

PROTOCOL FOR THE PREVENTION OF THE SPREAD OF THE COVID-19 VIRUS IN THE ADVERTISING FILM PRODUCTION INDUSTRY

TABLE OF CONTENTS

PROTOCOL FOR THE PREVENTION OF THE SPREAD OF THE COVID19 VIRUS IN THE ADVERTISING FILM PRODUCTION INDUSTRY	5
EXECUTIVE SUMMARY	5
PURPOSE	6
SCOPE	6
PRELIMINARY CONSIDERATIONS	6
GENERAL COVID19 PREVENTION MEASURES	6
a. TRAINING, AWARENESS AND PERMANENT DISSEMINATION OF PREVENTION MEASURES	6
b. SAFETY DISTANCE	7
c. ARRIVAL / ADMISSION TO THE DIFFERENT LOCATIONS IN AN ADVERTISING PRODUCTION	7
d. HYGIENE AND PERSONAL CARE	8
e. USE OF VEHICLES	8
f. HYGIENE, DISINFECTION AND CLEANING OF WORK SPACES AND EQUIPMENT	9
g. AIR CIRCULATION/ VENTILATION IN WORK LOCATIONS	10
h. PERSONAL PROTECTION ELEMENTS (PPE)	10
i. PPE WASTE MANAGEMENT	11
SPECIFIC MEASURES FOR PRODUCTIONS	11
a. COVID19 PREVENTION MEETING JOINT COMMITTEE	11
b. SUBCONTRACTORS/SUPPLIERS	11
c. GROUP MEETINGS AND FACE-TO-FACE ACTIVITIES	12
d. SPECIFIC RECOMMENDATIONS FOR THE PREPRODUCTION STAGE	13
e. SPECIFIC RECOMMENDATIONS FOR THE FILMING/ SHOOTING STAGE	14
f. POST-PRODUCTION	17
a. GENERAL MEASURES FOR IDENTIFICATION AND ISOLATION OF PEOPLE WITH SYMPTOMS COMPATIBLE WITH COVID19	18
b. SPECIFIC ACTIONS FOR THE IDENTIFICATION AND ISOLATION OF PEOPLE WITH SYMPTOMS COMPATIBLE WITH COVID19	19
ANNEXES	22
ANNEX I - HAIR, MAKE UP AND FX	22
ANNEX II. HEALTH STATEMENT FORM – COVID-19	27
ANNEX III. EMERGENCY TELEPHONE NUMBERS	28
ANNEX IV. POSTERS	29
POSTER I: RECOMMENDATIONS FOR PERSONAL CARE AND HYGIENE	29

POSTER II: RECOMMENDATIONS FOR WASHING HANDS	30
POSTER III: RECOMMENDATIONS FOR SOCIAL DISTANCING IN COMMON AREAS	31
POSTER IV: RECOMMENDATIONS FOR SOCIAL DISTANCING IN COMMON AREAS	32
POSTER V: RECOMMENDATIONS FOR ALL PEOPLE	33
POSTER VI: RECOMMENDATIONS FOR USING VEHICLES	34
POSTER VII: RECOMMENDATIONS IN FOOD SERVICE AREAS	35
POSTER VIII: RECOMMENDATIONS IN FOOD SERVICE AREAS	36
POSTER IX: COVID-19 SYMPTOMS	37
POSTER X: RECOMMENDATIONS ON THE PROPER USE OF DISPOSABLE PPE	38
POSTER XI: RECOMMENDATIONS ON THE PROPER USE OF DISPOSABLE PPE	39
POSTER XII: PPE WASTE DISPOSAL SIGN	40
POSTER XIII: PPE WASTE DISPOSAL SIGN	41
POSTER XIV: RECOMMENDATIONS FOR PPE WASTE MANAGEMENT	42
POSTER XV: RECOMMENDATIONS FOR PPE WASTE MANAGEMENT	43
POSTER XVI: PREVENTIVE ISOLATION AREA	44
POSTER XVII: RECOMMENDATIONS FOR USING ELEVATORS	45
POSTER XVIII: RECOMMENDATIONS FOR COMMUTING TO AND FROM YOUR WORKPLACE	46

PROTOCOL FOR THE PREVENTION OF THE SPREAD OF THE COVID19 VIRUS IN THE ADVERTISING FILM PRODUCTION INDUSTRY

EXECUTIVE SUMMARY

On March 11, 2020, as a result of the worldwide spread of the COVID19 virus, the World Health Organization (WHO) declared it to be a PANDEMIC. The government of Argentina decreed, through DNU No. 260/2020 (DNU is the acronym in Spanish for Emergency Executive Order) and its amendments, the extension of the public health emergency that had been established by Law No. 27541. In particular, it is worth mentioning that DNU No. 297/20 and its amendments established a lockdown, or Preventive and Compulsory Social Isolation (ASPO by its acronym in Spanish) for the entire territory of Argentina, with the exception of some essential activities among which the production of audiovisual content has not been included to the date this protocol was drafted.

The following entities, namely the Argentine Chamber of the Film and Video Advertising Industry (CACP, Cámara Argentina de la Industria de Cine y Video Publicitario), the Union of the Argentine Film Industry (SICAAPMA, Sindicato de la Industria Cinematográfica Argentina), the Unified Union of Public Entertainment Workers (SUTEP, Sindicato Único de los Trabajadores del Espectáculo Público) and the Argentine Association of Actors (AAA, Asociación Argentina de Actores), have developed this action protocol for the prevention of the spread of the COVID19 disease in the advertising film production industry.

This protocol abides by both the regulations issued by the National Government and the provisions established in Conventions number 155 and 187 of the International Labor Organization (ILO), both adopted by Argentina, in connection with the health and safety of workers, and in line with the recommendations of the United Nations, in particular referring to COVID19. Such standards and provisions highlight the need to follow an approach based on dialogue and consensus of social actors, as reflected in this document. Special attention was also paid to **Provision No. 16/2020** issued by the Superintendence of Occupational Risks, entitled "Guide of Recommendations to Gradually and Responsibly Resume Activities in the Workplace".

This protocol establishes guidelines to ensure the normal performance of activities in the industry, developing prevention measures to avoid the spread of the COVID19 disease among workers in the industry, in order to enable work in the advertising production, taking into account the limitations imposed by the current pandemic.



PURPOSE

This protocol describes the practices that will be implemented in order to take epidemiological prevention actions and measures against possible outbreaks of the COVID19 disease among the personnel involved in the advertising production industry, in accordance with the preventive measures determined by the different levels of government and the World Health Organization (WHO).

SCOPE

This document will be applicable to all advertising production companies in Argentina, to the personnel involved in the development of the activity by the production companies and to the subcontractor's staff, essential suppliers that interact in the workplace and/or any person directly involved in the provision of services for the development of an advertising production, for as long as viral circulation lasts.

PRELIMINARY CONSIDERATIONS

All employers must promote the necessary actions to deal with situations that may arise during the health emergency, either by virtue of the personnel under the definition of at risk population, or the measures that must be considered at the beginning of activities during the health emergency and eventual outbreaks, namely:

- Reassess the distribution of jobs, establishing priorities based on maintaining the recommended social distancing between workers.
- Evaluate the possibility of providing services remotely for all stages of production, whenever possible.
- Maintain fluid communication with suppliers and distributors.
- Plan alternative and preventive actions in order to anticipate difficulties in obtaining the necessary materials for hygiene and cleaning of the facilities.

Any individuals or legal entities that provide a service to an advertising film production shall be covered by the measures established in this Protocol.

People with symptoms of the COVID19 disease (<https://www.argentina.gob.ar/salud/coronavirus-COVID-19/definicion-de-caso>) [case definition] should not go to work, and should notify, immediately and reliably, the corresponding health service (**See Annex II Emergency Telephone Numbers**), the employer and the production company, in case of providing a service for a contracted third party, about the situation.

GENERAL COVID19 PREVENTION MEASURES

a. TRAINING, AWARENESS AND PERMANENT DISSEMINATION OF PREVENTION MEASURES

- Comply with the placement of the **COVID19 Poster** provided by the Occupational Risk Insurers (ART by its acronym in Spanish), in prominent spots that allow for easy viewing by all workers, in accordance with the provisions of **Annex I of Resolution No. 29/2020** by the Superintendence of Occupational Risks (SRT by its acronym in Spanish). Also consider the

"Recommendations and preventive measures in the workplace" that arise from **Annex II** of the aforementioned standard.

