

## ARGENTINA PROTOCOL FOR THE PREVENTION AND MANAGEMENT OF COVID-19 CASES IN ACTIVITIES OF THE ADVERTISING FILM PRODUCTION INDUSTRY

### 1. OBJECTIVE

The objective of this protocol is to establish guidelines to minimize the risks of acquisition and the possibility of dissemination of COVID-19 in the face of the return to activity of the entire workforce that comprises it. Likewise, the management of suspected cases and close contacts is proposed in accordance with the provisions of the Management Protocol against confirmed and suspected cases of coronavirus (COVID-19) approved by Resolution No. 842 / MSGC / 20 and its amendments, and other health documents published by the Ministry of Health (GCBA). <https://www.buenosaires.gob.ar/coronavirus/equipos-salud/protocolos-coronavirus-covid-19>

The guidelines established in this document may be expanded or modified according to the changes that arise regarding the epidemiological situation and any other suggestion that emanates from the authorities of the Government of the Autonomous City of Buenos Aires.

### 2. REACH

This document will be applicable to all advertising producers in the field of GCABA, to the personnel affected by the development of the activity by the production companies and to the staff of subcontractors, essential suppliers that interact in the workspaces and / or any person directly involved in the provision of services for the development of an advertising production, spot, short film, music video and / or related activities.

### 3. GENERAL ACTIONS

#### 3.1 General preventive measures

- Within the payroll of personnel who develop this activity, they are dispensed of the duty of assistance to the workplace, in accordance with the provisions of the National Executive Power, through Resolution No. 207/2020 of the Ministry of Labor, Employment and Social Security of the Nation, in its article 1, the following people included in risk groups and those whose presence in the home is essential for the care of the child or adolescent, namely:

to. Workers over sixty (60) years of age, unless they are considered "essential personnel for the proper functioning of the establishment." All workers in the health sector will be considered "essential personnel".

b. Pregnant workers

c. Male and female workers included in the risk groups defined by the national health authority.

Said groups, in accordance with the definition in force to date, are:

1. Chronic respiratory diseases: chronic obstructive pulmonary disease [COPD], congenital emphysema, bronchopulmonary dysplasia, bronchiectasis, cystic fibrosis, and moderate or severe asthma.

2. Heart diseases: Heart failure, coronary heart disease, valvular heart disease and congenital heart disease.

3. Immunodeficiencies.

4. Diabetics, people with chronic kidney failure on dialysis or with expectations of entering dialysis in the next six months.

- Promote teleworking for all those workers-activities that can carry out their tasks remotely.

- Build minimal teams. It is essential that the staff be the bare minimum and always maintain an interpersonal distance of at least 1.5 meters. and the use of face masks - face masks, as established in the Resolution of the Ministry of Health No. RESFC-2020-15-GCABA-MJGGC and its amendment No. 17 / MJGGC / 20.

- Hold meetings virtually whenever possible.

- Regarding the use of public transport, in accordance with the provisions of article 16 of the DNU

N ° 677 / APN / 2020 and its complementary regulations and / or those that in the future replace, modify or complement it, the people participating in these activities must carry out their transfer by contracting the urban and suburban automotive transport services offered free, of vehicles authorized for the taxi, remis or similar service, or to go to the use of own vehicles, provided that only one passenger is transported at a time. This, in order to avoid the use of the public passenger transport service of buses, trains and subways. Likewise, in compliance with the aforementioned rule, in all cases the Resolution of the Ministry of Transportation of the Nation No. 107/20 or the rules that in the future replace or modify it must be complied with.

- In a complementary manner and as a consequence of the precepts of article 23 of the aforementioned DNU, the use of interurban and interjurisdictional public passenger transport will be reserved for people who must travel to carry out the activities contemplated in article 12 of the aforementioned decree and its regulations complementary and / or those that in the future replace, modify or complement it.

- Do not go to work in case of presenting any symptoms compatible with suspected Covid-19 infection

- Cough or sneeze into the crook of the elbow or use tissues.

- Do not put your hands to your face.

- Make sure that the rooms are well ventilated.

