ Locations will be understood as any physical space involved in the Development of an Audiovisual Project, whether they are Offices, Television Channels, Studios, Sets, Rehearsal Rooms and/or Shooting Locations, among others.

- Companies have to display posters indicating care procedures upon arrival⁸ to the different facilities or locations where workers will perform their tasks.
- In cases where the influx of people is greater than the capacity of the location, a staggered entrance schedule will be arranged beforehand and there will be a waiting area, preferably outside the facility.
- In case suppliers or service providers need to be admitted into the facilities/ location, they will have to comply with the general stipulations of this protocol and in particular those referring to SUBCONTRACTORS AND STRATEGIC SUPPLIERS.
- While the exceptional measure of social, preventive and mandatory isolation continues, the staff needs to carry with them the current circulation permit in digital format (<https://www.argentina.gob.ar/circular>) and their updated Self-Diagnosis Credential, obtained through the platform **cuidar**. (See <https://www.argentina.gob.ar/jefatura/innovacion-publica/acciones-coronavirus/aplicacion-y-tableros-de-gestion>).

NEWS MANAGEMENT

- No person called to provide services may leave their home if they have symptoms associated with COVID-19⁹; in this event, you must immediately report the case and inform the corresponding health service, as well as reliably inform their direct managers and the person in charge of Occupational Health and Safety and/or the Human Resources manager designated by the Employer. (See <https://www.argentina.gob.ar/salud/coronavirus-COVID-19/definicion-de-caso>).
- Employers who provide services in third-party establishments must be covered by security measures under the same conditions as their own personnel.

HYGIENE AND PERSONAL CARE¹⁰

- When coughing or sneezing, cover your mouth with the fold of the elbow or a tissue.
- Avoid contact with people who have suffered or are suffering from respiratory diseases.
- Asanization and disinfection kit should be installed, according to the duration and conditions of the task. The elements for workers' hygiene and disinfection will consist of: water, soap, alcohol (70%), hand sanitizer gel (alcohol), a water/bleach solution (1% bleach/ 55 g of chlorine), and individual disposable towels.
- Each person must sanitize their hands frequently, as well as proceed to cleaning and disinfecting their workplace, tools, work equipment and items for personal use upon arrival and departure.
- Frequent and complete hand washing will be promoted following the respective recommendations. Hand washing should last between 40 and 60 seconds (according to the WHO recommendations, 2010) within the premises, whenever considered necessary throughout the working day; workers should be provided with facilities for this purpose (see **Poster II**).

It is very important to wash your hands, especially:

- Before and after handling garbage or waste.
- Before and after eating, handling food and/or breastfeeding.

⁸ See **Posters V** and **VI**.

⁹ See **Poster X: COVID-19 symptoms**.

¹⁰ See **Posters I** and **II**.

- After touching surfaces used by the public, such as counters, handrails, doorknobs, railings, etc.
- After handling money, keys, animals, etc.
- After using the bathroom and before and after changing diapers.
- Nails should be kept short and neat, avoiding the use of rings, bracelets, wrist watches or other accessories.
- Hair should be tied up.
- Avoid touching your eyes, nose and mouth with your hands.
- In the event that a person experiences an unexpected coughing fit and accidentally covers them with their hands, they should avoid touching their eyes, nose or mouth and proceed to wash their hands immediately.
- If you have respiratory symptoms, you should cover your mouth and nose with a tissue when coughing or sneezing and throw it away in a garbage container. If you do not have a tissue, you should cough or sneeze into your arm, into the inner corner of the elbow, in order not to contaminate your hands. Also, you should wash your hands frequently because you may accidentally come in contact with secretions or surfaces contaminated with secretions.
- There should be one person at a time at the entrance to the restroom area, and they should carry out the corresponding hand hygiene procedure when leaving the restrooms.
- If running water and soap are not accessible for infrastructure reasons, hand sanitizers approved by the health authorities should be provided to combat the COVID-19 virus.

HYGIENE, DISINFECTION AND CLEANING OF WORK SPACES AND EQUIPMENT

- Employers shall hire cleaning personnel who periodically disinfect the surfaces and materials used, prior to the start of the activities, during the day and at the end of the day. To this end, disinfectants approved by the health authorities must be used to combat the COVID-19 virus. (See: [https://www.sadi.org.ar/novedades/item/995-productos-recomendados-para-desinfección domiciliaria activos sobre sars-cov-2-virus que causa la enfermedad covid-19](https://www.sadi.org.ar/novedades/item/995-productos-recomendados-para-desinfección-domiciliaria-activos-sobre-sars-cov-2-virus-que-causa-la-enfermedad-covid-19))
- Constant disinfection throughout the shooting is recommended for materials and technical equipment: grips, cameras, props, lights, microphones, etc., before being released to someone else.
- The manufacturer's instructions for the use of all cleaning and disinfection products (concentration, method of application, contact time, etc.) should be followed. To this end, it is recommended to check the safety sheets of the products used and verify that they are authorized by ANMAT (Argentine Food and Drug Administration Agency).
- Work environments must be sanitized and disinfected before, during and after each day, including recording or filming locations, studios, channels, rehearsal rooms, building facilities, offices, dining rooms, kitchens, restrooms, desks, chairs, PCs, cabinets, warehouses, work items, wallets, backpacks, personal belongings, etc.
- It is recommended to intensify the cleaning and disinfection of high contact/ heavy traffic surfaces and areas, such as entrance gates/ doors, reception areas, footwear washing areas, restrooms, kitchens, elevators, and places classified as critical.
- All equipment must be disinfected before and after the start and end of each work day, as well as during the day whenever it goes from one worker to another.
- The elements and substances used for the sanitization and disinfection of work environments, equipment and tools must meet conditions so that their use is not incompatible with the equipment and/or generates damage (presence of substances or processes that may cause a physical or chemical reaction).
- The communal use of appliances (microwave, water heater, refrigerator, water dispenser, etc.) is discouraged. In case such use is absolutely necessary, it will be under the responsibility of each user. Disinfection of all possible

contact surfaces must be carried out before and after use (handles, knobs, switches, etc.). A disinfection kit shall be placed in each of the appliances.¹¹

- In those jobs performed on public roads or spaces, the provision or availability/ access to sanitation facilities (fixed or mobile) must be guaranteed, as well as the hygiene and periodic disinfection of those facilities and/or what the public space agencies or filming committees may prescribe in each jurisdiction.
- In tasks where, due to the characteristics of the workstation, distances are less than 2 meters (6.5 feet), apply additional prevention measures. For this purpose, physical barriers will be provided (if feasible), and/or personal protection elements (PPE) will be supplied to the workers.

CONTROLS AND REGISTRATION

- Procedures must be respected in an orderly and strict manner, upholding the corresponding hygiene and safety recommendations that allow for safe working conditions.
- The control over the correct implementation of the measures adopted according to the stage of the project being carried out will be applied and documented.
- Records will be kept in order to document PPE handed to workers in compliance with **Resolution SRT No. 299/11**. To this end, the date and time of delivery must be recorded, along with the signature and name of the person who delivers and receives the PPE. Each company will determine which records are kept and how often PPE and disinfection kits are distributed.
- The Health and Safety and/or Occupational Medicine Services must provide assistance in the event of any queries from workers regarding the preventive measures adopted.
- Employers will appoint a Health and Safety Coordinator at Work who will be responsible, along with an Advisory Joint Committee if needed, for helping to ensure compliance with the provisions of this Protocol and raising awareness on the importance of compliance.
- Periodically, each person in charge of the area shall hold a meeting, gathering the personnel under their supervision in order to review each point of the protocol. They should raise awareness regarding compliance with safety issues throughout the working day, as well as during their commute and at their own homes.
- It will be necessary to promote continuous improvement, through constant monitoring and evaluation of the implementation of the measures that are part of this document, promoting other actions deemed necessary and proposing updates and adjustments that are pertinent.
- The guards and security personnel, as well as personnel providing additional services must be included in the framework of the recommendations issued.
- Incidents relative to non-compliance with the Protocol must be recorded and the necessary measures must be put in place in order to prevent new occurrences.
- The company, through its Coordinator of Safety and Health at Work and/or its Human Resources area, must keep records of workers' training regarding this Protocol and its updates.

AIR CIRCULATION IN WORK LOCATIONS

- Air circulation must be ensured in work environments before the arrival of workers.¹²

¹¹ See **Poster VIII**.

¹² https://www.argentina.gob.ar/sites/default/files/ficha_tecnica_ventilacion_agosto_2020.pdf

- Constant circulation of air must be provided for in the rooms where the tasks in the different stages of Production are carried out.
- In the locations where the building features so allow, natural air circulation will be carried out, before the personnel arrives and during the work day on a regular basis.
- In environments where A/C is used due to air quality reasons, efficient operation of the ventilation system must be ensured. The ventilation system must adapt to the minimum air renewal requirements (increase the percentage of air exchanged with the outside as much as the system allows), within the performance limits of the A/C equipment, and ensure the periodic and effective cleaning of the filters. The internal disinfection of ducts and nozzles must also be guaranteed. This task should be carried out as often as possible.

STRATEGIC SUPPLIERS AND SUBCONTRACTORS

- Strategic suppliers and subcontractors such as catering services, security, transportation, equipment rental, etc. will be subject to this protocol, as the rest of the participants in any of the stages of the production process.
- All the suppliers that are contracted by the Employer must be notified, prior to the provision of the service, of the mandatory elements and the prevention standards determined in the reference protocol, in order to ensure their due compliance when providing the service. They will also be requested to adhere to said protocols by means of Certified Notification.
- Employers must provide PPE in the event that the supplier or subcontractor does not have the required personal protection materials to ensure compliance with the protocol at the time of rendering the services.
- Drivers providing transportation services will be required to stay in their vehicles at all times, and refrain from entering the facilities. (See **SPECIFIC PROTOCOL "COVID-19 EMERGENCY PLAN FOR THE AUTOMOTIVE TRANSPORTATION OF HAZARDOUS GENERAL CARGO ON NATIONAL ROUTES"**).¹³
- Suppliers that must necessarily enter the facilities or recording location must undergo the same temperature check as the other workers and comply with all the arrival/ admission requirements defined herein. (See ENTERING THE DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION).

TRANSPORTATION, RECEPTION AND REMOVAL OF SUPPLIES AND EQUIPMENT

- It is recommended to delimit the loading and unloading areas, by means of signs, partitions, floor painting markings, etc.
- It is recommended to designate a specific area for storage, removal and return of equipment or external materials that must be disinfected and aired periodically. In the same way, specific people need to be designated to manage said equipment or materials.
- Employers are recommended to coordinate with the companies that provide services (for example, camera equipment, lights and sound, costumes, art, props, etc.) to incorporate some labeling that identifies the equipment and props that have been disinfected prior to their delivery. Labeling must be identifiable by the technical personnel handling the equipment and props.
- Employers must take every precaution for the disinfection of any supplies or equipment received, which must be carried out at the location after opening and/or handling each piece of equipment or prop.
- Procedures for the delivery, dispatch and reception of items should be implemented so as to ensure that there is no direct contact between the delivery person and the recipient, and any potential risk can be traced to a single site/area, which will be disinfected regularly.

