

# HEALTH AND SAFETY PLAN FOR THE AUDIOVISUAL INDUSTRY

**Stage 2 - Version 5 - June 2020**

Next revision: 60 calendar days after the approval of this document

# HEALTH AND SAFETY PLAN FOR THE AUDIOVISUAL INDUSTRY



## 1. INTRODUCTION

The Security Protocol is the modified revision of the first document presented in May 2020. It was drawn up to protect workers in the audiovisual industry and the rest of Uruguayan society from the Covid-19.

This Protocol is endorsed by: Union of Workers, Technicians and Professionals of Film and Audiovisual (GREMIOCINE) Business Chamber of Advertising Producers of Uruguay (CEPPU), Association of Film Producers and Directors of Uruguay (ASOPROD)

Below are detailed the preventive measures for each phase of work:

## 2. PRE-PRODUCTION

During pre-production, most of the work will still be remote. For this instance, teleworking will continue to be the main resource.

In the event that it is necessary to work in person, the minimum required distance of 1.5 meters between participants will be respected and the number of facemasks and alcohol gels required in each instance will be ensured.

Surfaces and objects present in the area should be disinfected immediately before and after each meeting.

The use of facemasks will be compulsory when you are less than 1.5 meters away. There must also be areas for hand washing, as well as alcohol gel and other elements for surface disinfection, which will be provided by the producer.

Production houses are encouraged to implement a system of credit, debit and/or bank transfer in order to avoid handling cash and unnecessary movement of budget management team members.

### 2.1 TEAM ASSEMBLY

The work team will be formed once all possible participants have been consulted, in case there is any reason exclusively linked to the current pandemic that makes it inadvisable for any of them to participate in the filming. If this occurs, once the impediment has been removed, the person in question must inform the Production Company so that they can be taken into account in subsequent shootings.

Likewise, the final composition of the team will not be communicated collectively but individually to each of its members.

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In the fictions, the contracts of the technical and artistic personnel, as well as those of any other person who carries out tasks in the common work area, will incorporate a clause where they are asked to inform any symptom, personal or of family member or close contact nexus, compatible with Covid-19.

In the event that there is a foreign technical or artistic team, the current protocol established by the Ministry of Health (MSP) and the Ministry of Foreign Affairs must be strictly applied.

## 2.2 DIRECTION

Talent selection has two main stages: the general casting and the callback during which pre-selected talent is auditioned in the presence of the director. For each stage, the following will be taken into account:

### 2.2.1 CASTING

The casting will be done in person at the casting companies according to the protocol presented by them and according to the health recommendations of the MSP. During the casting, agglomerations will be avoided, the minimum distance of 2 meters will be maintained and the use of facemasks and permanent hand hygiene will be required.

In the case of the population at risk or any person who prefers not to be present, the casting will be done virtually using videos.

### 2.2.2 CALLBACK

The callback will be done in person. The population at risk or those who prefer not to attend can do it virtually by streaming or video call.

Actors and/or talents who, due to the nature of their work, are exposed to sensitive situations that may increase the risk of contagion must have been swabbed and have a negative result.

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## 2.3 WARDROBE

It is recommended to make most of the wardrobe selection virtually. Priority will be given to obtaining garments from rental warehouses, which must deliver them cleanly before handling and testing the actors. Garments obtained in retail outlets will be disinfected with alcohol or benzalkonium chloride. All must be stored and transported in covers (nylon or washable waterproof fabrics) that prevent contamination.

The dress rehearsal should take place in a spacious and airy place with individual changing rooms for the actors. It will be disinfected before and after each working day and must have a bathroom with a drinking water system. Production will provide the necessary hygiene supplies such as soap, facemasks, alcohol gel, tissues and disposable towels, waste bags and containers, glasses, etc.).

The number of people in the area will be strictly the necessary for each area, always working in the sense that it is agile and without crowds of people. All attendees must wear their hair up and use long-sleeved clothing and a mask, as well as respecting the minimum distance of 2 meters between individuals.

In both advertising and film projects, the wardrobe team must have the necessary members to meet the requirements of the project and in particular to maintain the hygiene of the wardrobe and all materials and supplies.

At the fitting there must be a person exclusively in charge of the disinfection of the clothes and the packing of the clothes in covers.