- Disinfect with soap, detergent and / or 70% alcohol and / or 10% bleach the objects that are used frequently.

- In case of presenting symptoms, even mild, do not self-medicate and report immediately to his superior.

- Avoid shaking hands, hugging or kissing other people.

- Do not share mate, crockery, or other utensils.

- Proper hand hygiene: Wash your hands frequently with soap and water, if necessary. if you do not have access to these, use of alcohol gel.

- The mandatory use (for both staff and third parties) of elements is established protection covering the nose, mouth and chin to enter or remain in place.

To effectively reduce the growth of microorganisms on the hands, hand washing should last at least 40–60 seconds. Hand washing with soap and water should be done by following the steps indicated in the illustration.



Before and after eating, handling food.

Before and after handling garbage or waste.

After having touched surfaces for public use: counters, handrails, doorknobs, railings, etc.

After handling money, keys, animals, etc.

After going to the bathroom.

Adequate respiratory hygiene

Respiratory hygiene refers to preventive measures to avoid the spread of secretions when coughing or sneezing. This is especially important when people have signs and symptoms of a respiratory infection such as colds or flu:

Cover your nose and mouth with the inside crease of your elbow or use a tissue when coughing or sneezing. Discard it immediately.

Use the nearest trash can to dispose of used tissues.

Sanitize your hands after coughing or sneezing.

Sector-specific prevention measures

Take the temperature of all hired personnel before entering their workplace, at all stages (pre-production, filming or post-production). During the filming stage, the person responsible for the health checkpoint will be in charge of this task, as established in point 6.2 of this protocol. In case of presenting 37.5 ° C or more, or presenting any other symptom compatible with suspicion of COVID-19 according to current definition (<https://www.buenosaires.gob.ar/coronavirus/protocolos-coronavirus-covid-19>), you will not be able to enter and you should check with your medical coverage or call 107 when you have exclusive public coverage.

Disinfection before and after use of work materials (such as bathroom fixtures, cameras, costumes, makeup, props, lights, microphones, etc.) with 70% alcohol or 10% bleach.

Maintain an interpersonal distance of at least 1.5 meters.

In case of use of vehicles for transfer, the distance of one person per row of seats will be maintained, in addition to the disinfection requirements. All vehicle occupants must wear a

face mask at all times, which covers the nose, mouth and chin. Keep windows open to allow cross air circulation.

Discourage the handling and circulation of physical paper (invoices, renditions, etc.) and promote the use of electronic media,

Minimal social distancing

Social distancing measures should be adopted as standard practices for

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the prevention of COVID-19 and as long as the health authorities indicate so, since it can be transmitted by drops of saliva when speaking, coughing or sneezing, and that can contaminate surfaces and objects.

Therefore, it is established that the mandatory minimum distance that there must be at all times between two people will be 1.5 meters in all directions, so that the occupation of the space will be one person in 15 m<sup>2</sup> with a maximum capacity of 20 (TWENTY) people.

In case the distance cannot be maintained (eg make-up artists), they should wear a surgical mask and face mask.

Common and personal prevention elements

To achieve adequate cleaning and disinfection of the location and comply with prevention guidelines, the following list of general and personal use materials must be minimally available in all facilities and stages of the production process:

MANDATORY GENERAL USE Tap water

Disposable paper towels Lavandina

Alcohol Gel Liquid Toilet Soap

Surface disinfectant Alcohol diluted 70% with water

MANDATORY PERSONAL USE - PROTECTIVE ELEMENTS (EP)

Mouth cover. According to Resolution of the Ministry of Health Joint Signature of Chief of Cabinet of Ministers No. 15 / MJGGC / GCABA / 20 and its amendment No. 17 / MJGGC / 20, facial protectors are understood to be any element, not a chinstrap, and any material that keep the nose, mouth and chin area protected and covered without leaving any space between the protector and the face and considerably reduce the spread of germs and viruses.