¹³ <https://www.boletinoficial.gob.ar/detalleAviso/primera/230540/20200611>

- It is recommended for the equipment to be loaded on the same day it is checked, in order to avoid unnecessary commuting.
- If the shooting takes more than one day, precautions must be taken so that the disinfected equipment that has been loaded onto the transportation vehicles remains safe and free of further manipulation until the beginning of the next day.
- All transportation companies that are hired for audiovisual productions must be notified about the mandatory provisions and the prevention rules determined in the reference protocol prior to the provision of their service. They will have to duly adhere to and abide by said provisions in order to ensure their due compliance. At the time of providing their services and the pertinent parts of the SPECIAL "COVID-19 EMERGENCY PROTOCOL PLAN FOR THE AUTOMOTIVE TRANSPORTATION OF HAZARDOUS GENERAL CARGO ON NATIONAL ROUTES".¹⁴
- In the event that the carriers do not have the required personal protection materials at the time when they provide their services in order to guarantee compliance with the protocol, the producer needs to provide the PPE without exception and notify the supplier of the breach in compliance, eventually report the case to the CNRT (National Transport Regulation Agency in Argentina).
- Vehicles used in the production must comply with the established protocol. (See VEHICLE USE)
- The equipment, dressing rooms, catering and other rental elements or elements that arrive at the locations for any reason must be disinfected when they are unloaded and prior to any manipulation, as specified in the pertinent provisions of this Protocol (See **III. PREVENTIVE RECOMMENDATIONS FOR THE DIFFERENT STAGES OF THE PRODUCTION**)

CATERING SERVICE AND STAFF IN LOCATIONS

- The arrival/ admission of the personnel hired to provide the catering service must be subject to admission conditions (see **ARRIVAL/ ADMISSION TO THE DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION**) and to the general prevention regulations stated in this protocol during their stay in the locations or facilities in order to provide services in the productions.
- All catering personnel must wear a facial protective mask, gloves that must be provided by the supplier company and implement strict hygiene measures on the surfaces and food. They shall also comply with any provision applicable as per the regulations and conditions attaining to health.
- In order to facilitate compliance with the safety distancing during meals, it is recommended to stagger meal shifts, establishing small groups of people so as not to generate crowds or big groups and maintain the minimum distance established. If necessary, they may have to use or condition other spaces as a dining area, thus ensuring that the established safety distancing is maintained.¹⁵
- Breakfast, lunch, snack and dinner services must be offered in individual boxes, with disposable cutlery and plastic cups.
- The catering company must come to the location with the food previously prepared, packed and ready to be heated and delivered, in order to reduce handling at the place of the film production and avoid possible contamination.
- The use of permanent service tables or self-service catering is not recommended. Likewise, it is recommended not to provide buffet style services.
- The provision of water and other beverages will be carried out using individual, closed and previously disinfected bottles. The use of common dispensers for drinks and food is to be avoided.
- Workers should avoid sharing kitchen utensils, such as forks, glasses, plates, cups, straws and mate cups, etc.

¹⁴ <https://www.boletinoficial.gob.ar/detalleAviso/primera/230540/20200611>

¹⁵ See **Posters III, IV y IX**

- The catering service staff will limit their circulation to the area designated for that purpose, and will avoid circulation in any other area where the production takes place.
- Once the Catering Service is over, the contracted company must ensure the removal of all waste according to the specified standards. (See **PPE WASTE MANAGEMENT**)

VEHICLE USE

- This Chapter refers to the vehicles for the transportation of workers from one place to another. For all intents and purposes, Employers must ensure that the transport companies adhere to the provisions stated by the CNRT (National Transportation Regulation Agency in Argentina) in connection with the PROCEDURE FOR THE AUTHORIZATION OF EXCEPTIONAL TRANSFERS DUE TO SANITARY AND/OR HUMANITARIAN REASONS AND/OR SUPPLY¹⁶ and the EMERGENCY COVID-19 PLAN FOR AUTOMOTIVE TRANSPORTATION.¹⁷
- The use of the staff's own vehicles is encouraged. Should that not be possible, employers shall provide transportation for the personnel to and from work every day. They shall observe all protection and distancing measures, guaranteeing mobility in a vehicle designated for such purposes, thus avoiding public transportation.
- If the transfer of workers is carried out with vehicles provided by the employer, the vehicles used must be disinfected before and after use (upholstery, steering wheel, interiors, handles, handrails and all direct contact surfaces). The shared use of vehicles is discouraged. (See **Poster VII**).
- If shared use is essential, each trip should include as few workers as possible.
- When circulating, natural ventilation is preferred at all times.
- In the case of shared vehicles, a hygiene and disinfection record must be kept, indicating schedules and details of the person responsible for the sanitization tasks performed. Said records must be kept in the vehicle itself in a visible and easily identifiable place.
- If taxis or vans are used, there should be only one person per row of seats, so as to maintain as much distance between occupants as possible.
- Employers will facilitate the processing of the circulation permits for the necessary trips required, to the workers who require them.
- To the extent that the calls allow, an attempt will be made to maintain the same vehicle for the same person during the duration of the shoot.
- Vehicle congestion should be avoided by coordinating the time of arrival and departure from the locations.

PERSONAL PROTECTION ELEMENTS (PPE)

- In cases where, for work reasons, the safety distancing between people, adequate hygiene conditions, disinfection of the work environment, air circulation/ ventilation conditions before and during the task cannot be guaranteed, and/ or for any reason a risky situation is generated, PPE must be provided, making sure that the quantity and quality are in line with the risk.
- The correct use of PPE helps prevent exposure, but should not replace other prevention strategies, as long as these are possible. (See **Annex 2 Provision GG #16/20** of the Superintendencia de Ocupational Risks, available at: <https://www.boletinoficial.gob.ar/detalleAviso/primera/233481/20200811>)

¹⁶ <https://www.boletinoficial.gob.ar/detalleAviso/primera/227887/20200416>

¹⁷ <https://www.boletinoficial.gob.ar/detalleAviso/primera/228357/20200428>

- The Health and Safety and/or Occupational Medicine Services will determine, based on the risk analysis, in which tasks or circumstances PPE should be used to prevent exposure to COVID-19.
 - PPE must be resistant to breakage and early wear and tear.
 - It is essential for the workers to use the masks properly so that they are effective and safe.¹⁸
1. Masks must completely cover the face from the bridge of the nose to the chin.
 2. Wash hands properly before putting your mask on or taking it off.
 3. Only touch the strings or elastic on the back of the mask when removing it.
 4. If the mask is reusable, it should be washed as soon as possible, using detergent and water at 60° Celsius.

PPE WASTE MANAGEMENT

- Bags, baskets or containers should be provided for the disposal of PPE.¹⁹
- The places destined to disposal of this waste must be identified and signposted,²⁰ and the cleaning and disinfection of the waste deposits must be ensured.
- The removal of waste should be done with gloves (preferably disposable), respiratory protection (mask), face protection (face shield) and, if feasible, mechanical assistance to reduce contact with them.
- Double bagging is recommended, as well as disinfection of the content before closing, identification of the content (PPE and hygiene and disinfection items) and internal storage in a suitable place (isolated) that is duly marked, for at least 72 (seventy-two) hours until its final removal and disposal in a third bag.
- Those employers who, prior to the COVID-19 pandemic, were legally included in the generator, operator and/or carrier of hazardous waste categories (in line with the specific characteristics of each activity) must handle the final treatment of this waste as hazardous waste (as they do on a regular basis).
- For filming/ shooting and productions carried out on public roads, the procedure indicated in this protocol must be implemented. Collection will be conducted in a suitable place (isolated) and waste will be duly marked, prior to transfer to a base designated by the Employer for this purpose. Waste shall be taken to a dump site for at least 72 (seventy-two) hours until its final removal and disposal in a third bag. Under no circumstances may waste be discarded on public roads and before the established deadline.

III. PREVENTIVE RECOMMENDATIONS FOR THE DIFFERENT STAGES OF PRODUCTION

1. GENERAL RECOMMENDATIONS FOR GROUP MEETINGS AND FACE-TO-FACE ACTIVITIES

- It is recommended to conduct virtual meetings (video calls) as a general rule, opting for remote work in all phases of the project that allow it.
- Those areas that must hold face-to-face meetings, whether periodically or sporadically, should organize those meetings in spaces outside the production offices, unless they have enough room to ensure the necessary interpersonal distance and an adequate level of air circulation/ ventilation.
- When it is essential to hold a face-to-face meeting, participants should follow these recommendations:

¹⁸ See recommendations issued by the Ministry of Health at: <https://www.argentina.gob.ar/coronavirus/barbijo>

¹⁹ See **Posters XIV** and **XV**

²⁰ See **Posters XIII** and **XVI**

- Include, at the beginning of the meeting, or when convened, a point in the topics to be addressed about the need to comply with the protective measures established in the COVID-19 framework.
- Take all possible measures that make it easier to avoid direct contact.
- Wash your hands before the start of the meeting.
- Have hand sanitizer, alcohol (gel or liquid) or other appropriate sanitizer at the place where the meeting is going to be held.
- Avoid sharing utensils and desktop items that are in contact with your hands.
- At the beginning of the meeting, remind participants to cover mouth and nose with forearm when coughing.
- Remind attendees about the need to avoid touching their eyes, nose and/or mouth with their hands.

2. SPECIFIC RECOMMENDATIONS FOR THE CASTING/ PRE-PRODUCTION STAGE

- It is recommended that castings be virtual, as part of the remote work mode.
- In the event that the production of the project requires the presence of actors, dancers, and/or extras in the casting sessions, it is recommended to adopt the safety measures established in this protocol (See **ARRIVAL/ADMISSION TO THE DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION, POSTER III and POSTER IV: RECOMMENDATIONS FOR KEEPING DISTANCE IN COMMON SPACES**).
- It is recommended that a staggered approach is adopted for calls, and that control measures are put in place, as explained in the relevant points of this Protocol.
- Within the framework of this protocol, castings involving mass calls are discouraged, even if attendees are organized in lines and keep social distancing. Calls with appointments at pre-set times are encouraged.
- In the case of castings where attendance is essential, employers need to agree with the casting participants to frame such sessions as a conventional contract in order to guarantee the corresponding ART coverage.

REHEARSALS

- It is recommended that rehearsals and reading tables be virtual, as part of the remote work mode.
- If the director and/or part of the project's production team are required to be present during rehearsals, it is recommended to adopt the safety measures set out in this Protocol (SEE **ARRIVAL/ADMISSION TO DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION and POSTER III: RECOMMENDATIONS FOR KEEPING DISTANCE IN COMMON SPACES AND POSTER IV: RECOMMENDATIONS FOR KEEPING DISTANCE IN COMMON AREAS**).
- It is recommended that a staggered approach is adopted for calls, and that control measures are put in place, as explained in the relevant points of this Protocol.