- Consider and disseminate the special recommendations arising from **Provision 5/2020** by the SRT GENERAL MANAGEMENT (Official Bulletin, March 28, 2020) and **Provision 16/2020**¹ by the SRT GENERAL MANAGEMENT (Official Bulletin, August 07, 2020) for the performance of workers who are exempted from social, preventive and compulsory isolation in order to fulfill their tasks, as well as for their commute to and from the workplace. Also communicate good practices in the use of personal protection elements (PPE) and respiratory protection. **See Annex I Provision 5/2020** (Special recommendations for jobs exempted from compliance with the lockdown/ quarantine) and **Annex 2 Provision 16/2020** (Personal protection elements).
- Training staff on the prevention measures and procedures to be implemented before and once the activities have started is essential to accomplish the mission of this protocol.
- Keep staff informed about the latest developments in connection with COVID19, using reliable information from the Ministry of Health of Argentina, local health authorities, press releases and materials issued by scientific associations.
- Provide information on ergonomic risks, particularly in remote work mode and in workplaces adapted to COVID19, based on the recommendations published by the SRT in this regard. For more information, go to the Manual of Best Teleworking Practices issued by the Superintendence of Occupational Risks (SRT), available at: <http://publicaciones.srt.gob.ar/Publicaciones/2010/Teletrabajo.pdf>.

b. SAFETY DISTANCE

Social distancing measures must be adopted as standard practices for the prevention of COVID19 and as long as the health authorities so prescribe, since the disease can be transmitted by droplets of saliva when talking, coughing or sneezing, and thus contaminate surfaces and objects.

Therefore, the following measures must be observed:

- Except for the exceptions described in this document, the safety distance between people must always be at least two meters (6.5 feet), or whatever the competent authority prescribes.
- Avoid crowds.
- Avoid physical contact with others, such as shaking hands, hugging, kissing, etc.
- Avoid group meetings or minimize the number of attendees, maintaining social distancing.
- In tasks where, due to the characteristics of the workplace, distances are less than at least 2 meters (6.5 feet), apply supplementary prevention measures. To this end, physical barriers will be provided (if feasible), and/or personal protection elements (PPE) will be provided to workers. In the case of the artistic staff, the provisions in the **Talent Testing** section will apply, whenever pertinent.

c. ARRIVAL / ADMISSION TO THE DIFFERENT LOCATIONS IN AN ADVERTISING PRODUCTION²

Prior to entering the workplace, the staff must complete the COVID19 Health Statement, which will be considered an affidavit (**See Annex II COVID19 Health Statement**). Prior to the start of each working day, they shall also subsequently update their SelfDiagnosis Credentials on the "cuidar" application: <https://www.argentina.gob.ar/aplicaciones/coronavirus>.

¹ The aforementioned Annex modifies Annex 3 of Provision 5/2020

² "Location" will be understood as any physical space involved in an advertising production, whether it is office space, studios, sets, rehearsal rooms and/or shooting locations, etc.

- Body temperature controls will be carried out by means of 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 with symptoms associated with COVID19 will be allowed into the workplace or on location for shooting or recording **(See Poster IX)**.
- For as long as the exceptional measure of social distancing and lockdown/ quarantine continues, the staff will have to carry with them a valid credential or circulation permit, either in paper or in digital format (<https://www.argentina.gob.ar/circular>).
- Staggered arrival/ admission and exit times will be established to avoid crowds.
- Companies must have a specific area at the entrance of the different facilities / locations for the circulation of personnel, so that people can sanitize their hands, footwear and personal belongings (wallets, cell phones, backpacks, purses, etc.) before arriving / entering their workstation / workspace. This operation has to be repeated when exiting the premises/locations.
- It is recommended to place posters on the application of this protocol and preventive measures.

d. HYGIENE AND PERSONAL CARE (See Poster I)

- 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.
- A sanitization or 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 gr of chlorine), and disposable individual towels.
- Each person must sanitize their hands frequently, as well as clean and disinfect their workplace, tools, work equipment and items for personal use.
- Frequent and complete hand washing, lasting a minimum of 40 seconds will be promoted on the premises/ location. Workers shall be provided with a specific area or facility, destined to this use **(See Poster II)**.
- 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.
- Do not share "mate" (local drink poured in a communal cup and drunk from a common straw), straws, flasks, dishes, glasses, cutlery or bottles.
- Only one person at a time should access the restroom area, and they should carry out the corresponding hand hygiene when exiting the facilities.
- If running water and soap are not available due to infrastructure reasons, hand sanitizers approved by the health authorities will be provided in order to prevent COVID19.
- The handling and circulation of physical paper (invoices, forms, reporting sheets, etc.) will be discouraged, and the use of electronic means/ files will be promoted.
- Avoid sharing tools or other work elements and items as much as possible. If sharing tools or other elements is unavoidable, they must be disinfected before and after each use.

e. USE OF VEHICLES

- Until the use of public transportation is authorized for non essential workers, all the people involved in the productions

shall commute using private transportation. When the use of public transportation is authorized, all preventive measures established by the Health Authority shall be applied.

- This Chapter refers to the vehicles for the transfer of workers from one place to another. For all intents and purposes, the producers shall ensure that the transport companies adhere to the provisions of the National Transport Regulation Commission (CNRT by its acronym in Spanish), regarding the **"Emergency COVID19 Plan for Automotive Transportation"**.
- The use of the staff's own private vehicles will be encouraged. If not possible, the company will provide transportation for the personnel to and from the workplace every day, abiding by the measures established in this Protocol, and guaranteeing their transfer in vehicles designated for this purpose in order to avoid public transportation.
- If the transfer of workers is carried out with vehicles provided by the company, such vehicles shall be disinfected before and after use (upholstery, steering wheel, interiors, handles, handrails, controls, seat belts and any direct contact surfaces). The shared use of vehicles is discouraged (**See Poster VI**).
- If shared use is essential, each trip should include as few workers as possible. A distance of one person per row of seats will be maintained.
- When driving, natural air circulation should preferably be maintained at all times.
- The production company will provide its own personnel with the documents that prove their employment relationship for the processing of circulation permits, as applicable.
- Vehicles provided by the company must be equipped with products for handsanitization/ disinfection that are authorized and approved for use by passengers when entering or exiting vehicles.
- Vehicle congestion should be avoided, by coordinating the time of arrival and exit to the locations.

f. HYGIENE, DISINFECTION AND CLEANING OF WORK SPACES AND EQUIPMENT

- A cleaning service will be hired to clean all the spaces used in the production process.
- Disinfectants approved by the health authorities must be used to combat the COVID 19 virus. (**See Recommended products for household disinfection that are active on SARSCoV2, i.e., the virus that causes COVID19 disease.**)³
- Work environments and personal elements, including locations, studios, building facilities, offices, dining rooms, kitchens, toilets, desks, chairs, PCs, cabinets, closets, warehouses, work tools and utensils, bags, purses, backpacks, personal belongings, etc. must be sanitized and disinfected before, during and after each session.
- 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.
- 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 areas classified as critical.
- All materials and equipment (e.g., grips, cameras, props, lights, microphones, etc.) must be disinfected before and after the start of the work day, as well as during the day whenever they are passed over from one worker to another or when leaving them in an area third parties have access to. It is recommended to disinfect the equipment regularly during the day.
- The elements and substances used for the sanitization and disinfection of work environments, equipment and tools must meet the required conditions so that their use is not incompatible with the equipment and/or generates greater damage (presence of substances or processes that may react physically or chemically).

³ The use of chloroxylenol is discouraged due to the lack of consensus about its effectiveness among different international organizations that are competent in the field.

- The communal use of appliances (microwave, water heater, refrigerator, water dispenser, etc.) is discouraged. In case such use is absolutely necessary, it will be used under the responsibility of each user. Disinfection of all possible contact surfaces must be performed before and after use (handles, knobs, switched, etc.). A disinfection kit shall be placed near each of the appliances **(See Poster VII and Poster VIII)**.
- In those jobs performed on public roads and 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.

g. AIR CIRCULATION/ VENTILATION IN WORK LOCATIONS

- Constant circulation of air must be ensured before, during and after activities take place in the rooms where the tasks in the different stages of Production are carried out.
- In the locations where the building features so allow, air circulation/ natural ventilation will be ensured prior to the arrival of the personnel and during the work day on a regular basis.
- In environments where A/C is used due to air quality conditions, efficient operation of the ventilation system must be ensured. The internal disinfection of ducts and nozzles must also be guaranteed. This task should be carried out as often as possible.

h. PERSONAL PROTECTION ELEMENTS (PPE)⁴

- In cases where, for reasons connected to the job characteristics, safe distancing between people, adequate hygiene and disinfection of the work environment, and air circulation/ ventilation before and during the task cannot be guaranteed, and/or for any reason should they generate a risk situation, PPE must be provided, making sure that quantity and quality are in line with the risk, as determined by the job risk analysis carried out by the person in charge of hygiene and occupational safety.
- The correct use of PPE helps prevent exposure but should not replace other prevention strategies, provided that these are possible. **(See Annex 2 Provision GG No. 16/20 of the Superintendence of Occupational Risks, available at: <https://www.boletinoficial.gob.ar/detalleaviso/primera/233481/20200811>).**
- PPE must be resistant to breakage and early wear and tear.
- It is essential for the workers to wear masks properly so that they are effective and safe⁵:
- Masks should completely cover the face from the bridge of the nose to the chin.
- Wash hands properly before putting on or taking off your mask.
- Only touch the strings or elastic on the back of the mask when removing it, and avoid touching the front.
- If the mask is a reusable one, it should be washed as frequently as possible, using detergent and water at 60°C(140°F).

