

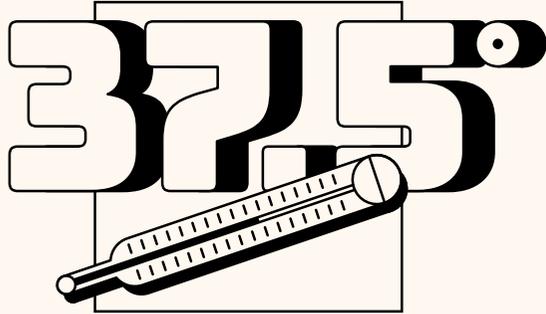


**15/06
2020**

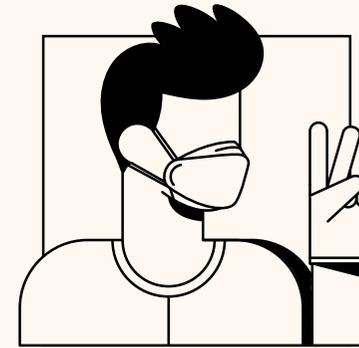
CPA ANTI COVID-19 PROTOCOL

Based on the "Common protocol for regulation of the measures to fight and limit the spread of the Covid-19 virus in the workplace" of April 24, 2020.

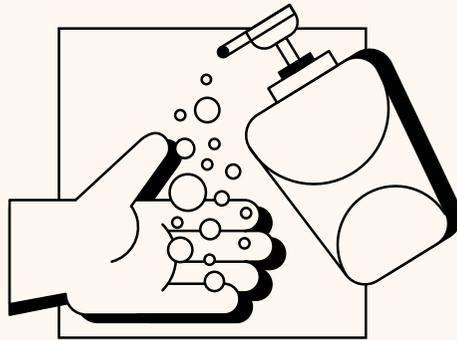
ON POST-LOCK-DOWN SETS YOU'LL HAVE TO



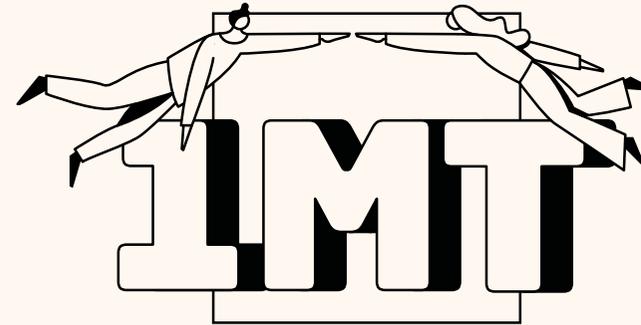
TAKE YOUR TEMPERATURE



WEAR MASKS

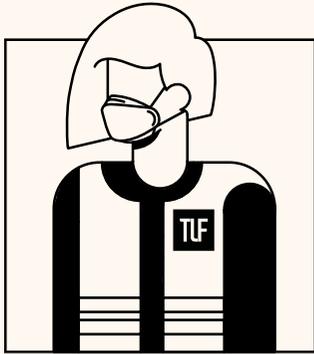


SANITIZE YOUR HANDS

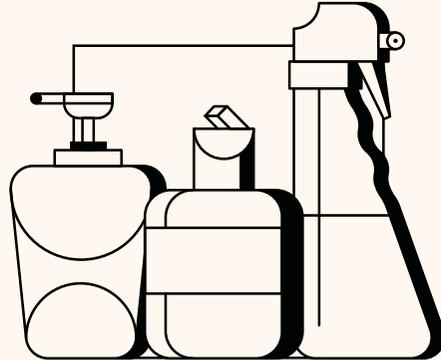


KEEP A DISTANCE

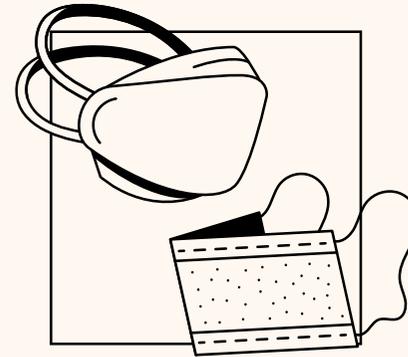
ON POST-LOCK-DOWN SETS THERE ARE



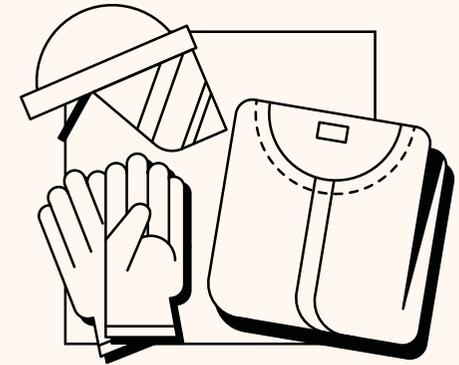
COVID SUPERVISOR



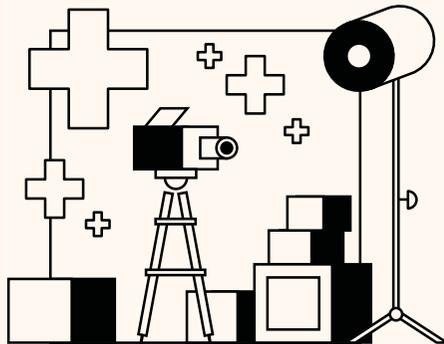
HYGIENE PRODUCTS



FACE MASKS and FFP2 / 3



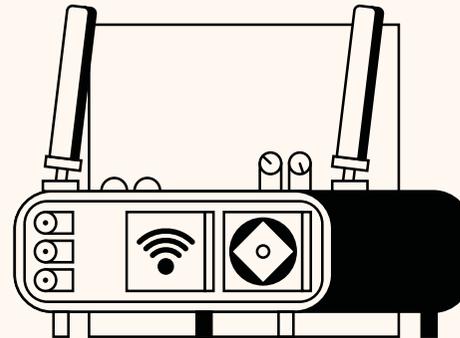
GOWNS, GLOVES and VISORS



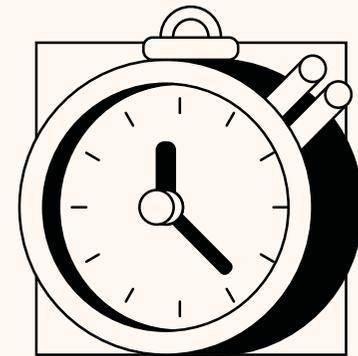
SANITIZED SET



SELF-CERTIFICATION FORMS



WIRELESS EQUIPMENT FOR REMOTE VIEWING



DAILY WORK HOURS KEPT TO A MINIMUM

INTRODUCTION

- 01** The production company will have to take into account that inevitably it will take longer to prepare, set up, and take down due to the Covid emergency, and will have to evaluate the specific timing, workdays, and perhaps any extra personnel case-by-case and for each department.
- 02** The production company will have to provide the personnel with the necessary **PPEs** during the preparation stages, too. In addition, the production is required to instate personnel to allow for travel for "proven job-related needs" and opening the related insurance for any additional days. Moreover, workers must be given a letter on production company letterhead certifying that they are traveling from home for job-related reasons.
- 03** Some departments (e.g., Make-up, Costumes, Sound, Food Styling, etc.) shall get equipped with an ad hoc "**Covid19 kit**" which shall include disposable material, UVC-ray disinfection equipment, and other types of material that increase the safety level on the job. Crew members will get a refund for this "kit" from the production company according to procedures and at a cost TBA.
- 04** If necessary, a preliminary inspection of the set for the shooting will be carried out in order to define the entrances, ventilation system, and specific essential rooms and settings allocated to production which must be suitable to avoid crowding. We recommend carrying out these inspections remotely when possible.
- 05** Only one production company is allowed on each set, unless you can physically separate the entrances and rooms from other potential users.