COSTUME FITTINGS

- Attempts should be made to avoid or reduce costume fittings of the main garments and back-ups prior to shooting, replacing them with a file with sizes, models, etc. Alternatively, the recommendation is to resort to measurements with adjustable mannequins or alternative sizes should be made available during the course of the production and/or shooting.
- If the costume fittings are necessary, they should be carried out in a spacious and ventilated area, with individual changing rooms for actors and dancers. These areas must be disinfected before and after each working day and must have a restroom with a drinking water system, soap and waste container. There should be disposable hand towels to avoid the use of cloth towels or similar elements to dry hands after washing.

- If the presence of the Director and/or part of the project production team is required, it is recommended to adopt identical safety measures as those established for work in studios or outdoors, thereby reducing the time of stay at the location and organizing costume fittings in such a way that they can be carried out in the shortest possible time.
- During costume fittings, actors and dancers must be called in a staggered manner in order to organize arrival/ admission and exit/ departure control measures, as provided for in this Protocol (See **ARRIVAL/ ADMISSION TO DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION**). Such measures include disinfection of contact surfaces between fittings, preventing two performers from attending at the same time. All fittings will be individual; in the case of minors they may be accompanied only by one adult who must comply with the same admission, protection and hygiene measures as the rest of the staff).
- After each fitting or each time a costume is worn, the garments must be hung, sprayed with a disinfectant that is deemed suitable for the type of outfit (e.g. 70% alcohol, etc.), stored inside a plastic bag or protective film, and kept in a separated hanger until next use.

HAIR, MAKE-UP & FX (Special Effects)

See Point 4 and Point 5 of the Annex on Hair, Makeup and FX.

SCOUTING (Location Search)

- For scouting (search of locations) the teleworking mode is recommended, thus minimizing search visits in person and prioritizing the search through collections of photographs, blueprints, diagrams and/or drawings, so that only the exchanges that are indispensable take place to reduce contact.
- In the event that scouting requires to physically be at the location, whoever enters must do so adopting identical security measures as those established for work in the locations. Reducing the time of stay by taking photographs and without the presence of the owner/ landlord and possible cohabitants of the location is recommended; failing that, the measures to be taken should be identical to the prevention measures applied in other cases, involving personal care and social distancing. (See **ARRIVAL/ ADMISSION TO DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION**).
- In case scouting requires the presence of the director and/or part of the project production team, identical security measures should be adopted as those established for work in locations, encouraging to reduce the time of stay by taking photographs and without the presence of the owner/ landlord and possible cohabitants; failing that, the measures to be taken should be identical to the prevention measures applied in other cases, involving personal care and social distancing. (SEE **ARRIVAL/ ADMISSION TO DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION**).
- The face-to-face technical scouting shall adopt the same measures as the ones mentioned in the preceding paragraph.

3. SPECIFIC RECOMMENDATIONS FOR THE PRODUCTION STAGE

COSTUMES

- The people in charge of the costumes must have the corresponding PPE and wear masks (mouth piece) and face mask (plastic shield) whenever they come in contact with the cast. They should also have the equipment and/or elements suitable for disinfection of all garments used in the shooting before and after use. This routine should be carried out every day at the start and end of the shooting day with all garments to be used. For disinfection, the recommendations of the competent health authorities regarding textiles shall be followed.

- The costumes to be transported must be disinfected and put in plastic bags or wrapped in protective cling film at all times in order to avoid contamination.
- The wardrobe of each member of the artistic team must be correctly identified and isolated from the wardrobe of the rest of their colleagues. All garments should be individually and properly disinfected before and after each use. Precision drivers or stunt doubles or extras must also have their own individual wardrobe, if necessary.
- It is recommended that the artistic team, precision drivers, stunt doubles and extras get dressed on their own and according to the instructions by the costume team. In case they require assistance, the costume staff must have the corresponding PPE and take all the prescribed personal hygiene measures.

SET DESIGN AND SET DECORATION

- During the recording and/or filming/ shooting, it must be ensured that the elements in the set, namely set decoration, props and scenery aids that come into contact with the technical team and the artistic team are disinfected before and after each scene, take, shooting, etc.
- Before and after shooting, the set, decorations and props will be set up and collected. It will be important to respect all recommended general safety measures, both individually and in rental and/or provision locations. (See **TRANSPORTATION, RECEPTION AND REMOVAL OF SUPPLIES AND EQUIPMENT**)

HAIR, MAKEUP AND FX (Special Effects)

See **ANNEX HAIR, MAKEUP AND FX**.

PRODUCTIONS IN STUDIOS AND OUTDOOR LOCATIONS

General prevention measures:

- Before, during and after each recording or broadcast, comprehensive cleaning and disinfection of the workplace shall be carried out. Disinfectants will be applied to surfaces which are in contact with hands; alcohol, bleach or other suitable products that are approved for that purpose will be used.
- During filming/ shooting, recording or broadcasting of scenes or programs, the minimum possible staff will be on the set, channel or location.
- Access to studios, channels and outdoor Locations will not be allowed to any person who is not part of the recording or broadcast of the program.
- Crowds or large groups of people shall be avoided and the safety distancing between persons (2 meters/ 6.5 feet) shall be strictly observed.
- For outdoor productions, the shooting/ recording area must be marked to ensure that only authorized personnel have access. Access to the shooting area will have a clearly marked entry and exit zone and there will be a person designated to control access, following the provisions for **ARRIVAL/ ADMISSION TO THE DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION**.
- Any item that is to be taken, used or simply touched with their hands by the technical and artistic team must be previously disinfected with sanitizing products or elements approved and authorized by ANMAT. Each member of the technical and artistic team must wash their hands and use sanitizing gel every time a scene is completed.
- A large enough space will be made available so that during waiting times the technical, artistic and extras team, as well as suppliers, can follow the recommended general safety measures and safety distancing (2 meters/ 6.5 feet).

- Microphones and headphones will be cleaned with disinfectant after each use. If possible, their use should be customized (individual). Also, microphones must always have disposable protection.
- Intercoms must be customized (disposable microphone cover and sanitization before and after use).
- Air circulation/ ventilation of locations will be facilitated.
- Outdoor productions will continue with the assembly of the recording controls in open places.
- People with symptoms associated with COVID-19 will not be allowed to access the recording premises: <https://www.argentina.gob.ar/salud/coronavirus-covid-19/definicion-de-caso>
- Cleaning of all vehicles used by the production, motorhomes, camera trucks, lights trucks, grips, production vehicles, and vehicles used in scenes must be carried out daily. Any such vehicles should be disinfected during and at the end of each working day, paying special attention to handrails, handles, doorknobs and surfaces which come in greater contact with hands.
- In the case of vehicles that are part of the scene(s) as outlined in the script, they will try to adjust to the same conditions (see **USE OF VEHICLES**). Should that prove impossible, the distancing or protective measures between performers shall be governed by the same abovementioned preventive measures (see **SARS-COV-2 [COVID-19] TESTING**).

Shooting a scene

- Companies shall take all possible preventive measures to ensure that all scripts and/or formats seek to maintain distancing between the members of the artistic team/ extras/ participants, as well as the technical team, so as to minimize contact between them, following the instructions and provisions published by the competent health authorities and the Occupational Risk Prevention Plan for each production.
- In the event that, for reasons inherent to the scripts or formats or nature of the program or scene, members of the artistic team and/or the technical team and/or extras must participate in rehearsals or scenes without the possibility of using PPE and complying with safety distancing (2 meters/ 6.5 feet) and/or should have some kind of physical contact, prevention measures must be established for each particular case, following the instructions of the competent health authorities and drawing up, through its Occupational Safety and Health Coordinator, a Plan for the Prevention of Occupational Risks in each production, taking into account the performance of COVID-19 tests to the aforementioned participating players. Such tests will be carried out in accordance with the provisions for the SARS-COV-2 TESTS (COVID-19) section of this Protocol.

Precision drivers, stunt doubles, extras

Precision drivers, stunt doubles, and specialists and extras should use PPE at all times, unless it is absolutely necessary for them not to at the time of shooting a scene. The Plan for the prevention of Occupational Risks in each production should indicate whether additional protection materials are necessary in each scene.

SARS-COV-2 TESTS (COVID-19)

- Actors or dancers who, during rehearsals and/or filming/ recording, cannot work in compliance with the minimum social distancing, nor the use of PPE, due to the specific requirements of the project and/or scene shall:
- Be subjected to the most reliable scientific test in order to exclude the positivity of SARS-COV-2 virus/ COVID-19 (See **LIST OF REAGENTS AUTHORIZED BY ANMAT FOR COVID-19**).²¹ They shall await the result under the current measures

²¹ Note: <https://www.argentina.gob.ar/noticias/reactivos-covid-19>

prescribed for the jurisdiction in which they are located prior to attending locations for a shooting day. Notify the employer, by forwarding the result of the test received by the actor or dancer, via e-mail to the official inbox or the person designated by the company for that purpose. In turn, they should also attest, upon arrival at the location, to the compliance with the preventive measures applicable in each jurisdiction and the rules in force at the time, using the "cuidar" application, as well as declare they have not been in close contact with confirmed cases of COVID-19, within the period between the completion of the test and the start of the activity.

- This test will be repeated on a weekly basis, or when the time lapse between two days of shooting exceeds a considerable time, even in the absence of symptoms.
- The characteristic of the test, the methodology, the scope, the frequency and any other requirements in the implementation of this type of control shall be subject to what is prescribed by the health authority in the area and jurisdiction where the filming/ shooting takes place.

CINEMATOGRAPHY, CAMERAS, GRIPS AND SOUND

- During filming, all cinematography, cameras, grips and sound equipment must be disinfected upon reception, prior to manipulation, before they are transferred from one worker to another, at the end of the day and prior to returning them.
- Priority will be given to independent monitors for the director and cinematographer, in order to facilitate distancing.
- Before and after filming, material checks, loading and unloading will take place, so it will be important to respect all the recommended general safety measures, both individually and in rental locations. (See **TRANSPORTATION, RECEPTION AND REMOVAL OF SUPPLIES AND EQUIPMENT**)
- All cameras, light, grip and sound equipment and materials must arrive to the shooting location after being disinfected and the corresponding paperwork must be signed by the supplier of the material and/or the Operations and Technical Area of the Company, without prejudice to the provisions for **HYGIENE, DISINFECTION AND CLEANING OF SPACES AND WORK EQUIPMENT**.
- The cap/air filter of the boom and lapel microphones or anti-pop air filter must be changed or disinfected after each scene and character change. In the event that there is more than one actor speaking their lines in the same shot, the production will have to evaluate directly placing lapel microphones to be able to manipulate the boom at a safe distance from the performers' mouths.
- Ideally use isopropyl alcohol at 50% and wait for it to volatilize before re-use.²²
- The use of one microphone by performer shall be encouraged. If possible, the air caps/ filters or "anti-pop" chambers of the microphones and associated equipment such as cables and transmitters should be disinfected.
- Air filters or "anti-pop" chambers and foam padding in handheld microphones should be cleaned and sanitized with effective, ANMAT approved products against SARS-COV-2 (COVID-19). This implies disassembly and cleaning part by part.

ANIMALS ON STAGE

- All general safety and health measures specific to animals participating in the shooting/ stage productions shall be complied with. To that end, it is important for the animals to enter the shooting location after being cleaned up and having their legs disinfected/ sanitized.
- The owner and/or trainer of the animals may be present on the set, as long as they comply with all individual and collective protection measures set forth in this protocol.