PPE will be the following:

- Masks can be disposable or reusable, in which case they must be disinfected after each day of use. They must be immediately replaced if they are exposed to external agents or if their asepsis has been compromised.
- Glasses for eye protection or protective face mask or shield, especially for the areas determined here in. The producing

⁴ <https://www.argentina.gob.ar/salud/coronavirus-COVID-19/recomendaciones-uso-epp>

⁵ More recommendations issued by the Ministry of Health at: <https://www.argentina.gob.ar/coronavirus/barbijo>

companies and/or supplier companies must provide the PPE to their staff and all workers who require them, as well as the necessary means to discard them.

I. PPE WASTE MANAGEMENT

- Bags, baskets or containers should be provided for the disposal of PPE (**See Poster XIV and Poster XV**).
- The places destined to disposal of this waste must be identified and marked with signposts (**See Poster XII and Poster XIII**), and the cleaning and disinfection of the waste deposits must be ensured.
- Waste removal should be carried out with gloves (preferably disposable gloves), respiratory protection (mask), face protection (face shield) and, if feasible, mechanical assistance to reduce contact with waste.
- Double bagging is recommended, as well as disinfection of the content before closing the bag, identification of the content (PPE and hygiene or 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.
- For productions that take place in public roads or spaces, a procedure must be implemented so that the waste is discarded at the central establishment or facilities, and not on public roads or spaces.

SPECIFIC MEASURES FOR PRODUCTIONS

a. COVID19 PREVENTION MEETING JOINT COMMITTEE

A Joint Consultative Committee will be made up of two representatives from the Argentine Chamber of the Film and Video Advertising Industry (CACP by its acronym in Spanish), two from the Union of the Argentine Film Industry (SICAAPMA by its acronym in Spanish), two from the Unified Union of Public Entertainment Workers (SUTEP by its acronym in Spanish) and two from the Argentine Association of Actors (AAA by its acronym in Spanish), who shall hold meetings (not face to face while the social distancing measures last), in order to monitor the epidemiological progression of the pandemic. They shall also review, identify and propose, when appropriate, specific prevention measures that are necessary for shooting/filming under special circumstances that require such measures.

b. SUBCONTRACTORS/SUPPLIERS

- Subcontractors or suppliers (catering services, security, transportation, etc.) will be subject to this protocol as well as the rest of the people participating in any of the stages of the production process, whether before, during or after shooting/filming.
- The production companies must communicate the content of the Protocol to those contractors, subcontractors and suppliers that provide human, technical or other resources, in such a way as to guarantee that the Protocol is observed. All such subcontractors and providers must state their consent in writing.
- The subcontractor and suppliers must inform by means of an affidavit, prior to the provision of the corresponding service, that they have complied with the prevention guidelines and disinfection measures established in this Protocol.
- In the absence of the person in charge or representative of the supplier or rental house in the workplace, the producer will be in charge of supplying the parties responsible for the different areas with the instructions and specifications for the proper disinfection of the materials, and shall also provide the authorized supplies to carry out the cleaning/disinfection procedures.

1. Catering service

- All catering service personnel must wear a mask, a face shield and gloves, which shall be provided by the supplier company, and must implement strict hygiene measures on the surfaces and food, as per the regulations and sanitary provisions that apply.
- For the term in which this document is valid, breakfast, lunch, snack and dinner must be offered in individual meal containers, with disposable cutlery and plastic cups.
- Before lunch time, the dining area must be prepared. The number of people who can attend simultaneously will be determined beforehand in order to ensure compliance with the minimum mandatory social distancing.
- There will be as many shifts as necessary to meet the mandatory minimum social distancing.
- 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 filming location, thus avoiding possible contamination.
- In case breakfast, a snack or any type of infusion is provided, the service must be limited to the delivery of individual snack containers or packages and/or beverages, which must be disinfected prior to delivery.
- Water will be provided in closed and previously disinfected individual bottles.
- The catering service staff will limit their circulation to the areas designated for that purpose, and will avoid circulation in any other area of the location/ set.
- Once the catering service has been completed, the contracted company must ensure the removal of waste according to the specified standards (**see PPE Waste Management**).

2. Transportation, reception and removal of supplies and equipment

- For the delivery, dispatch and reception of merchandise, it should be ensured that there is no direct contact between the delivery person and the recipient, so that all possible risks are reduced to a single area, which will have to be disinfected regularly.
- In the event that the carrier does not have their PPE at the time of rendering the service so as to guarantee compliance with the protocol, the producer shall provide the necessary PPE; the producer shall also notify the supplier of the breach of current provisions, and eventually report it to the National Transportation Regulation Agency in Argentina (CNRT by its acronym in Spanish).
- There must be a designated space for the storage, removal and return of equipment, which must be aired and periodically disinfected. Such space will be duly sign posted by means of posters, and delimited using screens, floor painting, etc.
- The equipment and other elements, whether they are rentals or owned by the production company, must be disinfected prior, during and after handling while shooting, after unloading on location, and prior to loading at the end of the day.
- For shooting that extends over more than one day, precautions must be taken so that the disinfected equipment remains safe after it is loaded on the transport and is not manipulated until the beginning of the next day.
- Service providers must use labels to identify the equipment that has been disinfected prior to delivery. Such labeling must be identifiable by the technical personnel handling the equipment.

c. GROUP MEETINGS AND FACE-TO-FACE ACTIVITIES

- As a general rule, it is recommended to hold virtual meetings, opting for remote work in all phases of the project that allow it.

- Any action that prevents direct contact in meetings with company personnel or third parties as guests is recommended.

When it is essential to hold a face-to-face meeting, the following measures are recommended:

- At the beginning of the meeting, or when it is convened, include the need to comply with the protection measures established within the framework of COVID19 prevention as one item on the agenda.
- Take every possible precaution that facilitates avoiding direct contact.
- Wash your hands before the start of the meeting.
- Have hand sanitizer or alcohol (gel or liquid) in the location/ room where the meeting is held.
- Avoid sharing utensils and stationery that have come into contact with your hands.
- Reinforce the instructions to cover the mouth and nose with the forearm when coughing.
- Reinforce the need for attendees to avoid touching their eyes, nose and/or mouth with their hands.
- It is recommended to make digital tools with the necessary storage capacity available to facilitate remotework.

d. SPECIFIC RECOMMENDATIONS FOR THE PREPRODUCTION STAGE

1. Casting

- It is recommended that casting sessions be conducted remotely.

2. Callbacks

- It is recommended to adopt a staggered approach for callbacks, and all the control measures specified in the pertinent points of this Protocol should be implemented.
- It is recommended to adopt the security measures established in this Protocol **(See arrival/ admission to the different locations involved in an advertising production, Posters I, III, IV, and V).**
- In the event that the callback service is outsourced, the production company must notify and demand that the company providing the service be in compliance with the guidelines established in this Protocol.

3. Costume fittings

- The area where the costume fittings are carried out must be previously aired/ ventilated. Such area must be disinfected before and after each work day, as well as before and after use (if shared), and must have a restroom with drinking water, soap and a waste container. There should be disposable hand towels to avoid the use of cloth towels or similar elements to dry hands after washing.
- In the event that the presence of the Director and/or part of the project's production team is required, it is recommended to adopt identical safety measures as those established for work in the studios or on location, thereby reducing the time of stay on location. Also organize the costume fittings in such a way that they can be carried out in the shortest possible time.
- Special care must be taken when scheduling the calls/appointments in order to comply with safe distancing.
- The arrival/admission and exit control measures provided for in this Protocol must be implemented **(See Arrival/ admission to the different locations involved in an advertising production).**
- Contact surfaces must be disinfected between one fitting and the next.
- The performer may not be accompanied; in the case of minors, they may only be accompanied by one adult who must comply with the same admission, protection and hygiene measures as the rest of the parties involved.

