

## **Protocol for the protection of workers in the cinema-audiovisual sector**

### **Premise**

The parties have come to the formulation of this protocol, to be subjected to the examination and verification of congruity with the current emergency standards, in order to agree on the operating methods of the companies in the Cine-audiovisual sector.

This protocol was drawn up keeping in mind the general operating conditions that can reasonably be found in all work environments.

On the basis of the actual condition of each of the activities in detail, as well as in the event of changes in the emergency condition, additions, changes or other amendments may be assessed and/or adopted according to which would be more appropriate to the new developments in the general and specific framework.

This document is divided into two parts, with reference to the two macro types of work environment typical of production and to the specific activities' characteristic of each of them:

1. Production offices / production activity preparation
2. Set / troupe / actors and extras

The protocol sets out the prevention and protection activities necessary in each of the aforementioned work environments / phases, as required by the "Shared protocol for regulating measures to combat and contain the spread of the Covid-19 virus in the workplace" signed by Government and workers' organizations on April 24, 2020.

The protocol assumes and considers the presence of:

- RSPP corporate security manager, a figure required by Legislative Decree 81/08, appointed by the company, who collaborates in drafting the DRV with the figures indicated below;
- Competent company physician, a person envisaged by Legislative Decree 81/08, who collaborates with RSPP;
- Committee for the application and verification of the rules of the regulatory protocol, which will include RSPP, COMPETENT DOCTOR, RLS at central or territorial level (Protocol April 24, 2020);
- Safety manager appointed by the RLS workers, another figure provided for by Legislative Decree 81/08, whose activity can be supported by the RLST (territorial safety representative appointed by trade unions), also providing advisory support to the figures referred to in the DL 81/08;
- Health professional and / or operational and emergency support rescuer on set for health issues;
- Covid representative, the responsible figure within the Committee. He must be chosen from among the other members of the Committee (RSPP, Medical Officer), alternatively the Healthcare Professional and / or Rescuer may be appointed for this purpose.

This protocol is subject to updates:

- in compliance with the ordinances of the competent national authorities and any more restrictive regional ordinances;
- in compliance with the ordinances of the competent health Authorities and any recommendations from the scientific community, in particular with regard to the choice and supply of the best health materials and PPE available.

This protocol, in all its parts, refers to the definition of "close contact" of the European Center for Disease Prevention and Control (ECDC):

- a person living in the same house as a COVID-19 case;
- a person who has had direct physical contact with a COVID-19 case (e.g. handshake);
- a person who has had unprotected direct contact with the secretions of a COVID-19 case (for example, touching used paper tissues with bare hands);
- a person who has had direct contact (face to face) with a case of COVID-19, at a distance of less than 2 meters and lasting longer than 15 minutes;
- a person who has been in a closed environment (for example classroom, meeting room, hospital waiting room) with a case of COVID-19 for at least 15 minutes, at a distance of less than 2 meters;
- a healthcare professional or other person who provides direct assistance to a case of COVID-19 or laboratory staff involved in handling samples of a case of COVID-19 without the use of recommended PPE or through the use of unsuitable PPE;
- a person who has traveled by sitting in an airplane in the two adjacent seats, in any direction, of a COVID-19 case, travel companions or assistance persons and crew members assigned to the section of the aircraft where the index case was seated (if the index case has a severe symptomatology or has moved within the plane, causing greater passenger exposure, consider all passengers seated in the same section of the plane or in the whole area as close contacts).

The epidemiological link may have occurred within a period of 14 days before or after the onset of the disease in the case under consideration.

This protocol assumes staff training as preliminary and mandatory activity in each of the phases / environments as distinguished and described below:

### **Staff training**

All the staff of the production offices, of the preparation activities, of the set must receive specific training on the use of PPE and rules of social distancing. This activity should preferably be developed remotely (for example webinars or resources already available online) where possible and not through face to face courses, at least within the limits set out in Legislative Decree 81/08.

A commitment is required to responsibly comply with all provisions to address and contain the spread of the Covid-19 virus in and outside workplaces.

## **PART ONE: SPECIFIC RULES FOR PRODUCTION OFFICES / PREPARATION OF PRODUCTION ACTIVITIES**

**The activities are organized as follows:**

### **1. General hygiene rules**

The following hygiene standards must be maintained in the production offices / preparation rooms

- Make available hydroalcoholic solutions for hand washing.
- Avoid hugs and handshakes.
- Maintaining an interpersonal distance of at least one meter or, where necessary, use of masks and / or PPE as indicated by the Health Authority.
- Respiratory hygiene (sneezing and / or coughing in a handkerchief (disposable) avoiding contact of the hands with respiratory secretions).
- Avoid sharing of bottles and glasses.
- Do not touch your eyes, nose and mouth with your hands.
- Cover your mouth and nose if you sneeze or cough.
- Clean the surfaces daily with chlorine or alcohol-based disinfectants.