In the event that the number of talents is very low, the costumer together with the production manager will evaluate the way and the time needed to perform the dress rehearsal and it will be evaluated if the costumer or assistants themselves are qualified in time and space for the sanitization of the costumes and the supplies in an efficient way.

Clothing and accessories will not be shared.

### 2.3.1 FITTING / FITTING OF CLOTHES

The actors should be called for the fitting in a staggered manner to avoid two or more to share time. They may not be accompanied.

In the case of minors, only one adult may attend.

The production must take care of controlling the temperature of the participants during the dress rehearsal. If any of the assistants (actors or team members) have a high temperature, cough, cold, sore throat, malaise or other symptom, they should

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If you have any of the above symptoms, you should go home and consult your health care provider. If any of you have a fever, you must follow the agreements established for the admission to the set of people in the same situation. You may not share glasses, cutlery, plates, mate or any other kitchen utensil, even if you are wearing gloves. Where necessary, a time for lunch must be established, either in stages or simultaneously.

The photos with the costume options will be sent to the director, producers, clients and agency digitally.

Before and after each instance of use (test of clothing and filming), the clothing and the various tools used (iron, coat hangers, camera, etc.) will be disinfected.

### 2.4 ART

During the pre-production of the project, the art director makes the aesthetic proposal of what is going to be filmed, taking into account what is needed. For their part, the art team, i.e producers, assistants or runners, may look for, select, raise and bring to the set the elements that set the different spaces.

In the current health emergency situation, we will try to carry out most of the search for props in a virtual way and work with as few providers as possible to avoid staying on the streets and reduce the probability of contagion.

Props must be disinfected before arrival at the set and before being returned. The production company will contract an outsourced disinfection service for this purpose. The production company is responsible for delivering the disinfectant kit. An attempt will be made to decentralize the distribution of these inputs so as not to overload the production team.

The team of lifting and return assistants must comply with the measures provided for prevention: use of mask and alcohol gel. These measures will also apply to the drivers of the vehicles and to the pawns and assistants.

It is recommended that the Art team assemble and dismantle the set before and after shooting to avoid crowding. They will also plan a staggered schedule of tasks to be accomplished, so that there is no accumulation of people on the set.

Only a minimum number of people from the team will remain on the set, giving priority to the stay of the director and the props, who will at all times use mouthpieces and alcohol gel bottles provided by the Production.

Because working times have been modified and slowed down by the health emergency: the production house is urged to evaluate together with the art director the need to hire an art runner for each assistant, as a support to the field production in lifts and returns.

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## 2.5 PRODUCTION

The production team will be responsible for managing all animals, weapons and vehicles that appear on stage, as well as the logistics before, during and after the shoot.

Vehicles should be disinfected before and after each instance, following the recommendations of the MSP. Purchases and rentals will be done before and after each day.

During the filming, efforts will be made to coordinate with the suppliers of production inputs so that they are the ones who send the rentals to the set.

## 2.6 LOCATIONS

Priority will be given to filming on large outdoor or indoor locations where hygiene can be controlled. Regardless, they should always be ventilated.

The owners or managers of private locations will sign a declaration stating that the place and its facilities will be disinfected (a task to be carried out by the production house) immediately before and after the shooting. The declaration will also state that no people with symptoms have been on the site or that they have been tested by COVID-19 with a positive result in the last 30 days.

It is suggested to make the most of the archive of whoever is in charge of the location area.

In case of scouting, it is recommended that the location manager uses his/her own vehicle. If you do not have one, the production company will provide you with a rented one, which will be used only by the hired location team when necessary. The vehicle must be previously disinfected by the rental company, as recommended by the MSP.

In the event that the renter does not have a driver's license, the production will provide a vehicle with a driver, guaranteeing the disinfection recommended by the MSP and will ask both persons (driver and renter) to maintain the minimum distance recommended by the authorities during the transfers.

For all cases and during the working days that the search takes place, the location team (location manager, assistants and driver, if any) must, at all times, wear their hair up and use long-sleeved clothes, mask and alcohol gel provided by the Production.

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For the survey of interior locations, the following recommendations are added:

"At the time of the photographic survey or the subsequent technical scouting, there should be as few people as possible at the location, so that the location manager can carry out his/her task following the distance measures recommended by the MSP.