²² For any use of isopropyl alcohol, it is recommended to prepare a 50-50 solution of isopropyl alcohol and demineralized (distilled) water. If you do not have distilled water, you can boil tap water

- Interaction or physical contact between the animals and the artistic team and/or the technical team and/or the extras shall be limited to the specific time of shooting.

DOCUMENTARY PRODUCTIONS

For the filming of documentaries, all points of this Protocol shall be taken into account regarding the following: **I. PRELIMINARY CONSIDERATIONS AND II. GENERAL COVID-19 PREVENTION MEASURES.**

Work should be carried out paying special attention to the following:

- Prepare a detailed production breakdown, allowing for a complete feasibility assessment of the audiovisual project and proper planning and drafting of the production plan.
- Re-evaluate job allocation, setting priorities in terms of maintaining the recommended social distancing between workers.
- Assess the possibility of remote service delivery for as many stages of the production as possible.
- Contemplate alternative and preventive actions in order to anticipate difficulties in obtaining the necessary hygiene and cleaning materials to sanitize the locations.
- Have a plan of action for possible deviations from the original planning, which could be partial (daily, weekly, biweekly, monthly) or total.

For the shooting of documentary films in which work is based on the record of actual events and/or spontaneous encounters with various social players in their real life environment –and with whom no prior contact can be made– special emphasis should be placed on maintaining social distancing (at least 2 meters/ 6.5 feet), paying special attention to the **II. GENERAL COVID-19 PREVENTION MEASURES.**

DOCUMENTARY PRE-PRODUCTION

- Documentary pre-production will encourage the prevalence of remote work²³ or telework²⁴. (See **V. REGARDING OCCUPATIONAL RISK INSURERS [ART]**). In the event of meetings or face-to-face work, the prevention measures defined in the section (see **1. GENERAL RECOMMENDATIONS FOR GROUP MEETINGS AND FACE-TO-FACE ACTIVITIES**) will be implemented.
- In all cases, the employer, producer and/or responsible director shall appoint a Safety and Health Coordinator to establish the most effective prevention measures, depending on the production design and the situations, characters and/or locations to be addressed, in line with the aforementioned provisions, for the Protocol to be adopted in each case upon consultation. Said consultant shall also provide permanent assistance to workers with regard to the preventive measures to be taken.

DOCUMENTARY FILMING

- The anticipated presence of production personnel at each location for the purpose of preparation and disinfection of all locations and areas intended for shooting shall be encouraged and will follow the relevant points of the provisions in

²³ <http://publicaciones.srt.gob.ar/Publicaciones/2010/Teletrabajo.pdf>

²⁴ See **Poster XIX: Ergonomic recommendations**

(See: **ARRIVAL/ ADMISSION TO DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION, CHECKS AND REGISTRATION, HYGIENE, DISINFECTION AND CLEANING OF LOCATIONS AND WORK EQUIPMENT**).

- Encourage shooting in open spaces or with locations with good air circulation/ ventilation²⁵ and/or establish such conditions as a priority in the general planning. (See **AIR CIRCULATION/ VENTILATION OF WORK LOCATIONS**).
- In the event that the documentary project involves actors and dancers, the preventive measures provided for in this General Protocol shall be taken into account in all aspects that may be involved (See **CASTING; REHEARSALS; COSTUME FITTINGS; HAIR, MAKE-UP AND FX; COSTUMES, STYLING, FX [SPECIAL EFFECTS]; USE OF VEHICLES AND SARS-COV-2 [COVID-19] TESTING**).
- In the case of interviews, either outdoors or indoors, and in the case the voice of the producer and/or filmmaker shooting the documentary is required, they must have a separate microphone from the one used by the interviewed person(s). For the latter, microphones with poles (directional boom microphones mounted on a cane) should be used so that the required distance is met.
- The Health and Safety Coordinator shall first establish the type of PPE to be used in each situation (See **PERSONAL PROTECTION ELEMENTS [PPE]**) so that the technical team is aware of the type and manner of use in situations not provided for in the daily plan.
- In all cases the technical team must use outdoor beams and enter the indoor locations with the corresponding PPE, as instructed by the Safety and Hygiene Coordinator, keeping them on during filming and until they are discharged. In all cases, the social distance must be kept between the technical team and the people being interviewed/ filmed.
- Avoid sharing equipment by designating a single person responsible for use. That person shall take the necessary measures to ensure traceability, maintenance and disinfection of the equipment (See **TRANSPORTATION, RECEPTION AND REMOVAL OF SUPPLIES AND EQUIPMENT/ CINEMATOGRAPHY, CAMERAS, GRIPS AND SOUND EQUIPMENT**). Also, avoid sharing the viewfinder and make a customized use of monitors and computers. (**IMAGE AND SOUND POST-PRODUCTION ROOMS - RECOMMENDATIONS FOR CLEANING, DISINFECTION AND MAINTENANCE OF TECHNICAL EQUIPMENT IN POST-PRODUCTION ROOMS**). For possible deviations, see: **I. PRELIMINARY CONSIDERATIONS/ DISINFECTION OF EQUIPMENT/ HYGIENE, DISINFECTION AND CLEANING OF LOCATIONS AND WORK EQUIPMENT**.
- Correct hand hygiene²⁶ shall be observed before handling the memory cards, either for insertion or removal into or from the camera. Such cards shall be kept in airtight Ziploc bags or similar, and the post-production operator will be instructed to perform this action and store all cards inside a new bag after removal for subsequent circulation.

DOCUMENTARY SOUND

- It is recommended to use a boom microphone and change the air filter, "anti-pop" chamber or cap when changing characters or proceed to disinfection prior to a new use.
- Use wireless microphones only when unavoidable. These microphones must be pre-disinfected next to the transmitters and placed in a Ziploc bag or similar airtight container before contact with the person to be filmed. Ensure that the microphone can be fitted and removed from the person on camera on their own, following the instructions of the sound technician who, in any case, must respect social distancing (2 meters/ 6.5 feet). Should this prove impossible, both the sound technician and the protagonist shall use PPE as instructed by the Safety and Hygiene Coordinator when placing and removing the microphone²⁷. (See **PERSONAL PROTECTION ELEMENTS [PPE]** and **PPE WASTE MANAGEMENT**).
- For the case of interviews refer to provisions in **DOCUMENTARY SHOOTING**.

²⁵ https://www.argentina.gob.ar/sites/default/files/ficha_tecnica_ventilacion_agosto_2020.pdf

²⁶ See **Poster II**.

²⁷ See **Poster XI**.

CONTACT TRACEABILITY

See **2. SPECIFIC ACTIONS FOR THE IDENTIFICATION AND ISOLATION OF PEOPLE WITH SYMPTOMS COMPATIBLE WITH COVID-19** and **IX. EMERGENCY PHONES**.

4. SPECIFIC RECOMMENDATIONS FOR THE POST-PRODUCTION STAGE

- Given the nature of post-production, telework is recommended.
- Arrival/ admission during work shall be limited to the minimum number of persons possible, depending on the available space, technical means and compliance with all the safety measures established in this protocol.
- Regarding use of post-production rooms, the guidelines herein and the considerations in the **GENERAL PREVENTION MEASURES FOR COVID-19, ARRIVAL/ ADMISSION TO DIFFERENT LOCATIONS IN AN AUDIOVISUAL PRODUCTION, HYGIENE AND PERSONAL CARE, HYGIENE, DISINFECTION AND CLEANING OF LOCATIONS AND WORK EQUIPMENT** should be taken into account.
- It is recommended that all products used for cleaning and disinfection of technical equipment show proven effectiveness against SARS-COV-2/ COVID-19. They should also be approved by ANMAT and be included within the list of recommended products for active disinfection for SARS-COV-2/ COVID-19 by the Argentine Society of Infectology (SADI): <https://www.sadi.org.ar/novedades/item/995-productos-recomendados-para-desinfeccion-domiciliaria-activos-sobre-sars-cov-2-virus-que-causa-la-enfermedad-covid-19>²⁸

IMAGE AND SOUND POST-PRODUCTION ROOMS

RECOMMENDATIONS FOR CLEANING, DISINFECTION AND MAINTENANCE OF TECHNICAL EQUIPMENT IN POST-PRODUCTION ROOMS

- Hands must be clean and disinfected before placing earplugs, ear buds or headsets.
- It is recommended to use disposable plugs, and if they need to be reused, they should be washed with soap and water (or disinfecting products), rinsed thoroughly and air dried. It is recommended not to share them and identify who is using them.
- Do not share headphones, especially if they have foam padding, as they are susceptible to accumulation of perspiration. It is recommended to clean and disinfect them before and after each use.
- Faced with extreme preventive measures and the use of bleach on many surfaces and elements, consider that such a solution may destroy polyurethane, which involves special care for elements made of that material, which are introduced in orifices of our body.
- Wires must be clean and disinfected.
- Appropriate gloves are required to handle cables and electrical devices, which should be preferably de-energized.
- For cleaning and disinfection of cables, you can use a wet cloth with some of the products used for this purpose, which are recommended by the Argentine Society of Infectology (SADI) and approved by the ANMAT. Almost no cleaning and disinfection product will degrade the cables, which are mostly PVC. (See: <https://www.sadi.org.ar/novedades/item/995-productos-recomendados-para-desinfeccion-domiciliaria-activos-sobre-sars-cov-2-virus-que-causa-la-enfermedad-covid-19>).

²⁸ The use of chloroxylonol is discouraged owing to the lack of consensus on its effectiveness by various international organizations that are competence in the field.

- During cleaning, it must be ensured that cables and devices are de-energized.
- Disinfect microphones of all kinds before and after each use or change. For this purpose it is recommended to ideally use 50% isopropyl alcohol and wait for it to volatilize before re-use.
- Disinfecting air filters or "anti-pop" chambers and foam padding inside handheld microphones before and after each use implies disassembly and cleaning part by part.
- For cleaning and disinfection of monitors, it is recommended to use 50% isopropyl alcohol. Otherwise, resort to a disinfecting spray containing polyphenols in small quantities.
- No wet cloths with bleach will be used, as chlorine attacks aluminum, as well as metallic faders, silver paints, etc.
- When cleaning be especially careful not to let any fluids ingress through the edges.
- For clear PVC screens, use a 50% isopropyl alcohol solution.
- For polycarbonate screens, use a 50% isopropyl alcohol solution.
- Keyboards, mouse, monitors, etc. should be regularly cleaned during the working day with disposable cloths and disinfectant products suitable for each type of item.