- After each fitting or use, the garments must be hung, sprayed with a disinfectant that is deemed suitable, depending on the type of fabric or material (e.g., a 70% alcohol solution), stored inside a plastic bag or protective film, and kept in a separated individual hanger until next use.

4. Hair, Makeup and FX

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

e. SPECIFIC RECOMMENDATIONS FOR THE FILMING/ SHOOTING STAGE

1. General measures

- Those initiatives proposed within the Joint Committee must be taken into account **(See COVID19 Prevention Meeting Joint Committee)**.
- It is recommended to take a staggered approach to calls/ appointments to avoid crowds at the COVID19 control station at the time of arrival / admission to the location.
- For the shooting / filming stage, the minimum possible staff will be called to work on set or location.
- The arrival/ admission of people who are not part of the production must be avoided, either using security personnel, closing the access, installing yellow tapes around the perimeter and/or requesting credentials for the people participating in the production.
- For admission control, the production company shall abide by the provisions for arrival/ admission to the different locations involved in an advertising production.
- The people participating in indirect activities in connection with filming will not be able to enter the shooting area, and will have to remain in their designated area (transportation, catering, security services, etc.).
- Cleaning staff must be available to disinfect the surfaces and materials used at all times, prior to the start of the day, during the work day and at the end of it.
- Any item that the Technical or Artistic Team have to take/ hold, use, or simply touch with their hands must be previously sanitized with disinfectants that have been approved by the health authorities to combat the COVID19 virus. (See Recommended Products for home disinfection or products that are active on SARS-CoV2, i.e., the virus that causes the COVID19 disease).
- Microphones and headsets need to be cleaned with disinfectants after each use. If possible, there should be one microphone per person. Additionally, microphones should always have disposable protection.
- Intercoms must be customized individually (disposable cover for the microphone and sanitization before and after use).
- Cleaning of all vehicles used in the operations, i.e., motorhomes, camera trucks, lights, grips, production vehicles, and vehicles for use in scenes must be carried out daily. They must be disinfected during and after each work day, paying special attention to the surfaces which come in greater contact with hands.
- Before, during and after each recording or broadcast, workplaces will be thoroughly cleaned and disinfected with alcohol, bleach and other suitable products that are approved for that purpose. Disinfectants will be applied to surfaces that come into more contact with hands.
- Periodic airing/ ventilation of the rooms is suggested.

2. COVID19 control area

- It will be mandatory for all filming production to have a COVID19 control area, staffed with personnel designated by the production company.

- Said personnel should not belong to the technical team of the filming production and must be exclusively assigned to the COVID19 control area. They are to use adequate PPE at all times.
- The following controls will be carried out at the designated area:
- Body temperature measurement, using a non contact thermometer.
- Provision and check of masks and gloves.
- Provision and check of eye protection glasses or face shield for people who have to work in common areas.
- Provision of disinfection elements.
- Control of departure and reentry of personnel to the location. In each admission, the footwear will be disinfected using sprayed disinfectant.
- The control area will keep a form containing the following data: name, surname, ID card number, body temperature, whether the person was wearing mask, gloves and other PPE or they were provided at the control station. In the event that any PPE items are provided by the producing company, such elements will have to be returned by the person at the end of the working day. The form must be compiled by the control station personnel and signed by the person who underwent the control.
- The designated control area must record any type of incident and/or difficulty in complying with the measures set forth in this Protocol.
- It must be equipped with a telephone in order to be able to contact the health authority of the jurisdiction in the event that any member of the team presents symptoms, as indicated in **ANNEX III. EMERGENCY TELEPHONE NUMBERS** of this Protocol.
- Before the start of each working day, the person in charge of the COVID19 control area will give a talk aimed at training and/or answering questions, and reviewing procedures and best practices for the adoption of effective preventive measures.
- Any person who participates in the shooting/ filming production in any role or capacity must visit the control area, as well as use the corresponding PPE.

3. Cameras, lights, grips and sound

- The cap/ air filter of the boom and tie microphones or the "antipop" filter needs to be changed or disinfected after each scene and/or character change. In the event that there is more than one actor speaking their lines in the same shot, the production will have to consider directly using lapel microphones to be able to manipulate the boom at a safe distance from the performers' mouths.
- Ideally, if using isopropyl, it is recommended to prepare a 50-50 isopropyl alcohol solution, and wait for it to volatilize before reuse.⁶
- The use of a microphone per performer will be encouraged. If not possible, the cap/ air filter or "antipop" chamber of the microphones and associated equipment, such as cables and transmitters, should be disinfected.

4. Animals on location/ on stage

- All general safety and specific health measures will be complied with the animals that participate in the productions.
- The owner of the animal and/or its trainer may be present on the set, as long as they comply with all individual and group protection measures set forth in this protocol.
- Interactions with the animal or physical contact between the animal and the Artistic Team and/or the Technical Team and/or Extras will be limited to the specific moment of shooting.

⁶ For all cases of isopropyl alcohol use, 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.

5. Dressing rooms

- The people in charge of the costumes must use the corresponding PPE and wear a mask and face shield at all times they come in contact with the talent. Likewise, they must have the necessary elements to disinfect all the garments that are used during shooting, before and after they are worn. This routine must be carried out every day at the beginning and at the end of the shooting day with the garments to be worn, except when the garments have been previously disinfected and stored in a plastic bag or protective film. For disinfection purposes, the recommendations of the competent health authorities regarding disinfection of textiles will be followed.
- The costumes should always be disinfected before transportation and wrapped in a protective film or stored in a plastic bag in order to avoid contamination.
- The wardrobe of each member of the Artistic Team must be correctly identified, stored individually and be correctly disinfected before and after each time it is worn. Precision drivers, 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 dress on their own, following the instructions of the team in charge of costumes. If assistance is required, the changing room staff must wear the corresponding PPE and reinforce personal hygiene measures.

6. Hair, makeup and FX

See **Annex for Hair, Makeup and FX**.

7. Action props and food on stage

Regarding all the specific elements that must be handled and/or ingested by the talent, they should be prepared and transported in compliance with the most stringent care and safety measures, to keep them aseptic and disinfected from the time when they are prepared until the moment the shooting starts.

8. Set design and set decorations

During recording and/or shooting, it should be ensured that the elements in the set, namely set design, set decorations, and props that come into contact with the artistic team/ cast and crew will be disinfected before and after each scene. Before and after shooting, the sets will be put up and all decorative elements or props will be put in place/ collected. It will be important to respect all the recommended general safety measures, both for individuals and rental locations or suppliers. **(See Transportation, reception and removal of supplies and equipment).**

9. Talent

- **TALENT TESTING:** In the event that two or more talents must perform without being able to maintain the safety distance or use the corresponding PPE, prevention measures will have to be established for each particular case, taking into account the instructions of the competent health authorities, and in particular perform COVID19 testing on the participating talents, **(as per the provisions in the SARSCoV2/ COVID19 Testing Section)** of this Protocol. The same procedure will be applied for anyone under the same circumstances (precision drivers, stunt doubles, extras, technicians, etc.).
- Each talent will be provided with a zip bag or container for them to store their personal belongings. The production company will be responsible for its custody until it is returned to its owner.

- The talent must wear the PPE for as long as possible, until they need to remove their PPE.
- Alcohol (gel) must be made available for the talent on set so that they can get sanitized after handling objects, at the end of the shots.
- Minors must be accompanied by one adult, who will be exempted from the obligation of keeping social distancing only regarding the minor, but they will be subject to all the requirements set forth in this Protocol.

10. Precision drivers, stunt doubles, additional features

Precision drivers, stunt doubles and extras should make use of PPE at all times, unless when the take makes it imperative for them not to. In the assessment of the occupational risk prevention measures defined for each production, it must be indicated whether additional protective materials are necessary for each scene. In the event any of these people should have to perform a scene at a distance less than the safety distance without being able to use PPE, they will proceed in accordance with the provisions regarding SARSCoV2/ COVID19 Testing.