"If the location to be visited requires admission without shoes, the production house must provide surgical shoes disposable.

"Once the locations have been surveyed, the photos should be sent by electronic means of your choice and any returns, adjustment requests or comments should be made by video call or other chosen means.

"Creative" visits to locations should be evaluated according to location and availability. The number of The number of team members present will be the minimum necessary. The technical visit will have the same hygiene and prevention measures detailed above for the survey.

## 2.6.1 CREATIVE AND/OR TECHNICAL SCOUTING

The scouting is the instance in which the creative and technical team visits the locations where the shooting will take place. In case of having to visit interior locations, the entrance should be staggered, in order to avoid crowding. Team members must attend the scouting with long sleeves and chinstraps, as well as wearing their hair up.

Throughout the visit, the interpersonal distance (2 m) must be respected and surfaces must be avoided, even when wearing gloves. Production must have alcohol gel and mouthpiece available for all those present.

If any of the participants prior to scouting have a temperature, cough, cold, sore throat, malaise or other symptom, they should not attend. If any of these are identified during the activity, the person should go home and consult their health provider.

During the scouting period it is recommended not to wear matt. In case someone decides to do so, he or she will not be able to share it, since consumption must be personal and individual. Neither may you share glasses, cutlery, plates or any other kitchen utensil.

## 2.7 CAMERA

The camera team is responsible for everything related to the camera, lenses, batteries, video monitoring and downloading material onto the set.

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Before the shooting, you must check the equipment at the supplier's home and load it on the truck that Production will have available for this purpose.

During the check-up, team members and the driver should wear long sleeved clothes, a chin strap and hair up.

At all times, they should respect the 2 m of interpersonal distance and try to have as few people as possible share the environment at the same time.

The supplier will be requested to carry out this task outdoors, in a semi-enclosed or ventilated environment

It is recommended not to take matt. In case someone decides to do so, they cannot share it: their consumption must be personal and individual. Neither may you share glasses, cutlery, plates or any other kitchen utensil and, as far as possible, surfaces should not be touched, even when wearing gloves.

The equipment must be disinfected before and after each use; and the camera van before and after each load.

If any of those present at this time have a temperature, cough, cold, sore throat, malaise or other symptom, they should not attend the test. If any of these symptoms are identified during the test, the person should go home and consult their health care provider.

Equipment suppliers will be responsible for ensuring that staff meet the health and safety standards suggested by the MSP. They must also provide a bathroom with drinking water, soap, a container and waste bags. For hand drying, they must have disposable towels, avoiding the use of cloth towels or similar and have disposable tissues available.

### 2.8 LIGHTS & GRIPS

The check-up and lifting of the Light and Grip equipment will be carried out at the supplier's home. One person from the Light team and one from the Grip team will be responsible with the collaboration of the supplier's staff.

The vehicle must be disinfected prior to the entry of the supplier.

The driver and the members of the Light and Grip team responsible for the load must wear long-sleeved clothes, a mask and have their hair up. They will avoid using public transport.

The activity will be carried out in the open air or in a semi-enclosed location. It is suggested that no more than three people take part in this process and that the minimum distance of 2 metres between one and the other is respected.

It is recommended not to take matt. In case someone decides to do so, they cannot share it: their consumption must be personal and individual. Neither may you share glasses, cutlery, plates or any other kitchen utensil and, as far as possible, they should not be touched

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surfaces, even when wearing gloves

If any of the workers has a temperature, cough, cold, sore throat, malaise or other symptom, they should not attend work.

If any of these symptoms are identified during this instance, the person should go home and consult their health care provider.

Equipment suppliers will be responsible for ensuring that their staff meet the health and safety standards suggested by the MSP. They must have a bathroom with drinking water, soap and a waste container. Disposable towels should be provided for hand drying, avoiding the use of cloth towels or similar. They must also have disposable tissues and waste bags available.

All equipment must be disinfected before and after each day's shooting.

If the project has a van, he will be in charge of disinfecting the equipment (remember that it is constantly handled by many hands). If the project does not have this figure, a member of the Luces y Grip team will be in charge of the disinfection.

## 3. SHOOTING

Each of the people who will be involved in the filming will be contacted individually to assess, on a preventive basis, whether or not their participation is strictly related to the COVID-19 pandemic. This contact will be covered by the strictest confidentiality and the data derived will be protected in accordance with the provisions of Law 18,335 on the Protection of Personal Data.