COVID-19 SUPERVISOR

An in-house worker properly trained on anti-Covid procedures or an outside occupational safety consultant will be appointed to **Covid-19 Supervisor** and he/she will have the following tasks and duties:

- 01** He/she will give all workers on the set adequate information (pamphlet) and do a briefing before the shoot.
- 02** In a short briefing without a gathering, the **Covid-19 Supervisor** will remind you of:
 - proper use of the PPEs and masks
 - maintenance of safe distances
 - anti-contagion procedures
 - where the sanitizing stations are
 - the prevention measures adopted
- 03** He/she will have to take everyone's temperature (with a readily attainable device and without crowding) and shall not let anyone with a bodily temperature above 37.5 degrees centigrade in.
- 04** He/she will ask everyone to hand in a self-certification form stating that they are not currently quarantined, have not tested positive for Covid-19 or been in direct contact with Covid-19-positive or quarantined people in the last 14 days, and that they have received all the necessary and/or required PPEs.
- 05** The **Covid-19 Supervisor** will stay on the set for the entire job, and both for production workers and for workers hired by third parties but on the set (e.g.: suppliers, agencies, etc.), will have to monitor compliance with anti-contagion procedures and safe distances.
- 06** The **Covid-19 Supervisor** shall have the power to throw anyone who does not follow his or her instructions off the set, notifying the production director.

THE SET

- 01** The "set" must be sanitized by a specialized cleaning company the day before shooting plus every day before and every day after if there is a scenery/pre-light preparation and unloading.
- 02** All the crew members must wear proper protective face masks made to prevent the transmission of outgoing aerosol and droplets (defined as "**level 1 protection**"). Gloves will be available but frequent sanitation of bare hands is better than using gloves.
- 03** For all crew members who are in direct contact with other people and during all stages of the shoot where keeping a safe distance is impossible you have to wear FFP2 masks without a valve, plus—for those who request them—goggles, caps, gowns, and gloves (which are not mandatory and defined as "**level 2 protection**"). **level 2 protection** equipment instead is mandatory for all departments that interact with people without a mask (e.g., makeup, hair, costumes, etc.).
- 04** Collection points for "**special garbage**" (masks, gloves, etc.) will be set up in closed containers with a pedal-opening mechanism. This special garbage will be disposed of in plastic bags in the unsorted waste.
- 05** Outside suppliers must sanitize all rented equipment (cameras, lights, cables, and all tools and related accessories needed on the set) and must show their certification. Items and tools supplied unsanitized shall be sanitized on the set using virucidal spray, disinfectants, steam, or a UVC-ray sterilizer.
- 06** Outside suppliers must stay in their vehicle as much as possible and get out for the time strictly necessary wearing **level 1 protection** equipment.
- 07** There must be sanitizing soap (e.g., Amuchina) on the set as well as a virucidal spray to be sprayed on equipment following the product safety instructions.
- 08** The production plan must include actions meant to distance workers in space and time (staying at safe distances, entry times, etc.) to avoid crowding.

- 09** Everyone is required to observe the minimum distance of one meter from each other. If it is impossible to observe the distance of 1 meter, you are required to use FFP2 masks without a valve. By request but not mandatorily, you can wear additional protection (gowns, gloves, goggles, earmuffs).
- 10** Crew personnel must be reduced to a bare minimum.
- 11** Smoking, smoking machines, and fans are prohibited on the set.
- 12** Air out the rooms during the break and at the end of the shoot.
- 13** Any sealed drinks for workers will be in open areas with limited access.
- 14** For lunch, to be at different, staggered times when possible, provide the crew with "baskets" sealed and prepared in full compliance with the directives. Lunch will be eaten in a specially designated place away from the set where people can stay at least 2 meters apart.
- 15** In view of all the measures in place, the hours of each workday must be reduced to the minimum needed.