11. SARSCoV2/ COVID19 Testing

For all the cases specified in this Protocol where testing is required, the following procedure will be followed:

- People who, due to the nature of the task, require close contact and cannot implement other preventive measures, such as a physical barriers or PPE, will be subjected to a reliable scientific test to verify whether they test positive for SARSCoV2 virus (**See List of reagents for COVID19 authorized by the ANMAT**). They should await the results in compliance with the current measures of the jurisdiction in which they are prior to being admitted to work on the premises to go about their working day.
- They will notify the company by forwarding the test results received, via email to the institutional mailbox or to the person designated by the company for record keeping purposes.
- On shooting day, the **Health Statement** will be supplemented upon arrival to the workplace, in compliance with the preventive measures for each jurisdiction through the "cuidar" application. Each person needs to ratify their statement declaring that they have not been in close contact with confirmed cases of COVID19 in the period between completion of the test and the start of the activity.
- In case of having more than one shooting day, between working dates people will have to comply with the current regulations for the prevention of contagion of the SARS CoV2 virus for the corresponding jurisdiction.
- The characteristics of the test, the methodology, the scope, the frequency and any other requirement in the implementation of this type of control will be subject to the provisions prescribed by the health authority, in line with the application scope for the jurisdiction where the filming takes place.

f. POST-PRODUCTION

- Given the nature of post-production, the remote work mode is recommended.
- In the case of the use of rooms for postproduction, the guidelines here in and the following considerations should be taken into account:
- When putting on earplugs or ear protection and headphones, your hands must be clean and disinfected.
- The use of disposable ear plugs is recommended; should they have to be reused, they should be washed with soap and water (or disinfectant products), rinsed well and let air dry. It is recommended not to share them and keep them identified for individual use.

- Do not share headphones, especially if they have padding, as they are susceptible to accumulating perspiration. Cleaning and disinfection of headphones is recommended before and after each use.
- Given the strict preventive measures in force and the use of bleach on many surfaces and elements, consider the fact that cleaning solutions may destroy the polyurethane, which entails special care for the elements made out of this material which are introduced in the orifices of your body.
- Cables must be clean and disinfected.
- Gloves that are suitable for electrical use should always be used when manipulating cables, which should preferably be de-energized.
- For the cleaning and disinfection of cables, you can use a cloth dampened with a product containing benzalkonium chloride. Hardly any cleaning or disinfecting product will degrade cables, since they are made of PVC. During cleaning, always ensure that cables are de-energized.
- Disinfect microphones of all types before and after each use or change. To this end, it is recommended to ideally use isopropyl alcohol in a 50-50 solution and wait for it to volatilize before reuse.
- Disinfect air filters or "antipop" chambers and the inner foam in handheld microphones before and after each use. This implies disassembly and cleaning part by part.
- For the cleaning and disinfection of monitors, it is ideal to use isopropyl alcohol in a 50-50 solution. Failing that, use a disinfectant spray containing polyphenols in small amounts.
- Cloths with bleach should not be used, since bleach attacks aluminum (in turn, metallic faders, silver paint, etc.).
- When cleaning, be especially careful not to let any fluids ingress through the edges.
- For clear PVC screens, use a 50-50 isopropyl alcohol solution.
- For polycarbonate screens, use a 50-50 isopropyl alcohol solution.
- During the work day, the computer mouse, keyboards, monitors, etc. should be cleaned frequently with disposable cloths and the appropriate disinfectant products for each type of element.

PROCEDURE FOR THE IDENTIFICATION AND ISOLATION OF PEOPLE WITH SYMPTOMS COMPATIBLE WITH COVID19 TO PREVENT THE SPREAD OF THE VIRUS

a. GENERAL MEASURES FOR IDENTIFICATION AND ISOLATION OF PEOPLE WITH SYMPTOMS COMPATIBLE WITH COVID19

- Identifying and isolating individuals with confirmed COVID19 or symptoms compatible with COVID19 and/or people who came in close contact with suspicious cases, and are therefore potentially infectious, is a critical step in the protection of workers. **(See <https://www.argentina.gob.ar/salud/coronavirus-COVID-19/definicion-de-caso>)**
- Employers should develop simple and practical protocols and procedures for their employees to report when they are sick or experience symptoms of COVID19.
- Employers must provide procedures that allow for immediate isolation of the person with COVID19 symptoms, as well as for the transfer of potentially infectious people so that they remain at a safe distance from other people.
- A specific isolation area, room or station, preferably with natural air circulation/ ventilation, should be available. The areas designated for this purpose should also have doors that can be closed, so that potentially ill people will remain there until they can be transferred out of the workplace. It is suggested that these areas be marked and are adequately disinfected after use **(See Poster XVI)**.
- The number of personnel entering the isolation areas will be restricted to the minimum.
- Steps will be taken to limit the spread of respiratory secretions from a person showing COVID19 symptoms.

b. SPECIFIC ACTIONS FOR THE IDENTIFICATION AND ISOLATION OF PEOPLE WITH SYMPTOMS COMPATIBLE WITH COVID19

1. ACTIONS IN THE PRESENCE OF SIGNS AND SYMPTOMS COMPATIBLE WITH COVID19

- Assistance must be given to any person (whether members of the staff or third parties) who is in the premises/ locations and presents symptoms compatible with COVID19 **(See Poster IX)**.
- In the presence of a person with symptoms, the designated party in charge of the area must contact the telephone numbers indicated in each jurisdiction to follow the protocols of the Ministry of Health of Argentina and/or of each province or jurisdiction: <https://www.argentina.gob.ar/coronavirus/telefonos/provincias-caba>.
- The situation will be reported to the Medical Service, the HR area and/or the area designated by the employer for such purposes.
- The person should be immediately isolated in an area designated and equipped to that end.
- The person will be provided with a new mask. If masks are available to be provided, the person will be asked to use this new mask, if possible. The purpose of the mask is to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- All personnel assisting the person with symptoms must use at least a mask, disposable gloves and a faceshield.
- The person with symptoms will be asked to indicate who they entered in contact with during their working hours, or during their stay in the facilities/ location.
- In line with the recommendations and instructions of the health authority, it is suggested to relieve the personnel in contact with the suspected COVID19 case and send them home, avoiding the use of public transportation in order to apply the provisions in section **"Actions in the case of personnel who came in 'close contact' with people with suspected COVID19 or people who have medical confirmation of COVID 19"**.
- The area(s) where the person has been and/or walked by within the premises will be disinfected. The personnel in charge of cleaning and disinfection will use the following PPE: mask covering nose and mouth, eye protection, face shield, disposable overalls, and disposable gloves.
- The person shall be transferred to the isolation area, following the recommendations of 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 COVID19 case (for definition of contacts, see: <https://www.argentina.gob.ar/salud/coronavirus-COVID-19/Identificacion-y-seguimiento-de-contactos>).

2. ACTIONS IN THE PRESENCE OF A POSITIVE COVID19 CASE

If a positive case of COVID19 is confirmed in a person who entered the facilities/ location, whether an employee or a third party to the Company, the following actions will be immediately implemented, in order to ensure correct assistance to the staff and to enable the continuity of the activities in the area as soon as possible.

First step

- Give immediately notice to the competent Health Authorities under the Ministry of Health of Argentina and/or the Health Authority in the jurisdiction.
- In line with the recommendations and instructions prescribed by the health authority, it is suggested that staff in contact with the COVID19 positive case be relieved and sent home, avoiding the use of public transportation as far as

possible, so as to apply the provisions in section **"Actions in the case of personnel who came in 'close contact' with people with suspected COVID19 or people who have medical confirmation of COVID 19"**.

- A complete cleaning and disinfection of the area and the surfaces with which the person was in contact will 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 (i.e., approximately a dilution of 50 parts of water and one part of bleach with 55 g Cl/L prepared on the spot).

The personnel in charge of cleaning and disinfection will use the following PPE:

- Mask (covering nose and mouth)
- Eyeprotection
- Faceshield
- Disposable overalls
- Disposable gloves

If a company dedicated to cleaning and disinfection tasks is hired, it will be required to abide by the Protocol for COVID19 and to keep auditable records of the implementation of the measures. If the infection occurred in the work place, it must be reported to the ART (Occupational Risk Insurer), accompanied by the confirmed diagnosis issued by a duly authorized entity, in accordance with the provisions of **DNU (Executive Order) No. 367/2020** and SRT (Superintendence of Occupational Risks) **Resolution 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 the 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 personnel.
- 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.

3. ACTIONS FOR PERSONNEL WHO HAVE BEEN IN "CLOSE CONTACT" WITH PEOPLE WITH SUSPECTED COVID19 OR PEOPLE WHO HAVE MEDICAL CONFIRMATION OF COVID19

- It is recommended to follow the procedure "Actions in the presence of signs and symptoms compatible with COVID19".
- The worker who came into "close contact" with people who have received medical confirmation of having contracted COVID19 will be authorized to immediately leave the premises and will be instructed to call the Health System in their jurisdiction as soon as possible. It is recommended to guarantee safe transportation to the worker's home, and to discourage the use of public transport.
- The person who is in the situation described in the previous section will not be able to enter the facilities/ location until they test negative for COVID19 or have complied with the provisions prescribed by the National or Jurisdictional Health Authority (isolation or ASPO, by its acronym in Spanish/distancing or DISPO, by its acronym in Spanish,etc.).