At the beginning of each shooting day, the temperature of all the team members will be taken. For national projects (advertising or fiction) one person from the production team may be in charge of this task.

In the case of foreign productions or services, this will be done by a qualified health person (doctor, nurse or care worker). In each case and in the manner determined by the same, individual contact will be established with each of the people who will be involved in the filming, for the purpose of evaluating the advisability or otherwise of their participation in the filming strictly in relation to the COVID-19 pandemic. This request will be covered by the strictest confidentiality, and the data derived from it will be protected in accordance with the provisions of Law 18,335 on the Protection of Personal Data.

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## 3.1 PAYMENTS

### ADVERTISING

In the event that symptoms (fever or other) are observed during health checks prior to entering the set, the participant presenting such symptoms must leave the site with reservations and in a manner that is not ostensible in order to safeguard his privacy, and he will be credited for the day of shooting. He must consult his health care provider's doctor and have a swab taken. In the event of a negative result, after presenting it to the production, he will be reinstated in the activity and will receive the corresponding remuneration from that moment on.

This clause is of a transitory nature and its validity is exclusively related to the COVID-19 Protocol in which it is inserted, without it implying any modification whatsoever of the legal links in force at the time between production companies and technicians or other persons contracted for the production of audiovisuals, the validity and effectiveness of which are recognised and ratified by all the parties.

### FICTION

In the event that a participant is found to be symptomatic and a swab needs to be taken, activities will be immediately suspended and the participant will be paid for the entire day interrupted. Once the swab has been taken, if the result is negative, once the swab has been presented to the Production, the participant will immediately return to the activity and will receive the corresponding remuneration from that date until the end of the activity if the swab is completed.

If the swab result is positive, the producer must follow the general protocol of the MSP. In the event that filming is suspended, the production company undertakes to hire the same team once activities have resumed, if they are available and in suitable sanitary conditions.

The contracting parties will sign a standard document for all production and technical houses, in which they are responsible for compliance with everything stipulated in this protocol, exonerating the complying party if, as a result of the non-compliance of the other party, damages of any kind are generated for it.

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In the event that filming is suspended, the production company undertakes to hire the same crew (if available) once activities have resumed.

### 3.2 ENTERING THE SET

This document will be sent to each member of the technical team contracted, to the suppliers and, once defined, to the talents so that the day of shooting is recorded as being in accordance with the rules and conditions expressed here.

The Production Manager will give an introduction to the whole team on the prevention measures described in this report. It will be done outdoors, maintaining a distance of at least 2 meters between people and wearing facemasks.

If someone has a temperature, cough, cold, sore throat, malaise or other symptom, they should not attend the shoot. If any of these symptoms are identified during the working day, the person should go home and consult their health provider.

If, during the filming, any member of the team is tested by COVID-19 with a positive result, they must act as indicated by the health authority. The person concerned will be reimbursed by a competent doctor.

Production must provide sets of hygiene products, chinstraps, disposable tissues, gel and isopropyl alcohol, hypochlorite, soap, disposable towels, waste bags and any other necessary input that may arise during the shooting and according to your requirements. These items will be distributed to the team heads according to the needs of each area and they will be responsible for them until the project is completed.

There will be informative posters about the correct use of chinstraps and hand washing. Each person involved in the shoot, whether executive producer, technician, talent or supplier, will be responsible for complying with these regulations.

The use of reusable facemasks will be promoted and they will be changed every 4 hours, as well as canteens and personal bottles of 70% alcohol, which can be recharged during filming.

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Each area will have a person responsible for its equipment, this person being in charge of disinfecting each element that has to be taken to the set.

In the case that the project has two or more days of shooting (whether it is publicity or fiction), Production will distribute the handy at the beginning of the project, along with its charger and hands free. It will be the responsibility of each technician to load it at the end of each day and return it disinfected at the end of the project.

Actors may not be accompanied to the shoot. If they are minors, they may be accompanied by a responsible adult.

In the event that any member of the technical team, actor, talent or supplier repeatedly fails to comply with the Protocol, they will be asked to leave the set or location. If their attitude is repeated over time, the production company reserves the right to dispense with their services.

During the whole day, it is forbidden to enter the work area of any person who is not part of the production.