CLIENTS / AGENCIES

- 16** The number of clients and people from the agency has to be kept to a minimum on the sets (e.g., a creative director and a client). For everyone else, by prior agreement with the production company you can request video monitoring of the streaming camera.

ACTORS / EXTRAS

The following rules were conceived to protect the actors and are based on the rules made by the consultants called upon and by applying regulations analogous to those for dance and theater shows.

The actors/extras will be the only people on the set who for obvious reasons can take off their masks and gloves when in front of the camera, and therefore they will have to be protected according to all the regulations in effect on set days.

- 01** The actors/extras must comply with all the anti-contagion safety procedures and wear **level 1 protection** equipment, except during make-up when they will have their make-up done one-by-one by the department in charge equipped with **level 2 protection** equipment.
- 02** After make-up, the actors/extras will wear the protection equipment again and will go to an area of the set where they can keep a safe distance from each other while waiting to "go on".

SHOOTING INSIDE

- 03** There is no maximum number of maskless actors/extras in a scene, in any case we ask you to limit them as much as possible and to keep them at least 1 meter apart when you can.
- 04** For scenes where they're very close (kisses/hugging) you may use several actors/extras that are in the same family without a mask and less than 1 meter apart, as long as they really are in the same family and live at the same address. You can have family members and actors (that aren't part of that family) in a scene at the same time as long as the abovementioned precautions and measures are applied.

ACTORS / EXTRAS

SHOOTING OUTSIDE

- 05** There is no maximum number of maskless actors/extras in a scene, in any case we ask you to limit them as much as possible and to keep them at least 1 meter apart when you can.
 - 06** If scene involves physical activity (running or sports) or another activity that involves breathing harder (droplet output) we recommend increasing the safe distance to over 2 meters.
 - 07** For scenes when they're very close (kisses/hugging) you may use several actors/extras that are in the same family unit without a mask and less than 1 meter apart, as long as they really are in the same family and live at the same address. You can have family members and actors (that aren't part of that family) in a scene at the same time as long as the abovementioned precautions and measures are applied.
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Besides keeping a safe distance, when you can, we recommend any other form of safety and distancing (glass barriers, more distance, frames shot from one enclosed space to another, etc.).

The number of actors/extras on the set still has to be reduced to a bare minimum in view of the measures for social distancing when they are not being filmed.

SUSTAINABILITY

In these new conditions, we at **TapelessFilm** believe it is paramount to commit to reducing our environmental impact and to keep using/adopting green set practices, like using less plastic or consuming less fossil fuel, as well as making sure to recycle garbage and waste as little food as possible.

Some of the practices we mean to implement are:

- Sharing a letter of intent with all suppliers to adopt practices to decrease the environmental footprint and wasted resources.
- Monitoring of energy consumption.
- Usage of single-use but recyclable material.
- Usage of compostable single-dose coffee pods.
- Reduction of the food on set.
- Usage of low environmental impact vehicles when possible.
- Maximum reduction of paper consumption, usage of recycled paper only.
- An in-house worker monitoring environmental impact.
- Usage of signs that remind the best practices of a green set.

Sustainability guidelines will always be implemented in accordance with the protocols for preventing Covid-19 contagion, with a commitment to keep monitoring the related regulatory changes.

THANK YOU

Covid-19 has brought major changes in the world as we knew it, and we are all facing unprecedented challenges in both our professional and private life.

We are also met with the opportunity to reshape the means and the values by which we gauge our actions and to add sustainability and social responsibility principles to reduce our impact and improve the quality of the time we have.

The ability to face this situation in the best possible way not only helps us get back to normal, but it lets us raise the bar.

This protocol was drawn up with the intent to safeguard the health and safety of the artists, clients and crew we work with. So in the meantime, to improve we need everyone's support, patience, and cooperation.

We truly thank you for your trust and support in adopting some rules to do the best work under these special conditions.

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