- For more information, review the guidelines established by the National Health Authority available at: <https://www.argentina.gob.ar/salud/coronavirus-COVID-19/definicion-de-caso>).

OCCUPATIONAL RISK INSURERS

- The Occupational Risk Insurers (ART by its acronym in Spanish) must comply with the obligation to provide employers with the explanatory digital **COVID19 poster**, containing the basic prevention measures according to **Annex I of SRT Resolution No. 29/2020**.
- Likewise, the ART must provide advice and technical assistance to employers in matters of hygiene and safety at the workplace, in particular regarding this protocol and any standard or recommendation for the prevention of COVID19 at work.
- The ART must be informed by means of a sworn affidavit about any personnel performing tasks under the teleworking or remote work mode, under the terms of SRT **Resolution No.21/2020**.

CONTROLS AND RECORDS

- 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 COVID19 Protocols, such as this Protocol. Said records shall be made available and remain at the disposal of the competent labor and health authorities that may request them.
- A record to document the delivery of PPE to workers in accordance with **SRT Resolution No. 299/11** will also be maintained. 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 it. Each company will determine how frequently PPE and disinfection kits will be delivered, and how distribution will be recorded.
- If applicable, the Health and Safety Services and/or Occupational Medical Services should provide permanent assistance in case of any consultation by the workers regarding the prevention measures adopted or the use of personal protection elements, according to the job risk analysis performed.
- 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/or pertinent adjustments.

HEALTH CHECKS FOR THE STAFF

- Given the dynamic nature of the health emergency situation, the instructions, considerations and measures established by the competent health authority should be taken into account at any given time.
- 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 remote work meets acceptable health conditions, and performs their tasks individually to avoid spreading potential contagion among others in the workplace.

This Protocol may be updated to the extent that the National Authorities and the Superintendence of Occupational Risks (SRT) issue new instructions and/or recommendations within the framework of the COVID19 SANITARY EMERGENCY, and by mutual agreement between the parties involved.

ANNEXES

ANNEX I - HAIR, MAKE UP AND FX

These guidelines are within the general measures applicable to any task within advertising film production. All preventive measures prescribed in the general protocol, with respect to personal hygiene and work environments are to be complied with, in addition to those described in this guide.

1. Personal Protection Elements (PPE)

- 1.1. The personal protection elements are the same that apply to the rest of the technical team, described in the PPE section in the General Protocol. It is suggested to require the use of a personal face shield, in addition to a mask (to cover nose and mouth), or some other physical barrier, for hair, makeup and special effects staff, when they come in contact with the talent or when, due to the nature of the task, the recommended social distancing cannot be maintained.
- 1.2. It is recommended that the face shield be cleaned periodically (as well as before and after each use). The face shield may be reused by the worker, once said procedure has been carried out. We recommend watching the following SRT interactive video: <https://www.youtube.com/watch?v=UD7LOewZAeA&t=2s>

2. Suggested hygiene and safety measures for hair, makeup and FX personnel

- 2.1. Work tools or utensils are non-transferable. Hair, makeup and FX staff will be solely responsible for cleaning and disinfecting their tools and products.
- 2.2. It is suggested to keep your nails short, free of nail polish and your forearms should be free of clothing and/or accessories (rings, bracelets, watches, etc.).
- 2.3. Hair must be tied up and PPE must be available in compliance with the regulations and recommendations of the General Protocol in force for the audiovisual production industry.
- 2.4. The physical space and the tables, chairs, mirrors and other elements that are used by the hair and makeup staff must be disinfected using an alcohol solution (70%) or bleach diluted in water in a concentration that depends on the element to be disinfected, or other appropriate products approved by ANMAT for this purpose, before and after applying makeup and/or doing the hair for each talent, even when previously disinfected by the specialists assigned for this purpose. Leave the alcohol/ disinfectant spray in sight and at hand.
- 2.5. Arrange the hair, makeup and FX items (e.g., brushes, Q-tips, sponges, spatulas, disposable tissues, etc.) in such a way that they require minimum handling possible.
- 2.6. Before starting to apply makeup and at the end of the makeup session, wash your hands and forearms with soap and water. Dry using disposable towels.
- 2.7. Keep used products in a separate container until they are disinfected.
- 2.8. Disposable materials used during the hair and makeup session (e.g., cotton balls, Q tips, paper towels, gloves, masks, gowns, sponges and disposable tools) should not be placed on the work table and should be immediately disposed of in a waste bag
- 2.9. Once the task is completed, sanitize the workspace and tools with the solution selected for this purpose.

3. Materials: uses and procedures

- 3.1. All work materials and tools should always be washed and disinfected using the sanitizer recommended for that purpose before you arrive on set.

- 3.2. There should be a personal set of supplies (de-potted makeup, sponges, brushes, hairbrushes, etc.), marked with the name of each individual performer (talent) receiving the styling.
- 3.3. Do not apply products directly from pot or original container.
- 3.4. Decant products onto your palette (sample size) to use with each performer/ talent, using disposable and/or sanitized materials. This ensures that makeups are 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 used 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. Makeup will be placed in containers or mixing palettes that have been previously disinfected.
- 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 eye shadow, 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 products 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 concentration.
- 3.20. Use polyethylene bags or PVC containers 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 styling is done.
- 3.22. All towels/gowns/capes should be disposable and sanitized and/or washed after each time an individual uses them. If production time extends over several days, there should be one of these for each performer (talent).
- 3.23. Touch-up materials used on set (applicators, brushes, powder, lipsticks, combs, brushes, etc.) should be kept in separate air-tight marked bags.

Note 1: It is important to note that UV radiation is effective for eliminating 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 deactivate the virus. It is recommended to use UV light on tools and makeup supplies but not on 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 UV radiation.

Note 2: Sanitizing solution: 70% alcohol diluted with 30% purified water. Isopropyl/ alcohol solution (50-50) <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 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, and 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 the specialized technician styles.
 - 5.2.3. Only the necessary workers, talent and tools/ equipment can enter and stay in the hair/makeup/FX area. Any other object that does not belong 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 virus transmission. If "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 instructs them to do so. They should leave their mask in a safe place designated by the worker or discard it themselves in the waste bin.
 - 5.2.5. The talent should wear a face mask while they receive the hair styling service.
 - 5.2.6. The person receiving the hair/makeup service should sit one meter apart (3 feet), at a 90° angle or with their back to the work table, to prevent spreading the virus on the work equipment/ supplies. 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 shall follow their own safety measures: replace their face mask (if necessary), disinfect and put their shield or goggles in a protective bag to carry them into the 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 said touch-ups. They should also do this 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 place on set exclusively 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 shooting, allow a reasonable length of time for workers to disinfect their tools and equipment and get it ready for the next work day.
 - 5.3.3 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 talent for face/body life-casting or dental impressions.
 - 6.1.1 For provisions on the cleaning of the workspace, see section Hygiene, disinfection and cleaning of work spaces and equipment 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 After taking them, spray molds or dental impressions with a sanitizing liquid.
 - 6.1.4 Edible blood and blood for props must be pasteurized and the package must be sealed.
 - 6.1.5 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-2⁷, are ANMAT- approved and are included in the Argentine Society of Infectious Diseases (SADI by its acronym in Spanish)'s list of recommended disinfectant products for use against SARS-COV-2⁸. 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.
 - 6.1.6 Shared use of contact lenses, scleral or semi-scleral lenses must be avoided.
- 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 should be 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 elements (wigs, hairpieces, etc.) should be cleaned with sanitizing liquid after each use, and placed in an air-tight packet.

⁷ <https://www.sadi.org.ar/novedades/item/995-productos-recomendados-para-desinfeccion-%20domiciliaria-activos-sobre-sars-cov-2-virus-que-cause-la-enfermedad-COVID-19>

⁸ 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.
 - 7.1.3 An isopropyl alcohol solution in a proportion of proven efficacy against SARS-COV- 2, approved by the Health Authority. To use as a sanitizer, it should be diluted at 50%.
 - 7.1.4 Hand-washing 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 (talent).
 - 7.1.8 Masks: enough face masks to be replaced throughout the workday to guarantee their effectiveness according to the WHO's recommendations.
 - 7.1.9 Face shield.
 - 7.1.10 Re-sealable, air-tight bags (Ziploc or similar), as many as necessary.
 - 7.1.12 Disposable eyelash mascara applicators, as many as necessary.
 - 7.1.13 Disposable lipstick applicators, as many as necessary.
 - 7.1.14 Recommended: UV light (preferably a UVC germicidal antibacterial sanitizer box/case, commonly used in hair salons).