IV. PROCEDURE FOR IDENTIFICATION AND ISOLATION OF PEOPLE WITH SYMPTOMS COMPATIBLE WITH COVID-19 AND/OR COVID-19 VIRUS INFECTION

GENERAL MEASURES FOR THE IDENTIFICATION AND ISOLATION OF PEOPLE WITH SYMPTOMS COMPATIBLE WITH COVID-19

- The identification and isolation of individuals with symptoms compatible with COVID-19 and/or confirmed cases, and/or close contacts, which make them potentially infectious is a critical step in the protection of workers in an audiovisual project. (See <https://www.argentina.gob.ar/salud/coronavirus-COVID-19/definicion-de-caso>)
- Employers should develop simple and practical protocols and procedures, so that their employees report when they are sick or if they experience symptoms of COVID-19.
- Employers should provide procedures that allow immediate isolation of the person with symptoms, transferring potentially infectious people to a location at a safe distance from the rest of the work teams.
- If the person has a temperature of 37.5 °C (99.5 °F) or more, they **WILL NOT BE ADMITTED** in the workplace and will immediately be isolated from the rest of the team, at a distance of at least 5 meters (16.4 feet). The person running a high temperature must immediately notify an Emergency Service and follow the instructions issued by the competent health authorities.
- A specific isolation room/ area should be made available, preferably with natural air circulation, and doors that can be closed for potentially sick persons to remain until they can be removed from the workplace. It is suggested that these areas are signaled and they should be properly disinfected after use. (See **POSTER XVII: PREVENTIVE ISOLATION AREA**)
- The number of personnel entering the isolation areas will be restricted.
- Measures will be taken to limit the spread of respiratory secretions from a person who has symptoms of COVID-19.

SPECIFIC ACTIONS FOR THE IDENTIFICATION AND ISOLATION OF PEOPLE WITH SYMPTOMS COMPATIBLE WITH COVID-19

ACTIONS IN THE PRESENCE OF SIGNS AND SYMPTOMS COMPATIBLE WITH COVID-19

- Assistance should be given to any person (employee or third party) who are in the premises and have symptoms that are compatible with COVID-19.²⁹

²⁹ See **Poster X**.

- In the presence of a person with symptoms, the designated head of the area must contact the telephone numbers indicated for each jurisdiction to follow the protocols of the Ministry of Health of Argentina and/or each province or jurisdiction: **<https://www.argentina.gob.ar/coronavirus/telefonos/provincias-caba>**
- The medical service, the HR area and/or the area designated by the employer for that purpose will be informed about the situation.
- The person shall be immediately isolated in the room destined for that purpose. The person will be provided with a new mask, if possible given availability, so that they wear it, if applicable. The mask, intended to cover mouth and nose, is used to contain potentially infectious respiratory secretions at the source. All personnel assisting the person with symptoms shall wear at least a mask (covering mouth and nose), disposable gloves and a face shield.
- The person with symptoms will be asked to indicate who they had contact with during their working day or during their stay at the facilities/location.
- In accordance with the recommendations and instructions of the health authority, it is suggested that personnel in contact with the suspected COVID-19 case be relieved and send it to their home, avoiding the use of public transportation, in order to apply the provisions of section **ACTIONS FOR PERSONNEL IN "CLOSE CONTACT" WITH PERSONS WHO ARE "SUSPICIOUS CASES" OR HAVE MEDICAL CONFIRMATION OF HAVING CONTRACTED COVID-19.**
- The area(s) where the person has been and/or walked by in the premises will be disinfected. Cleaning and disinfection personnel shall use the following PPE: eye protection, face shield, disposable overalls, and disposable gloves.
- The person shall be transferred to the place where they will be isolated, as recommended by the health authority.
- Until a negative test result or the doctor's discharge has been received, the person must not enter the facilities/ location.
- The local health system will determine the measures to be taken for people who were in direct contact with the possible COVID-19 case (for definition of contacts, please go to: **<https://www.argentina.gob.ar/salud/Coronavirus-Covid-19/Identificacion-y-seguimiento-de-contactos>**).

ACTIONS IN CASE THERE IS A CASE OF A PERSON WHO TESTED POSITIVE FOR COVID-19

If a positive case of COVID-19 is confirmed in a person who entered the facilities/ location, whether they are employees or third parties external to the Company, the following actions will be immediately implemented, in order to ensure the correct assistance to the staff and to enable the continuity of the activities in the area in as soon as possible.

First step:

- Give immediate notice to the competent health authorities under the Ministry of Health of Argentina and/or the Jurisdictional Health Authority.
- In line with the recommendations and instructions prescribed by the health authority, it is suggested that staff in contact with the COVID-19 positive case be relieved and sent to their homes, avoiding the use of public transport as far as possible, so as to apply the provisions in the section **ACTIONS FOR PERSONNEL IN "CLOSE CONTACT" WITH PEOPLE WHO ARE "SUSPICIOUS CASES" OR HAVE MEDICAL CONFIRMATION OF HAVING CONTRACTED COVID-19.**
- A complete cleaning and disinfection of the area and surfaces with which the person was in contact shall be carried out immediately, so as to be able to resume activities as soon as possible. This cleaning and disinfection will be performed with products and disinfectants that have been approved by the health authority or with a sodium hypochlorite solution containing 1000 ppm of active chlorine (approximately a dilution of 50 parts of water and one part bleach with 55 gCl/L prepared on the spot).
- The following PPE shall be used by the cleaning and disinfection staff:

- Mask (nose and mouth)
 - Eye Protection
 - Face shield
 - Disposable overalls
 - Disposable gloves
- If a company dedicated to cleaning and disinfection tasks is hired, it will be required to comply with the COVID-19 Protocol and to keep auditable records of the implementation of the measures.
 - If the infection occurred in the workplace, it must be reported to the ART (Occupational Risk Insurer), accompanied by the confirmed diagnosis issued by duly authorized entity, in accordance with the provisions of **DNU (Executive Order) No. 367/2020** and **Resolution SRT No. 38/2020**.

Second step:

- Once the completion of the total cleaning and disinfection of the area where the positive case was has been verified and confirmed, the employer shall communicate the way in which tasks will be resumed (working groups, shifts, etc.), in line with provisions prescribed by the National or Jurisdictional Health Authority at any given time.
- The Employer shall inform the workers of the actions taken to convey peace of mind to the staff.
- Every person entering the location should be checked daily and go through the temperature control measures.
- The employer may continue to operate with its original payroll personnel who are not required to comply with isolation and/or needs to be replaced, if necessary.

ACTIONS FOR STAFF IN “CLOSE CONTACT” WITH PERSONS WHO ARE “SUSPICIOUS CASES” OR HAVE MEDICAL CONFIRMATION OF HAVING CONTRACTED COVID-19

- Implementing the procedure “Actions in the presence of signs and symptoms compatible with COVID-19” is the recommended course of action.
- A worker who came into “close contact” with a person with medical confirmation of having contracted COVID-19 will be authorized to immediately leave the facilities/ location and will be instructed to urgently call the Health Authorities in the competent jurisdiction. It is recommended to ensure safe transportation to the home, discouraging the use of public transport.
- A person who is in the situation described in the previous section will not be authorized to enter the facilities/ location until they test negative for COVID-19 or until they have complied with the provisions prescribed by the National or Jurisdictional Health Authority (isolation or ASPO by its acronym in Spanish, or distancing or DISPO by its acronym in Spanish, etc.)
- For further information, review the guidelines established by the National Health Authority available at the following website: <https://www.argentina.gob.ar/salud/coronavirus-COVID-19/definicion-de-caso>

V. OCCUPATIONAL RISK INSURERS (ART)

- The Occupational Risk Insurer (ART by its acronym in Spanish) must comply with the obligation to provide employers with the **COVID-19 digital explanatory poster**, which contains the basic prevention measures in line with **Annex I of Resolution SRT No. 29/2020**.
- They are also compelled to provide technical advice and assistance to employers on occupational health and safety, in

particular regarding this Protocol and any relevant standards or recommendations for the prevention of COVID-19 in the workplace.

- ARTs must be informed by means of a sworn affidavit about any personnel performing tasks under the teleworking or remote mode, as per the terms of **Resolution SRT No. 21/2020**.

VI. HEALTH CHECKS FOR WORKERS IN THE AUDIOVISUAL INDUSTRY

- Given the dynamic nature of the present health emergency, the instructions, definitions and measures to be established by the competent health authority shall be considered at all times.
- The criterion remains that in the asymptomatic stage the ability to spread the virus is less than in the symptomatic stage because the viral load is lower.
- That is why it is important to ensure that the person who is going to perform mobile tasks meets an acceptable health condition, and performs such mobile tasks individually, to avoid spreading potential contagion among others in the workplace.
- Therefore, criteria should be established to summon staff to perform tasks on location, adjusting these calls to a shooting schedule or recording plan that prioritizes the care of the personnel comprised under risk factors, as defined by **Resolution No. 207/20** issued by the Labor Ministry of Argentina (Extended by **Resolution No. 296/2020**, also issued by the Ministry of Labor), such as age, current health condition, preexisting conditions or pathologies, history of pathologies in the family and social circles, or any factors in force that ratify or rectify the abovementioned list.
- It is recommended, as far as possible, to establish periodic monitoring of the health condition of all workers in the audiovisual industry in accordance with the definition of the Occupational Medicine Service. For example, possible actions to be implemented are as follows:
 - Health monitoring measures should be carried out at the beginning and at the end of the working day.
 - A record must be kept with the details about each worker that was evaluated.
- The registry shall provide all positive data arising from the case history and from the assessment of signs or symptoms of respiratory disease:
 - Body temperature (make a note of the values in the records).
 - Case history: Cough; sore throat; labored breathing; fever, or other symptoms associated with COVID-19. (See <https://www.argentina.gob.ar/salud/coronavirus-COVID-19/definicion-de-caso>).
 - Check with your doctor in case you are taking any analgesic, anti-inflammatory, anti-thermal medications (acetaminophen, acetylsalicylic acid, NSAIDs etc.).
- Ask about COVID-19 specific risk factors:
 - Whether or not the person traveled to an area affected within the last 14 days (travel history or residence in local transmission zones, whether community or COVID-19 conglomerates in Argentina).
 - Whether the person had close contact with a confirmed or potential case.

VII. RECORDS OF EMPLOYER ACTIONS, INSPECTION, SUPERVISION AND CONTROL POWERS OF THE COMPETENT LABOR AND HEALTH AUTHORITIES

- It is deemed relevant and necessary for employers to keep auditable records of the implementation of each of the measures and actions prescribed in their Labor Hygiene and Health COVID-19 Protocols, such as this Protocol.
- Such records shall be made available for the competent Labor or Health authorities to inspect upon request.

This Recommendations Guide or General Protocol may be updated whenever the National Authorities and/or the Superintendence of Occupational Risks (SRT) issue new provisions and recommendations within the framework of the COVID-19 HEALTH EMERGENCY.

VIII. HEALTH STATEMENT FORM - COVID-19

Health Statement Form – COVID-19

Full name:

National Identity Number:

Job:

Place of residence:

1. 1. You have travelled abroad.	YES	NO
1. 2. You have come into contact with confirmed or suspected Covid cases in the last 14 days.	YES	NO
1. 3. You currently have or you have had in the last 14 days one of the following: a fever at or above 37.5 °C (99.5 °F), cough, sore throat, difficulty breathing, anosmia or dysgeusia (altered smell or taste).	YES	NO
4. You have a history of a chronic pathology (asthma, diabetes, cardiac disorders, others).	YES	NO

I hereby declare that the information that I have provided in this declaration form is correct and I agree to notify the Healthcare Department of any change to my circumstances.