Cleaning, hygiene and disinfection

A cleaning service must be available to cover all the spaces affected by the production process. These personnel must have all the mandatory general use materials as well as the accessory elements necessary to fulfill their task (rags, dryers, buckets, etc.), and proceed to the permanent cleaning and disinfection of Common areas and spaces prior to staff entering the facilities, during their use and at the end of the day.

Likewise, the service will be responsible for providing the protection elements for the performance of the task (boots, work gloves, face mask, mask).

3.6 COVID-19 signage

Prevention posters will be placed in all areas with important information about the virus and hygiene and protection guidelines for all staff. Here are some sample posters.

4. GENERAL PLANNING OF FILMING

4.1 COVID-19 prevention meeting - Joint Committee

A Mixed Committee will be formed, made up of the representatives of the sectors involved, who must hold a non-face meeting while the social distancing measures last, in order to ensure compliance with the mandatory guidelines determined in this document.

The occupational risk insurance companies must be contacted in order to inform them of the preventive measures contemplated in this document, requiring a training proposal for companies, workers and workers in accordance with the provisions of article 4 inc. d) of Law 24,557 (ART Law).

#### 4.2 Subcontractors / Strategic Suppliers

Subcontractors or strategic suppliers (catering, security, carriers, 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 filming.

For this purpose, the production companies must send them the protocol so that they become aware of it and request adherence to it in writing. The subcontractor suppliers must inform by means of an affidavit, prior to the provision of the corresponding service, that they have complied with the prevention and disinfection guidelines 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 those responsible for the areas with the instructions with the corresponding specifications, for their correct disinfection and provision of the inputs allowed to carry it out.

##### 4.2.1 Catering

During the validity of this document, breakfast, lunch and snack must be presented in individual packed meals, with cutlery and disposable glasses.

The attendance to the dining room will be done in shifts previously assigned. Whenever possible, the use of outdoor spaces will be encouraged, respecting social distance.

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 and avoid possible contamination.

Permanent catering service tables are prohibited. Breakfast and snack should be eliminated or limited to the delivery of individual snack packages.

The provision of water will be made through the delivery of individual closed and previously disinfected bottles.

The catering staff will limit their circulation to the area designated for eating, prohibiting their circulation in the location / set.

##### 4.2.2 Transportation of equipment

All transport companies that are hired for production must be notified, prior to the provision of the service, of the mandatory elements and the prevention rules determined in this document in order to ensure their due compliance when providing the service. and request adherence to it in writing.

The production company must provide, in case the carrier does not have the materials at the time of the service, the protection elements to guarantee compliance with the protocol, without exception.

The vehicle for loading equipment must be disinfected and sanitized before and after the transfer of equipment. Ventilate the vehicle frequently, promote air cross ventilation, even if the temperature is low.

It should be constantly disinfected with 70% alcohol / 10% bleach that which is handled in the usual way: the steering wheel, the doorknob and whatever is within its two meters:

glass and window, for example. Cleaning should include objects for your own use

If it is necessary to bring people closer together for the delivery of equipment

You should assign a place to leave these with a warning mechanism (bell, alarm, light, etc.) so that other personnel wait and remove it in a timely manner.

For equipment transported by trucks: adequately coordinate their income and expenses in order to avoid congestion and minimize loading, unloading and waiting times. It is recommended that the driver's wait is inside the vehicle.

#### 4.2.3 Camera, lights, grip and sound.

Those equipment and other rented or owned items must be disinfected prior to handling on the set, after unloading on location, during handling while shooting and prior to loading at the end of the day, and comply with prevention measures determined in section 4.2.

For filming of more than one day, precautions must be taken so that the disinfected equipment and loaded in transport remain safe and without manipulation until the beginning of the next day.

The service providers must incorporate some labeling that identifies the equipment that has been disinfected prior to the delivery of the equipment. The labeling must be identifiable by the technical personnel handling the equipment.

At the time of microphone placement, in addition to the mask (which will be used all the time), the sound engineer must wear a face mask (since it is a procedure that implies closeness). Before and after, you should wash your hands with soap and water or alcohol gel. The microphones used will be nominated by artist name and will be disinfected daily before and after use, according to the manufacturer's guidelines and then stored in a bag.