ANNEX II. HEALTH STATEMENT FORM – COVID-19

Health Statement Form – COVID-19

Company or Employer:

Full name:

National Identity Number:

Job:

Place of residence:

1. You have travelled abroad in the last 14 days	YES	NO
2. You have come into contact with confirmed or suspected coronavirus or COVID-19 cases in the last 14 days	YES	NO
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, sudden loss of smell or taste, headache, myalgia, diarrhea, vomiting	YES	NO
4. Your health status involves at least one of the following: You are pregnant / You currently have or you have had cancer. / You have diabetes. / I have a chronic liver disease, kidney disease, or heart disease. / I have a defense-lowering condition. If YES, please provide details.	YES	NO

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

ANNEX III. 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		

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.

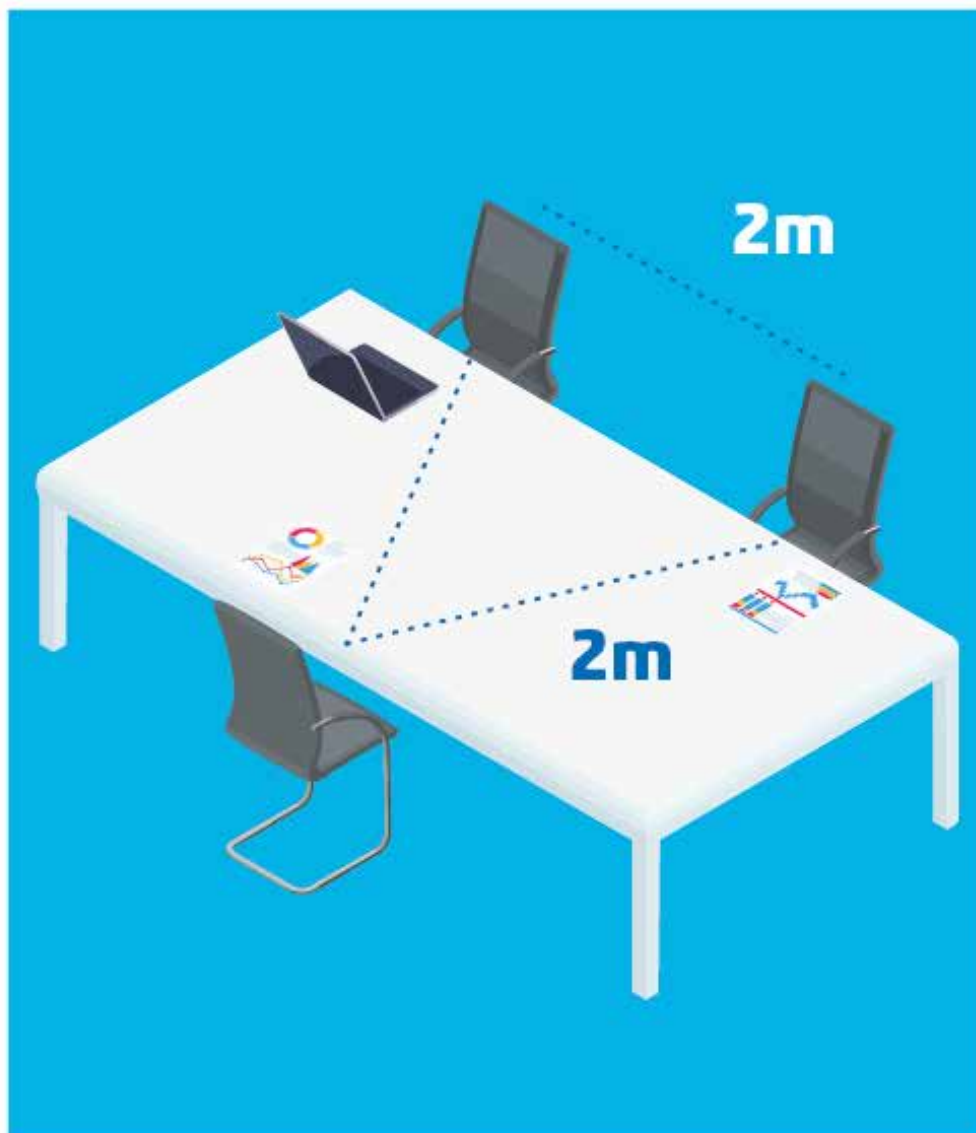


Use that towel to turn off the tap.

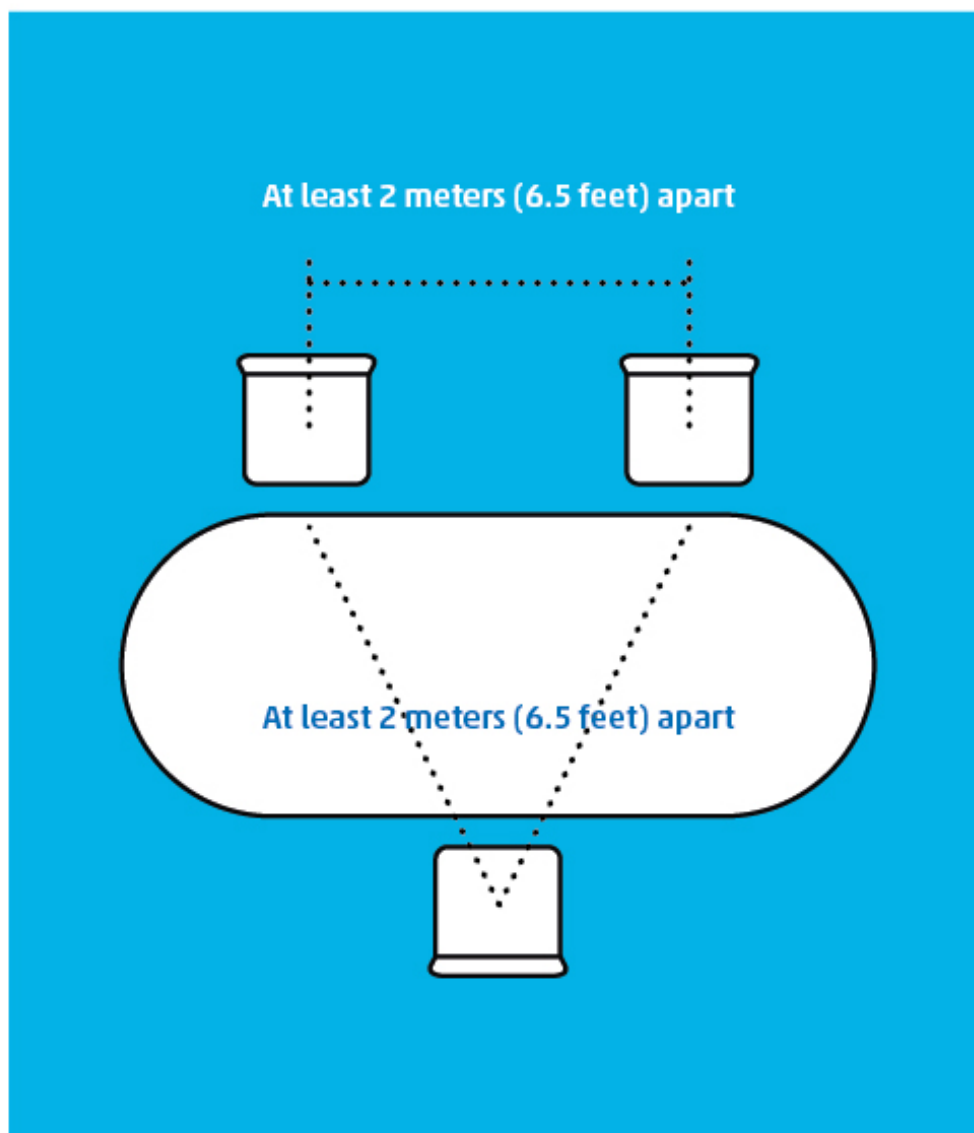


Your hands are safe.

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.



**MAINTAIN
DISTANCING RULES**



**YOU MUST WEAR
A FACE MASK**



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:



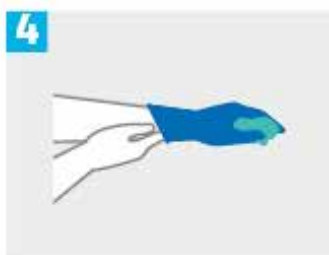
Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



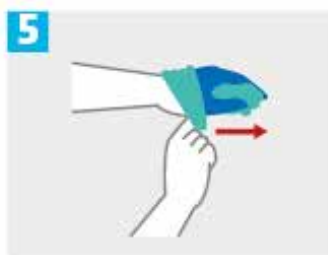
Peel the glove away from your body,
putting it inside out.