IX. EMERGENCY TELEPHONE NUMBERS

If you have symptoms associated with COVID-19, call the Jurisdictional Health Authority. If you are at home, do not go to work. Notify your employer after calling the Health Authority.

Ministry of Health 0800-222-1002			
Autonomous City of Buenos Aires	107	Misiones	107
Province of Buenos Aires	148	Neuquén	0800-333-1002
Catamarca	0383-4238872	Río Negro	911
Chaco	0800-444-0829	Salta	136
Córdoba	107	San Luis	107
Corrientes	107	San Juan	107
Entre Ríos	0800-555-6549	Santa Fe	0800-555-6549
Formosa	107	Santa Cruz	107
Jujuy	0800-888 -4767	Santiago del Estero	107
La Pampa	02954-619130	Tierra del Fuego, Antarctica and South Atlantic Islands	101/911
La Rioja	107/911	Tucumán	0800-555-8478
Mendoza	0800-800-26843		

X. COVID-19 PREVENTION POSTERS

POSTER I: RECOMMENDATIONS FOR PERSONAL CARE AND HYGIENE

FOLLOW THESE PREVENTION STEPS TO TAKE CARE OF YOURSELF AND YOUR COLLEAGUES:



Wash and disinfect your hands frequently.



Clean and disinfect your workstation and the items you use daily before you start work. Repeat throughout the day and before you leave work (desk, chairs, PC keyboard, telephone, work utensils, intercoms).



Clean and disinfect all your personal belongings (backpack, purse, bag, cell phones, key rings, wallets).



Keep a safe distance from others.



Ensure proper ventilation in the worksite.



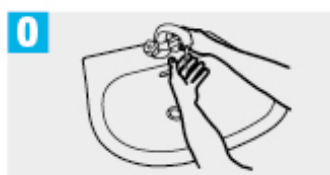
If you have COVID-19 symptoms, notify the Workspace Healthcare Provider immediately.



Respect and enforce the rules for a safe work environment.

How to wash your hands With water and soap

 The process should take **40-60 seconds**



Wet your hands with running water.



Apply enough soap on your palms to cover the entirety of hand surfaces.



Rub your palms together.



Put your right palm over the back of your left hand, interlacing the fingers. Then put left over right.



Rub your palms together interlacing your fingers.



Put the backs of fingers facing the opposing palm.



Do a rotational rubbing of both thumbs, holding each thumb in the palm of the opposite hand.



Do a rotational rubbing of the tip of your clasped fingers on right palm, then on left.



Rinse your hands with water.



Use a single-use towel to dry your hands.

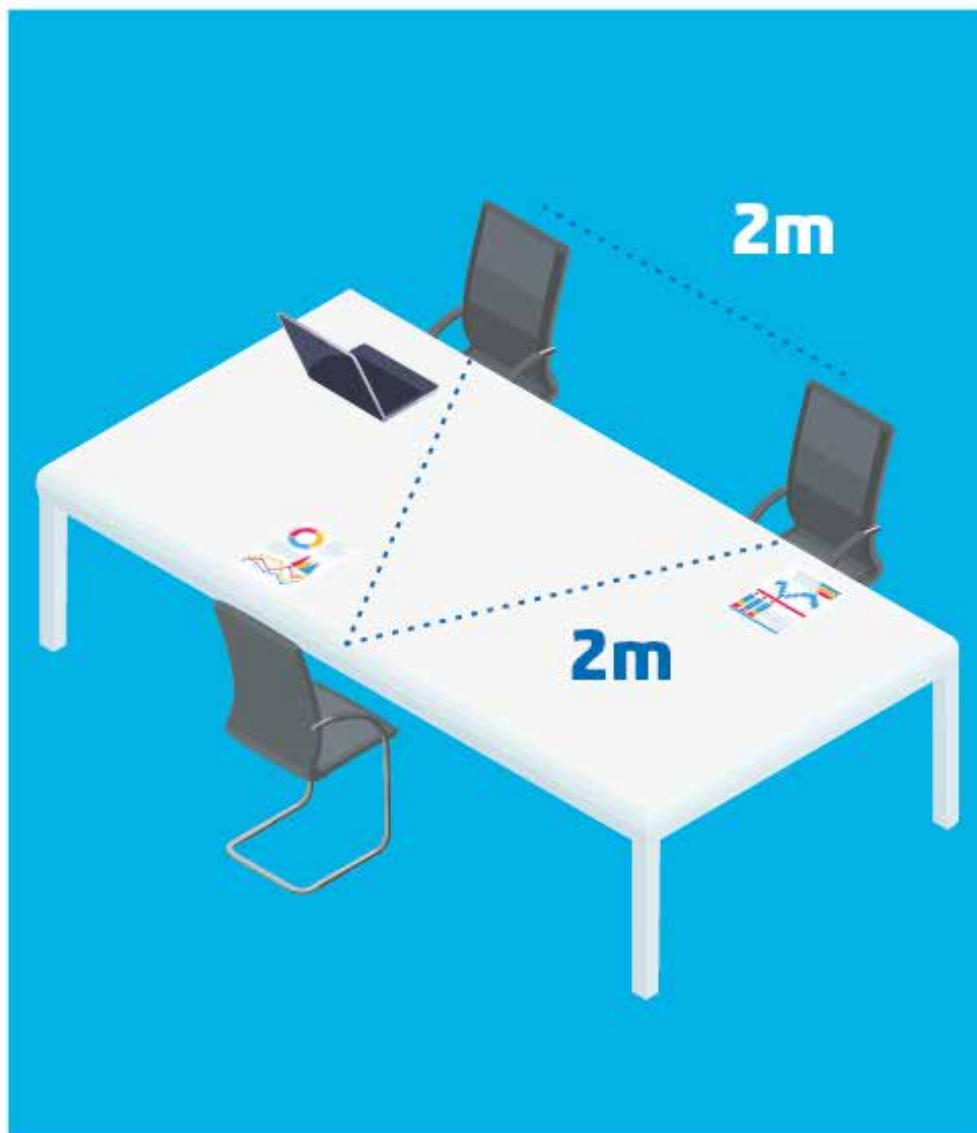


Use that towel to turn off the tap.

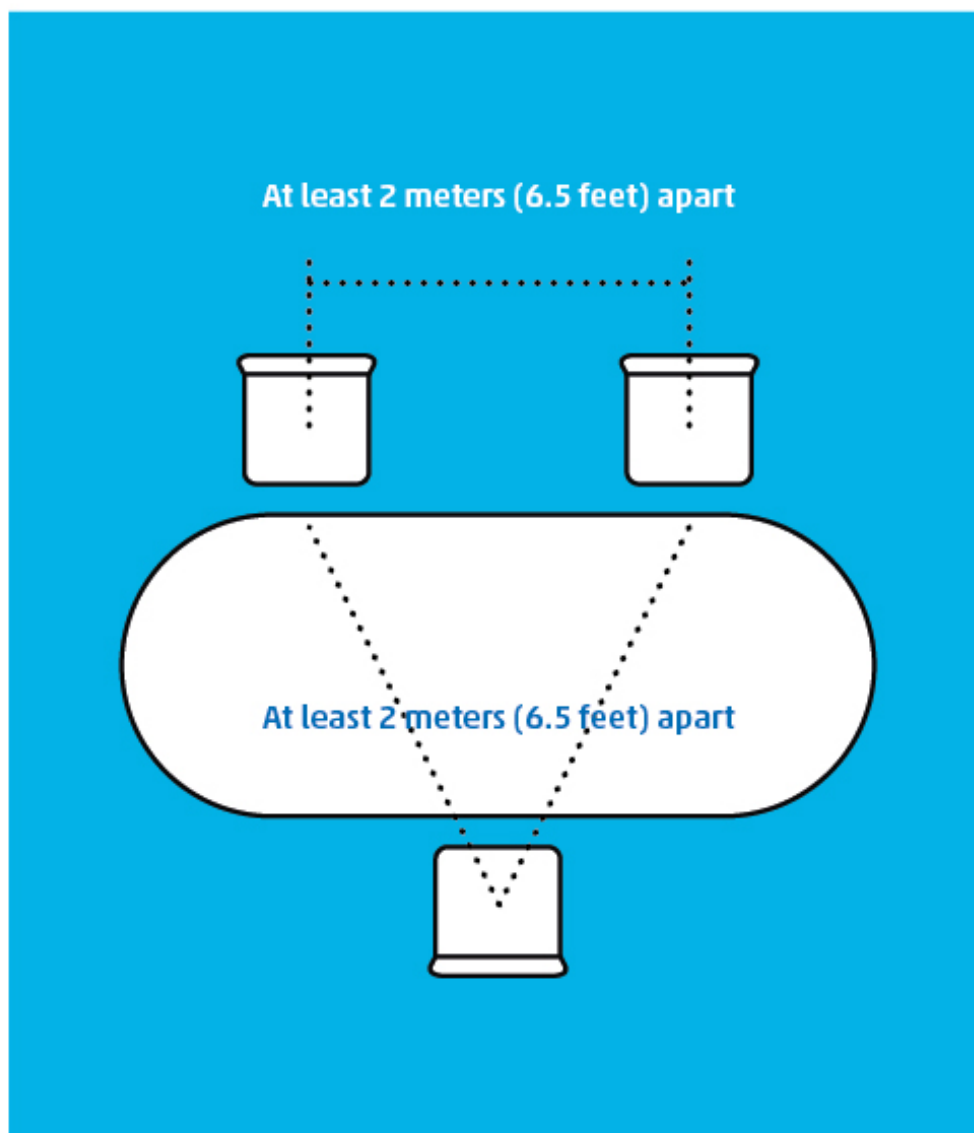


Your hands are safe.

In cafeterias and meeting rooms, stay at least 2 meters (6.5 feet) apart from others and do not sit facing others.



In cafeterias and meeting rooms, stay at least 2 meters (6.5 feet) apart from others and do not sit facing others.



FOLLOW THESE PREVENTION STEPS TO TAKE CARE OF YOURSELF AND YOUR COLLEAGUES:



Wash and disinfect your hands frequently.



Clean and disinfect your workstation and the items you use daily before you start work. Repeat throughout the day and before you leave work (desk, chairs, PC keyboard, telephone, work utensils, intercoms).



Clean and disinfect all your personal belongings (backpack, purse, bag, cell phones, key rings, wallets).



Keep a safe distance from others.



Ensure proper ventilation in the worksite.



If you have COVID-19 symptoms, notify the Workspace Healthcare Provider immediately.



Respect and enforce the rules for a safe work environment.

**POSTER VI: RECOMMENDATIONS FOR ARRIVAL/ADMISSION OF SUPPLIERS,
SUBCONTRACTORS AND OTHERS NOT INCLUDED IN THE TECHNICAL AND/OR ARTISTIC
LIST**



RECOMMENDATIONS FOR USING VEHICLES

Clean and disinfect the vehicle before, during and after each use.

Disinfect the upholstery/carpets, steering wheel, gear shift, keys, dashboards, interior, door handles, knobs, latches, railings and any direct contact surface.



Leave the vehicle fit to be used by someone else.



Ride with the minimum possible number of people.



When riding, ensure proper ventilation at all times, with fresh air if possible.