#### 4.2.4 Private security

The security personnel while filming must have the protection elements. Its provision is the responsibility of your employer, with the participation of each producer.

In the case of security services companies, they must be informed of the requirements and prevention guidelines established in this document prior to the provision of the service, in order to ensure their due compliance, without prejudice to the training and protocols that are applicable.

### 5. Pre-production

Efforts will be made to get the pre-production team to work remotely. You must have digital media and the necessary storage capacity to facilitate it.

When the face-to-face task is essential, the guidelines indicated in this document should be considered, such as minimal social distancing, disinfection of the work area and use of protective elements as well as not sharing any personal item (cell phone, mouse, cups, etc.).

#### 5.1 Casting

It is established that the castings will be carried out online, through image and audio transmission methods, or through digital platforms, in order to avoid crowds of people.

#### 5.2 Pre-production meeting (PPM) with Agency and / or Client

The non-physical performance of the PPM is established whenever possible.

#### 5.3 Technical Location

Prior to the start of the location, the production company must deliver to all the participants of the protection elements for the staff, and take the precautions so that during the course of the day the established social distancing guidelines and the measures of prevention determined in section 3.2.

#### 5.4 Checking, loading, lifting and return

To carry out the checking and loading tasks prior to filming, and the lifting and returns for all areas, the production company must provide the protection elements to the intervening

personnel as well as the mandatory general use elements (section 3.4). It will be carried out in work shifts.

#### 5.5 Costume, makeup and hairstyle tests

The wardrobe, makeup and hairstyle tests will be carried out respecting all the rules described here, taking into account that an exclusive area must be previously available for their performance, thus guaranteeing the objectives protected in this Protocol.

The area must have all the mandatory general use elements, including a face mask for dressers, hairdressers and makeup artists, which will be individualized and cannot be shared.

Appointments must be made in shifts in order to meet the minimum social distancing.

The area must have a cleaning service that disinfects all surfaces prior to entry, as well as during the test and at the end of it.

It will be the responsibility of the producer to ensure the provision of protection elements to each person who attends and to ensure their correct use.

IT WILL NOT BE ABLE TO SHARE CLOTHES, FOOTWEAR, BRUSHES, BRUSHES, BRUSHES OR ANY OTHER SUPPLY TO PERFORM THE TASK.

#### 6. Shooting

For the start of the day, you must have all the mandatory general use items and those particularly determined in the COVID-19 prevention meeting established in section 4.1.

The production company must provide all protection elements to all those attending the filming.

A staggered summons is established to avoid overcrowding at the COVID-19 control station (section 6.2) at the time of filming.

Compliance with the guidelines set forth in this document must be ensured.

Participation in the filming area will be subject to as many people as the occupancy coefficient indicated in this protocol allows, and the total of 20 (TWENTY) cannot be exceeded as long as the density of space occupation complies with ONE (1) person every fifteen (15) square meters of circulating space, being able to use the space reservation modality or pre-set shifts.

##### 6.1 Location

At all times, compliance with the mandatory minimum distance and the conditions mentioned in the previous point will be taken care of.

All the people participating in the indirect activities to the execution of the filming will not be able to enter the recording area, having to remain in their established area (carrier, catering, security).

Cleaning staff must be available to disinfect the surfaces and materials used at all times, prior to the start of the day, during it and at the end.

##### 6.2 COVID-19 control station

It will be mandatory for all filming to have a COVID-19 control station staffed by personnel designated by the production company.

Said personnel may not belong to the technical team of the filming and must have as an assigned task only the one arranged for the COVID-19 control station.

The following controls will be carried out at the station:

- Body temperature, with non-contact thermometer.
- Provision and check of fitting of mask (all) and of work gloves (only in who may).
- Eye protection glasses or protective mask for the members of the areas

obliged to use them (section 6.4).

- Provision of portable alcohol gel.
- Alcohol 70o
- Control of departure and re-entry of personnel to the location.