## 3.2.1 PRODUCTION

Production expandables should be disinfected before and after use.

In all locations a meeting point must be assigned to people outside the shoot to carry out the different exchanges that may arise during the day. This task will be assigned to a person from Production.

In the event that the project has two or more days of shooting (both for advertising and fiction), Production will distribute the handies, their chargers and hands free, at the beginning of the project and it will be the responsibility of each technician to charge it at the end of the day. It must be returned sanitized at the end of the project.

Each set will guarantee the existence of disinfection stations with dispatch of facemasks, masks, tissues, gel and isopropyl alcohol, as well as other disinfectants (chlorine, soap) specifying the use for each one (surfaces, equipment, personal use). There must be rubbish containers with lids that will be constantly collected by the cleaning staff. In addition, hand washing stations should be available whenever possible.

According to the location of each location, you should have the telephone number and address of the nearest hospital.

## 3.2.2 LOCATION

Closed locations should be disinfected before and after each day of shooting if necessary. The task will be carried out by an outsourced company or, depending on the project, by a suitable person.

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At the entrance to each location there should be alcohol gel and elements to sanitize the shoes (e.g. a sanitary mat). Outdoor locations must not be disinfected unless it is a public space, in which case the action will be in accordance with departmental regulations.

Efforts will be made to film in outdoor locations or in wide or semi-enclosed spaces. If filming in an enclosed space, it should be ventilated several times throughout the day. Taking into account its dimensions, the number of people who can be inside the set will be evaluated in order to maintain the minimum distance recommended by the MSP (2 mts.). The rest of the team must remain in another space (by area and to be defined), preferably outdoors and always respecting the use of a mask and the minimum distance of 2 mts. between one person and another.

The team will adhere to the work plan to meet the need of the advertiser or the project they are working on. We will try to work in a staggered way by area to avoid agglomerations.

All locations must have bathrooms with drinking water, soap, chinstraps, disposable towels and waste containers. They will be disinfected several times a day following the instructions of the MSP. The use of chemical toilets will be promoted before the baths at the locations. If they are to be used, there will be a person assigned to clean them throughout the shoot.

Once completed, the dismantling will be carried out in a staggered manner in order to continue respecting the recommended distance. Disinfection will be carried out in order to deliver the location in the same hygienic conditions as at the beginning of the shoot.

### 3.2.3 WARDROBE

The wardrobe team present on the set, depending on the number of talents and the needs of the project, should be the one necessary to comply with their disinfection during the shooting.

The place where the actors are changed must be independent of the transport and storage of clothing. If there is no large, ventilated interior, external changing rooms should be provided.

The van, motor home or truck will be for the exclusive use of the wardrobe team, and no technicians from other areas or models may remain there.

Bins with lids of adequate size for the disposal of facemasks, tissues and gloves should be available.

All used or tested garments, shoes and accessories must be placed in closed bags and will be sent to be washed every day. A specific project budget will be provided for this purpose.

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### 3.2.4 MAKE-UP & HAIR

The Makeup and Hair team is in charge of the characterization of the actors during the shooting.

In view of the new health situation, some changes of a mandatory nature must be considered, in order to carry out the work in the safest way for technicians, actors and/or talents.

It will be necessary to have a large space for the exclusive use of the area and entry will not be allowed without the approval of the area manager.

It will be used exclusively for the characterization of the talents, not being able to be used for other tasks until the end of the shooting.

It will be sanitized prior to entry according to the requirements of the MSP.

The work will be done individually with each talent. If there are two technicians at the same time, they can never be with the same talent.

The seats for the talents must be height adjustable and located at a distance of no less than 2 meters from each other.

The Production will provide polycarbonate masks (not acetate). When their use cannot be implemented, proximity within 2 meters is strictly forbidden.

Whenever deemed necessary, gloves should be worn.

There will be a hand washing area located no more than 10 mts. away from the work base. Production will provide all the disposable hygiene and aseptic supplies according to the number of talents that the project has, which will be of exclusive use of the area.

The characterizer's working day will end when the disinfection and organization of the material and the workspace are completed.

In cases where tests are carried out prior to filming, priority will be given to the remote track. If this is not possible, the same measures and precautions will be taken as on the day of shooting.