Fill in the vehicle checklist regarding hygiene and disinfection.

The disinfection checklist must be kept in the vehicle in a visible, easily identifiable place

RECOMMENDATIONS IN FOOD SERVICE AREAS

Using shared objects is discouraged

(microwave ovens, electric kettle, refrigerator, water dispenser, etc.).



Users shall bear sole responsibility for the use of such objects.

All touchable surfaces must be disinfected by the user before and after each use

(handles, knobs, buttons, spout, etc.).



RECOMMENDATIONS IN FOOD SERVICE AREAS



**Stagger meal
times as much
as possible.**



**Avoid
congestion in
food service
areas.**



**Comply with
distancing
rules.**

What are the symptoms?

Some of the most common symptoms.



Cough



Runny nose



Fever at or above 37.5°C (99.5 °F)



Sore throat



Difficulty breathing



Muscle pain



Fatigue



Loss of smell



Loss of taste



Headache



Diarrhea and/or vomiting

How to Properly Put On and Take Off a Disposable Respirator.


Wash your hands with water and soap, alcohol-based gel or 70% rubbing alcohol. It is essential to ensure proper hand hygiene and disinfection. Check the respirator for damage. If your respirator appears damaged, **DO NOT USE IT**. Replace it with a new one. Follow the instructions that come with your respirator.

Putting on the respirator:




1

Wash your hands and remove the respirator from its package.




2

Cup the respirator in your hand with the nosepiece at your fingertips and the straps hanging below your hand. Do not touch the inside.



3

Cover your face with the respirator with the nosepiece over your nose. Place the strap over your head and rest at the top back of your head. Place the bottom strap around your neck and below your ears.



4

Use your fingertips to mold the nose area to the shape of your nose.




5

Adjust the respirator properly.


(*)To verify that the respirator is properly adjusted, place both hands as shown in section 5. Inhale and then exhale gently. If necessary, adjust the nose fold or the straps. If you can't get a proper seal, ask for help or try a different size or model.

Removing the respirator:




1

Do not touch the front of the respirator. It may be contaminated.



2

Remove by pulling the bottom strap over back of head, followed by the top strap, **without touching the respirator.**



3

Discard in waste container. **Wash your hands.**



How to Remove Gloves?

To protect yourself, follow these steps to take off gloves:



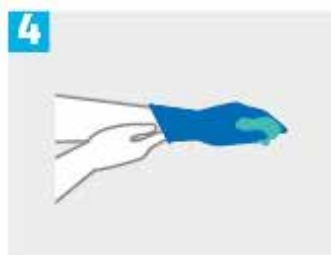
Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



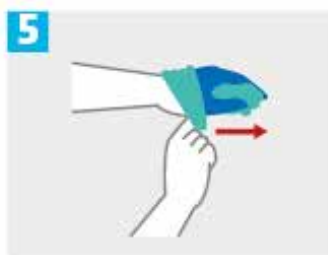
Peel the glove away from your body,
putting it inside out.



Hold the glove you just removed in your
gloved hand.



Peel off the second glove by putting your
fingers inside the glove at the top of your
wrist.



Turn the second glove inside out while
pulling it away from your body, leaving
the first glove inside the second.



Dispose of the gloves safely.
DO NOT REUSE THE GLOVES.



Clean your hands immediately
after removing gloves.



**PPE WASTE BAGS
STORAGE AREA**

WASTE



POSTER XIV: RECOMMENDATIONS FOR PPE WASTE MANAGEMENT

RECOMMENDATIONS FOR PPE WASTE MANAGEMENT

The individual in charge of collecting this waste must wear a face mask, face shield and gloves.



Implement a three-bag system for waste collection.



Afterwards, wash your hands thoroughly with water and soap for 40-60 seconds.



It is recommended to wait at least 72 hours to take the third bag out of the facility.

RECOMMENDATIONS FOR PPE WASTE MANAGEMENT

THREE-BAG WASTE DISPOSAL SYSTEM



Disposable Personal Protective Equipment (PPE) waste should be disposed of in a bag placed in a bin for this exclusive use.

It is recommendable to use a pedal-operated lid.



Before the bag is full, it should be tied and placed in a second bin bag, with a label indicating "Do not open" and the date.

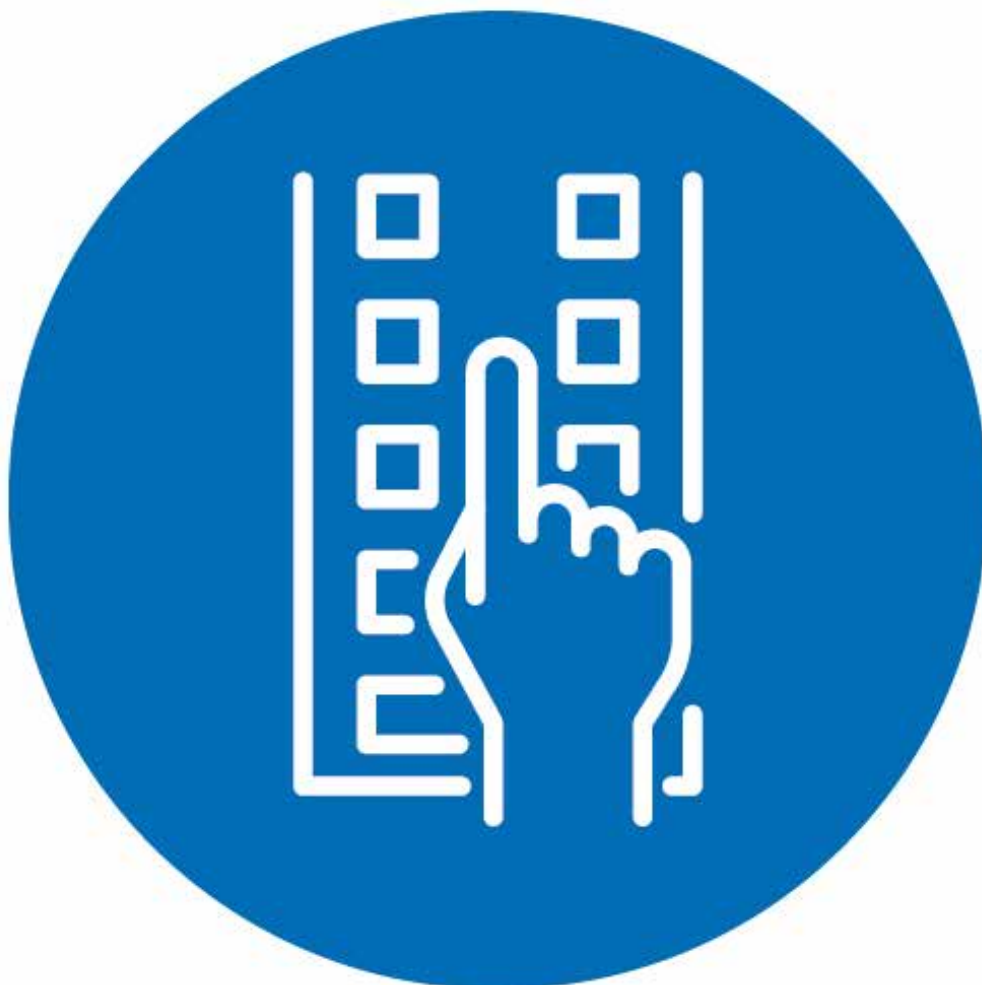


Once the second bag is tied, it should be placed in a third bag, used for ordinary house waste, and should be kept out of reach.



**Discard PPE
waste
HERE**





**Sanitize your hands
before and after each use.**

ERGONOMIC RECOMMENDATIONS

WORKPLACE ERGONOMICS TO PREVENT MUSCULOSKELETAL DISORDERS



ERGONOMICS RECOMMENDATIONS

- Leave some legroom under the desk to allow for the proper position of legs.
- Use a footrest to avoid the pressure of the seat's edge on the back of your knees.
- Adjust your seat back to the curve of your lower back. Keep your back straight and your head up.
- Keep your arms at a 90° angle to your forearms.
- Always keep your shoulders relaxed.
- Always place the monitor, keyboard and mouse facing you.
- Locate the monitor so the top of the viewing area is at eye level.
- Remember to alternate between sitting and standing positions.
- Implement a routine of active breaks, workday workouts and postural hygiene.
- Use stress management techniques.
- Identify symptoms early.
- Ask for an ergonomic assessment of your workspace.

ERGONOMIC RISK FACTORS IN THE INDUSTRY

Per MTEySS Resolution No. 295/03 and SRT Resolution No. 886/15

- | | |
|--|--|
| <input type="checkbox"/> Manually lifting and/or downloading freights without transport. | <input type="checkbox"/> Standing position. |
| <input type="checkbox"/> Manual transport of freights. | <input type="checkbox"/> Manually pushing and dragging freights. |
| <input checked="" type="checkbox"/> Repetitive moves of upper limbs. | <input checked="" type="checkbox"/> Forced postures. |
| <input checked="" type="checkbox"/> Stress contact. | <input checked="" type="checkbox"/> Thermal comfort. |
| | <input checked="" type="checkbox"/> Psychosocial factors. |

ANNEX: HAIR, MAKEUP AND FX

SPECIFIC GUIDELINES FOR HAIR, MAKEUP AND FX (SPECIAL EFFECTS) IN THE AUDIOVISUAL PRODUCTION INDUSTRY TO PREVENT THE SPREAD OF COVID-19

These guidelines are part of the general practices for any activity comprised in the overall audiovisual production activity. All the preventive measures described in the General Protocol regarding personal and workspace hygiene are to be complied with, coupled with the measures described in this document.

1. PROTECTION EQUIPMENT

- 1.1 The protection equipment is the same as for the rest of the technical staff, as described under the heading PPE of the General Protocol. You should have protocols in place to use a personal face shield, as well as a face mask in the case of hair, makeup and FX staff, when they come into contact with performers or when the type of activity makes it impossible to maintain the recommended social distance or use some other physical barrier.
- 1.2 You should clean the face shield periodically (as well as before and after each use). You can reuse it after cleaning. We recommend watching the SRT interactive video beforehand: <https://www.youtube.com/watch?v=UD7lOewZAeA>

2. RECOMMENDED SAFETY AND HYGIENE MEASURES FOR HAIR, MAKEUP & FX STAFF

- 2.1 Work materials are not to be shared. The hair, makeup and FX staff shall be responsible for cleaning and disinfecting their own tools and products exclusively.
- 2.2 You should keep your fingernails short and unpolished, and your bare forearms free from accessories (rings, bracelets, watches, etc.).
- 2.3 You should wear your hair tied back and use the PPE in accordance with the rules and recommendations of the General Protocol in place for the audiovisual production industry.
- 2.4 The workspace including tables, chairs, mirrors and other elements to be used should be disinfected with 70% alcohol, bleach (at the recommended concentration for each particular piece of equipment) or other products deemed appropriate and homologated by ANMAT to that end) before and after providing the hair and/or makeup service to each performer, even if it was disinfected previously by the department staff and/or experts assigned with this task. Leave the spray handy and in plain sight.
- 2.5 Lay out the hair, makeup & FX materials (brushes, Q-tips, sponges, spatulas, tissues, etc.) in such a way that they require minimum handling.
- 2.6 Before starting the makeup service and when you finish, wash your hands and forearms with water and soap. Use disposable paper towels to dry.
- 2.7 The products you use should be put in a separate container until they are disinfected.
- 2.8 Do not lay on the work table any disposable materials used during the service (cotton, Q-tips, paper towels, gloves, face mask, gown, sponges and disposable tools). Discard them in a waste bag immediately.
- 2.9 After providing the service, sanitize the workspace and tools with the disinfecting solution.