A form must be taken that contains: Name, Surname, ID, registered temperature, if it was delivered or is wearing a chinstrap / mask, gloves and other protective elements. The form must be made up by the station staff and signed by the person who was checked with their own or disinfected pen between each user.

The reusable protection elements must be sanitized at the time of removal and will be nominalized for the user and cannot be reassigned.

EVERYONE WHO ENTERS THE PREMISES, IN ANY ROLE, MUST GO THROUGH THE CONTROL STATION, AS WELL AS USE ALL THE PROTECTIVE ELEMENTS. NECESSARY.

### 6.3 Participating technical team

The technical team may circulate through the space assigned to filming, always respecting the mandatory minimum distance of one person in 15 m2.

It is understood by participating technical team:

- Director
- Direction of photography
- Management team
- Production team
- Location team
- Camera equipment, grip and lights
- Makeup and hairstyle equipment
- Costume team
- Art equipment and special effects
- Economist and Product Specialists
- props
- Direct sound
- Casting
- Editing
- Sound postproduction
- Image post-production
- Driver

### 6.4 Makeup, wardrobe and hairstyle

We make special mention of this area due to the nature of the task in terms of proximity, manipulation of elements and their application.

Make-up artists, costume designers and hairdressers must sanitize the material (with 70% alcohol or 10% bleach), wash their hands before and after performing their work and use a surgical mask and facial mask (since it is a procedure that implies closeness ).

Costumes must be disinfected prior to filming and cannot be shared between actors. It must be transported inside protective covers / film in order to avoid contamination.

These supplies, along with disposable items, must be provided by the producer.

No person outside the makeup, hairstyle and wardrobe sectors will be allowed to enter the sectors assigned to these departments.

Plan the implementation of activities in a staggered manner to guarantee minimum social distancing.

## 6.5 Agency and client

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All agency and client representatives participating in the filming must make use of the protection elements and respect the minimum social distancing and never exceed the maximum number allowed depending on the available surface.

They will have the obligation to pass prior to entry through the COVID-19 control station.

### POSTPRODUCTION

Given the nature of post-production, non-presential or remote work is established.

In the case of the use of rooms for post-production, the guidelines of this document and the following considerations must be taken into account:

Pre / post disinfection of room and equipment.

Keep social distancing to a minimum.

Use of protection elements.

### ACTION PROTOCOLS

#### 8.1 ACTION IN THE PRESENCE OF SIGNS AND SYMPTOMS COMPATIBLE WITH COVID-19.

In the event of a suspicious case, the employer must comply with the general guidelines and guidelines established in the COVID-19 protocols, in particular, the "MANAGEMENT PROTOCOL AGAINST SUSPICIOUS AND CONFIRMED CASES OF COVID-19" approved by Resol-2020-842- GCABA-MSGC and amendments, and other health documents published in the following web access link: <https://www.buenosaires.gob.ar/coronavirus/protocolos-coronaviruscovid-19>.

#### 8.2 SPECIFIC ACTIONS IN CONFIRMED CASE OF COVID-19

Once the diagnosis has been confirmed by the health authority, the worker's sick leave will be processed. The general action must be adapted to the general guidelines and guidelines established in the COVID19 protocols, in particular, to the "MANAGEMENT PROTOCOL IN FRONT OF SUSPECT AND CONFIRMED CASES OF COVID-19", approved by Resol-2020-842- GCABA-MSGC and amendments , and other health documents published in the following web access link: <https://www.buenosaires.gob.ar/coronavirus/protocolos-coronavirus-covid-19>.

#### 8.3 SPECIFIC ACTIONS IN CASES OF CLOSE CONTACT

- The general action must conform to the general guidelines and guidelines established in the COVID-19 protocols, in particular

<https://www.buenosaires.gob.ar/coronavirus/equipos-salud/protocolos-coronaviruscovid-19/protocol-de-narrow-case-management-contacts>.

- If it is identified that an employee meets the close contact criteria, they must comply with home isolation until the diagnosis is ruled out (negative test in the suspected case) or for a period of 14 days, if the case is confirmed.

- The close contact follow-up team of the CABA Ministry of Health will contact the person

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