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.



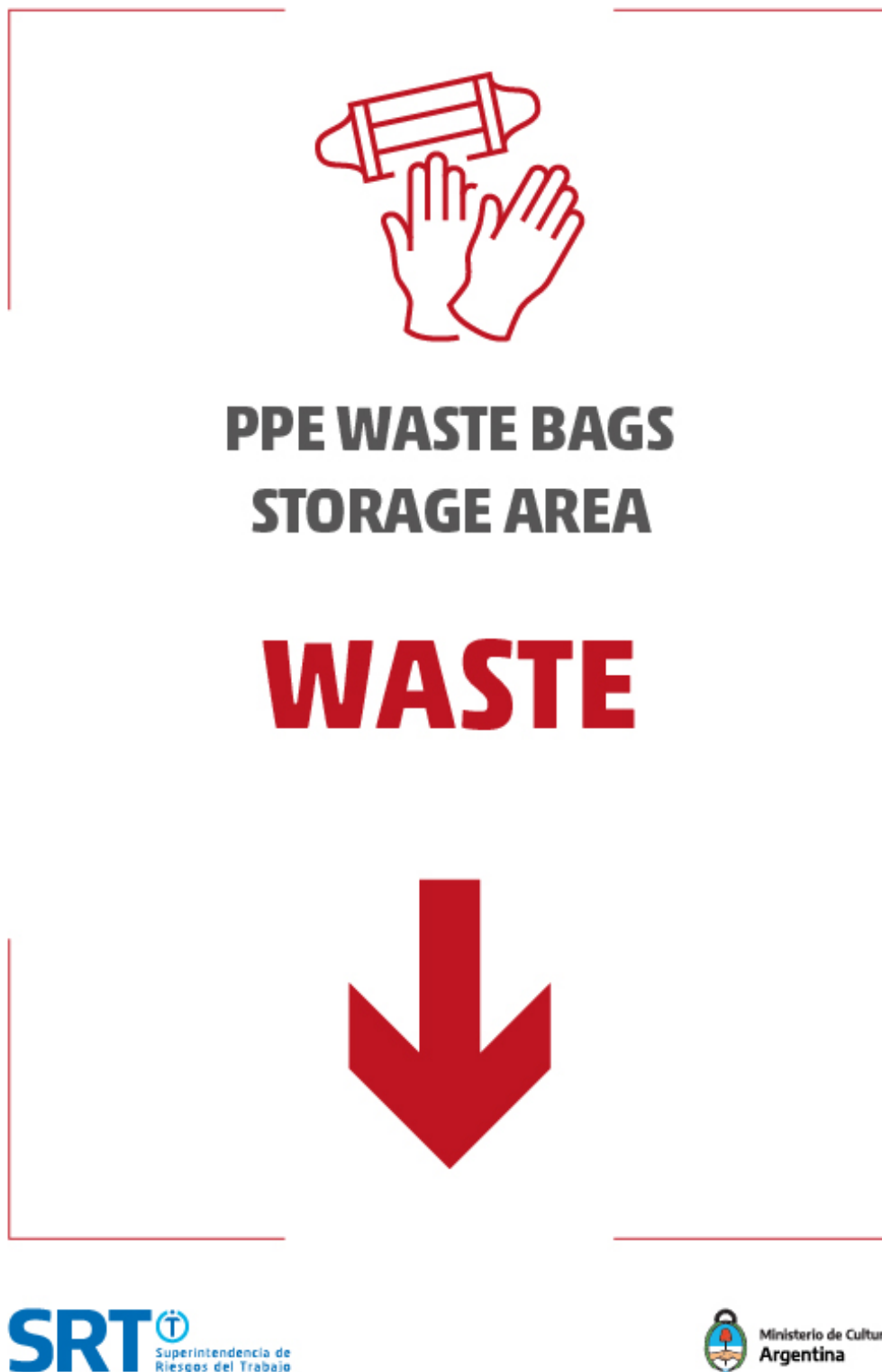
Turn the second glove inside out while
pulling it away from your body, leaving
the first glove inside the second.



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



Clean your hands immediately
after removing gloves.





**Discard PPE
waste
HERE**

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.

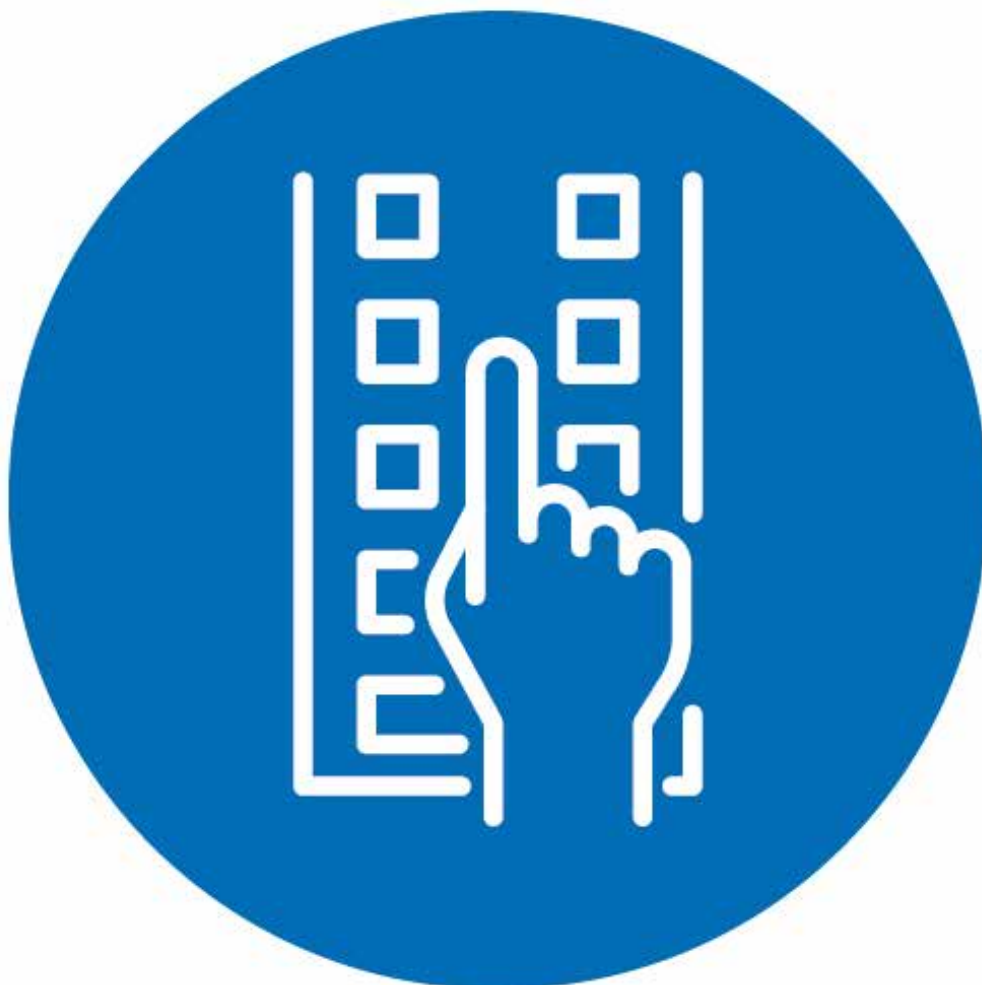


Before the bag is full, it should be tied and placed in a second bin bag, with a label indicating "Do not open" and the date.



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.





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

COVID-19 EMERGENCY

RECOMMENDATIONS FOR COMMUTING TO AND FROM YOUR WORKPLACE



When commuting a short distance, try to walk or use your bike so there is more space for people who must take other form of transport



Keep your hands clean before, during and after your commuting.



Always carry a personal hygiene kit.



If you ride your own car, make sure it is properly ventilated to maintain hygiene and disinfection.



If you take the bus, do not sit near the bus driver and always keep distancing rules.



Avoid crowds when taking any form of public transport



Do not take public transport if you believe you are sick or have any symptoms of coronavirus (fever, sore throat, cough, difficulty breathing).



When coughing or sneezing, cover your mouth with the fold of the elbow or a tissue. (Do not cough or sneeze facing someone else).



Wear a face mask at all times (according to the regulations of the local health authorities).

**www.argentina.gob.ar/srt
ayuda@srt.gob.ar**

**Today, tomorrow and onwards
Prevention is an everyday job**

Social media: @SRTArgentina



República Argentina - Poder Ejecutivo Nacional

Hoja Adicional de Firmas
Informe gráfico

Número:

Referencia: 51640/2021

El documento fue importado por el sistema GEDO con un total de 48 pagina/s.