3. MATERIALS: USES AND PROCEDURES.

- 3.1 All work materials and tools should always be washed and disinfected with the recommended sanitizer before you arrive on set.
- 3.2 There should be a personal set of supplies (brushes, de-potted makeup, sponges, hairbrushes, etc.) marked with the name of each individual performer receiving the styling.

- 3.3 Do not apply products directly from the pot.
- 3.4 Decant products onto your palette to use with each performer. This ensures that makeup is not shared with others.
- 3.5 All products should be handled and decanted in the presence of the person receiving the styling to guarantee that the material is disposable and/or sanitized.
- 3.6 Makeup should be decanted from the original pot onto a disinfected container or mixing palette using a disposable Q-tip or spatula.
- 3.7 If the mixing palette has cracks or scratches, use cling film to prevent risks.
- 3.8 In the case of products that come with an applicator such as lipsticks, mascara and liquid eyeliners, use disposable or washable supplies. Never dip the applicator or the disposable supply in the pot.
- 3.9 To apply foundation and concealer, use brushes and disinfect them later, or use disposable sponges. Do not use your hands for these or any other skin-preparation product.
- 3.10 To apply eyeshadow, use a Q-tip or spatula, or scrape the product onto a single-use palette or container right before using the product.
- 3.11 Spray all powder, cream or paste makeup with a sanitizing product after each use.
- 3.12 Makeup pencils should be used individually throughout the workday or shoot and stored in a separate marked bag. Spray them with alcohol before and after applying, and sharpen between uses.
- 3.13 To apply lipstick throughout the workday or shoot, either use a spatula or Q-tip to scoop some of it from the pot and then apply it on lips using the performer's own brush, or use the performer's own lipstick stored in a separate marked bag.
- 3.14 To apply lip balm or lip moisturizer, use a spatula or Q-tip to scoop some of it from the pot and then apply it on lips using the performer's own brush.
- 3.15 Decant setting powder into separate containers. Use separate applicators or brushes for each individual performer.
- 3.16 Eye drops are not to be shared.
- 3.17 Sanitize plucking tweezers after using.
- 3.18 Fake eyelashes are not to be shared.
- 3.19 Every time hair or makeup work is done on a person, wash the materials and supplies (brushes, applicators, combs, hairbrushes, hair pins, hair irons, etc.) with water and soap or a sanitizer at the recommended solution.
- 3.20 Use poly bags or PVC bags to carry brushes, applicators or any material that has been used and is yet to be disinfected.
- 3.21 If it is necessary to trim or cut a person's beard or hair using electric trimmers or scissors, disinfect these with the sanitizing solution before and after the work is done.
- 3.22 All towels/gowns/capes should be disposable and be sanitized and/or washed each time after multiple individuals use them. If production time extends for several days, there should be one of these for each performer.
- 3.23 Touch-up materials on set (applicators, brushes, powder, lipsticks, combs, etc.) should be kept in separate air-tight marked bags.

Note 1: It is important to note that UV radiation is effective for disinfecting SARS-COV-2 from surfaces and objects. Short-distance exposure to UV rays (commonly used in hair-salon sterilizers and nail-polish driers) is an effective method to inactivate the virus. It is recommended to use UV light in tools and makeup supplies but not in brushes, as it is not possible to ensure that the radiation reaches all the bristles. This type of agent is not to be used directly on individuals. If you use this kind of sanitizing agent, you should follow the recommendations to avoid the exposure of workers to it.

Note 2: Sanitizing solution: 70% alcohol diluted with 30% purified water. 50% isopropyl alcohol solution.

<https://www.sadi.org.ar/novedades/item/995-productos-recomendados-para-desinfeccion-domiciliaria-activos-sobre-sars-cov-2-virus-que-causa-la-enfermedad- COVID-19>.

4. HAIR, MAKEUP AND FX TRIALS

- 4.1 The production company should assign a specific area that meets the prevention, safety and hygiene requirements in place described in the General Protocol.
- 4.2 During trials, you must follow the safety and hygiene protocol described under section 5 of this guide.
- 4.3 PPE shall be provided in accordance with the directives in the General Protocol and section 1.1. of this guide.

5. SHOOTING

- 5.1 Work area
 - 5.1.1. The production shall assign an exclusive area for hair and makeup work, and the area shall meet the hygiene and cleanliness requirements established in the Protocol.
- 5.2 Start of the workday
 - 5.2.1. Before starting to do hair or makeup work, workers should wash their hands and forearms, don the PPE, disinfect the necessary equipment and prepare the work table, clean and disinfect suitcases and/or bags with a solution for extra care.
 - 5.2.2 Arrange workflow to have time to wash again, disinfect the equipment and prepare the work table and supplies after each performer you style.
 - 5.2.3 Only the corresponding workers, performers and equipment can enter and stay in the hair/makeup/FX area. Any object from outside this area should be placed in a different area designated by the production. Performers should NOT bring in their personal belongings (cell phones, coats, etc.) to help limit the risk of transmission of the virus. If this is "absolutely necessary," notify the staff to ensure proper disinfection upon finishing the activity.
 - 5.2.4 Any individual that enters the hair/makeup/FX area should wash their hands and forearms with water and soap and dry themselves with disposable towels. They should wear a face mask and only take it off when the hair/makeup/FX worker tells them to do so. They should put it in a safe place designated by the worker or discard it themselves in the waste bin.
 - 5.2.5 Performers should wear a face mask while they receive the hair styling service.
 - 5.2.6 The person receiving the hair/makeup service should sit 1 meter apart, at a 90° angle or with their back to the work table, to prevent spreading the virus on the work equipment. The hair/makeup worker should be positioned sideways to the performer, never facing them.
 - 5.2.7 It is not allowed to lay down personal belongings on the work table (cell phone, purse, coat, accessories, etc.).
 - 5.2.8 Any data sheet addressed to this department should be posted in plain sight or handed over when the hair/makeup/FX worker can grab it. It should never be placed on the work table.
 - 5.2.9 There shall be no catering service in the workspace. Eating/drinking is not permitted when hair/makeup work is being performed.
 - 5.2.10 Before going to the film set or location, the hair/makeup/FX worker shall have a short time to pack their bags with the necessary touch-up supplies, which shall be already disinfected, and to follow their own safety measures: replace their face mask (if necessary), disinfect and put their shield or goggles in a padded bag to carry these to set.
 - 5.2.11 On set, if the hair/makeup/FX worker considers that a performer needs touch-ups, they should disinfect their hands and put on a face shield before performing the work. They should do this also when they put the supplies and/or shield back in their bag. A face mask should be worn at all times.

5.2.12 There should be a safe and exclusive place on set for touch-ups where performers can sit and the hair/makeup/FX worker can lay their work tools and supplies.

5.3 End of the workday

5.3.1 When it is time to remove the makeup of performers, the same safety and hygiene rules apply as for hair/makeup/FX work. See section 5.2 of this guide.

5.3.2 At the end of the film shoot, allow a reasonable length of time for workers to disinfect their equipment and get it ready for the next workday.

5.3.4 Once the hair/makeup/FX workers are called to work, additional time should be allowed for them to prepare their materials and workspace, to get the workspace ready after working on each performer and to do touch-ups on set. Also allow for extra time when performers take off the face mask and if they need to follow personal safety measures (the face mask may leave skin marks), and at the end of the workday to disinfect and clean all the materials.

6. SPECIAL EFFECTS AREA

6.1 Pre-production with the performer for face/body lifecasting or dental impressions

6.1.1 For directives on the cleaning of the workspace, see section Cleaning and Hygiene of Workspaces in the General Protocol.

6.1.2 The protection equipment is the same as for the whole technical staff and is described under the heading PPE of the General Protocol and section 1.1. of this guide.

6.1.3 Every time a performer has to go to the workshop to have casting or makeup work done, they shall be accompanied by a member of the project's production.

6.1.4 Spray molds or dental impressions with a sanitizing liquid.

6.1.5 Edible blood and blood for props must be pasteurized and the package must be sealed.

6.1.6 Contact lenses, scleral or semi-scleral lenses must be disinfected by the FX staff using products that are proven to be effective against SARS-COV-2³⁰, are ANMAT-approved and are included in the Argentine Society of Infectious Diseases (SADI)'s list³¹ of recommended disinfectant products for use against SARS-COV-231. When using the sanitizing agent, the worker should try to avoid direct contact with eyes. For this reason, contact lenses, scleral or semi-scleral lenses must be neutralized before each use.

6.2 Shooting

6.2.1 Prosthetics should be carried in pressurized containers.

6.2.2 Before the person dons the prosthetic, it should be sprayed with sanitizing liquid.

6.2.3 Silicone and latex foam prosthetics are disposable.

6.2.4 Prosthetics should not be shared.

6.2.5 Dental prosthetics should be sterilized after each use. The performer is in charge of using, looking after, maintaining and cleaning dental prosthetics.

6.2.6 Hair goods (wigs, hairpieces, etc.) should be cleaned with sanitizing liquid after each use, and placed in an air-tight packet.

30 <https://www.sadi.org.ar/novedades/item/995-productos-recomendados-para-desinfeccion-domiciliaria-activos-sobre-sars-cov-2-virus-que-causa-la-enfermedad-COVID-19>

31 The use of chloroxylenol is not encouraged, as there is not full agreement on its effectiveness among international organizations with competence in the matter.

7. SPECIFIC HYGIENE AND SAFETY SUPPLIES FOR THE EXCLUSIVE USE OF THE HAIR / MAKE-UP / FX AREA.

7.1.1 Alcohol-based hand sanitizer gel in a pump bottle so it can be used with one hand.

7.1.2 A solution of 70% alcohol (96% ethanol) diluted with 30% purified water.

7.1.3 An isopropyl alcohol solution in a proportion of proven efficacy against SARS-COV-2, approved by the Sanitary Authority. To use as a sanitizer, it should be diluted at 50%.

7.1.4 Handwashing facilities with disposable soap and towels at the workspace. Preferably these should be used exclusively by the staff of this area to avoid any outside contaminants.

7.1.5 Disposable paper towel roll.

7.1.6 Soap.

7.1.7 Eye drops, one bottle for each performer.

7.1.8 Enough face masks to be replaced over the workday to guarantee their effectiveness according to the WHO's recommendations.

7.1.9 Face shield.

7.1.10 Re-sealable storage bags (Ziploc or similar), as many as necessary.

7.1.11 Waste bin.

7.1.12 Disposable eyelash mascara applicators, as many as necessary.

7.1.13 Disposable lipstick applicators, as many as necessary.

7.1.13 UV light (preferably a UVC germicidal antibacterial sanitizer box/case, commonly used in hair salons).

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