Information about the project will be sent out sufficiently in advance. In case it is complex, the information relevant to the area (general, camouflage or tattooing and scarring) and the photographic material of the talents will be detailed.

### 3.2.5 LIGHTS & GRIPS

The Lights and Grip team will have plastic gloves for disinfection and will be responsible for sanitizing the equipment permanently throughout the day. Whenever possible, the distance of 2 meters between each person will be respected.

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Production will provide a fumigator with disinfectant material in order to quickly sanitize the different work elements throughout the day.

At all times you should avoid crowding into trucks, making sure that only members of the Grip and/or Light team go to them.

The Lights and Grip team will have an assigned place to make base with their equipment.

### 3.2.6 SOUND

Priority will be given to the use of "boom" type microphones and not lapels, which must be disinfected before and after each performance.

In case of having to place microphones on the actors, a "vinyl" style mask should be used

Production will supply disposable gloves for the placement of lapel microphones, a folding table for disinfection before installation and when removing them, as well as isopropyl alcohol and small ziploc bags for each kit.

The director, continuo player and producers will receive disinfected headphones at the beginning of the day and must take care of them until the end of the day, when they will be handed over to Sound for disinfection.

### 3.2.7 CONSTRUCTORS

At the locations, the prop masters should have a base of operation for the care of props and tools.

He will be responsible for receiving the dummies and the interaction props, carrying out the disinfection process before and after their handling by talents and/or actors.

## 4. TRANSPORT

Transport will be regulated according to the general protocols of the MSP and the Ministry of Transport and Public Works (MTO). The windows must remain open and each unit will have alcohol gel.

The transport provider must disinfect the vehicle before and after moving equipment and/or personnel.

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## 5. CATERING

Food and rest time will be in a space that allows all the equipment to be kept at the minimum recommended distance (at least 2 meters between people) and, if possible, in the open air. If the space available does not allow it, it is recommended to take turns for the meals.

It is forbidden to exchange kitchen utensils.

The caterer must disinfect all items (refrigerators, microwaves, dishes, tables, chairs, etc.) before and after the staff sits down to eat. All meals (breakfast, mid-morning snack, lunch and afternoon snack) may only be handled by the catering staff.

The meals can be buffet provided that there is a food station for every 35 technicians. These will be handled by waiters, the only ones authorized to serve food.

The handling of utensils or food by any person outside the Catering team is completely forbidden.

Catering must provide a constant water supply. This can be individual bottles or large bottles arranged in stations where it will be mandatory to disinfect them before use.

As far as possible, and in projects that allow it, each member will be provided with reusable cups and glasses.

It is recommended not to take matt. In case someone decides to do so, it cannot be shared, as its consumption must be personal and individual. Neither can you share glasses, cutlery, plates or any other kitchen utensil. If possible, avoid touching surfaces, even when wearing gloves.

The caterer will be responsible for ensuring that their staff comply with the health and safety standards set by MSP.

## 6. CLOSURES

Priority will be given to suppliers who accept bank transfer as a method of payment and who have electronic invoicing. Personal accounts may complicate certain people. It is advisable not to transfer to this type of account. All activity concerning the completion of audiovisual materials will be carried out remotely. For this instance, as in pre-production, teleworking will continue to be the main modality. The meetings will be carried out by any of the existing virtual platforms.

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### 7. ACCORDING TO THE MINISTRY OF PUBLIC HEALTH, WHEN WE LEAVE OUR HOMES WE MUST:

- "Wear long-sleeved clothing.
- "Wear your hair up.
- "Do not wear earrings, bracelets or rings.
- "Wear a mask.
- "Avoid using public transport.
- "Always carry tissues and use them to cover fingers when touching surfaces.
- "After use, crumple them up and throw them away in a closed bag.
- "Avoid paying with cash. If you do, disinfect your hands afterwards.
- "When coughing or sneezing, cover yourself with the bend of your elbow.
- "Wash your hands or use alcohol gel after touching any object or surface.
- "Do not touch your face (eyes, nose, mouth) until your hands are clean.
- "Try not to touch anything.
- "Take off your shoes and clothes when you enter the house and put them in a bag for later washing.
- "Leave wallet, keys, bags, etc. in a box at the entrance of the house.
- "Wash your eye-glasses and mobile phone.
- "Clean the surfaces of anything brought in from outside before storing