- Avoid gatherings in common areas (for example in the canteen or other break areas).
- Eat meals keeping a distance of at least one meter.
- Avoid meetings unless strictly necessary. In case it is necessary to hold a meeting, keep a distance of at least one meter between the participants and / or PPE as indicated by the Health Authority

## 2. Use of PPE

- Adequate PPE must be provided to staff. These include:
  - surgical masks;
  - disposable gloves.
- The use of specific PPE, as indicated by the Health Authority, is mandatory if situations of close contact occur and it is not possible to maintain an interpersonal distance of at least one meter.
- The use of disposable gloves is mandatory in specific contexts, such as personnel in charge of cleaning rooms or catering or in the use of shared objects, such as work tools.
- Disposable gloves must be changed whenever they get dirty and properly disposed of in unsorted municipal waste.
- Disposable gloves should be changed whenever they come in contact with the mouth, nose and eyes.
- It is absolutely advisable to use contact tracing apps ("immune" apps or apps recommended by regional authorities).

## 3. Indoor environment management and sanitization of spaces

For the management of indoor environments, refer to the document produced by the ISS and available at [https://www.iss.it/documents/20126/0/Rapporto+ISS+COVID-19+n.+20\\_2020.pdf/2877483a-49cf-9e41-a173-03e9ab18f00e?T=1589185558757](https://www.iss.it/documents/20126/0/Rapporto+ISS+COVID-19+n.+20_2020.pdf/2877483a-49cf-9e41-a173-03e9ab18f00e?T=1589185558757).

### To be ensured:

- A good exchange of air in all environments where workstations and staff are present, opening the various openings more frequently: windows and balconies.
- Daily cleaning of the most frequently touched surfaces (e.g. doors, handles, windows, glass, tables, light switches, toilets, taps, sinks, desks, chairs, passenger handles, keys, keyboards, remote controls, printers, vending machines ) by using soap and water and / or with 75% ethyl alcohol and subsequently with a 0.5% diluted sodium hypochlorite solution.
- In buildings equipped with specific ventilation systems (Controlled Mechanical Ventilation, CMV) that move air through a motor / fan and allow the exchange of the air of a building with the outside, it is advisable to keep active the input and extraction of the air 24 hours a day, 7 days a week (possibly with a decrease in ventilation rates during the night when the building is not used).
- In buildings equipped with specific ventilation systems (Controlled Mechanical Ventilation), the air recirculation function must be totally eliminated to avoid the possible transport of pathogens.
- The sanitization of the rooms must be carried out every time a SARS-COV2 test shows positive has for a person who has had access to the rooms (internal or external workers), in the last 9 days, upon the first use of the environment, and carried out periodically based on the type of location.

## 4. Outdoor environment management

- No specific indications are required for the management of outdoor environments, nor is sanitization procedure necessary, unless specific different needs are required. Mobile vehicles are considered indoor environments.
- It is however advisable to carry out daily cleaning of the most frequently touched surfaces (for example tables, furniture, toilets) by using water and soap and / or with 75% ethyl alcohol and subsequently with a diluted 0.5% sodium hypochlorite solution.

## 5. Symptomatology - Personal

- The presence of a body CT > 37.5, as well as the presence of symptoms compatible with COVID-19 (cough, fever, flu symptoms) must preclude access to the offices and other interested environments.
- If - during work - a worker develops fever or symptoms compatible with COVID-19, he must immediately report it to his manager and proceed to his isolation, according to the provisions of the Health Authority, providing him, if not already worn, with a surgical mask; the company shall immediately notify the competent health authorities and the emergency numbers for COVID-19 provided by the Region or the Ministry of Health.
- The company, also through the involvement of the competent doctor, collaborates with the Health Authorities to define any "close contacts" of a person present in the company who has been found positive to the COVID-19 swab. This in order to enable the authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the holding may ask possible close contacts to leave the workplace as a precautionary measure, as indicated by the Health Authority.
- Reintegration into service is to be assessed on a case-by-case basis by the competent company doctor.

## 6. Swabs

The assessment of whether to perform swabs for SARS-COV2 should only be reserved to the competent medical staff and must follow the ministerial indications issued by the ISS. In general, the execution of the swabs must be reserved for personnel who:

- Have had close contact (see definition above) with a person with COVID-19 in the past 14 days.
- Have had close contact in the past 14 days with a person with COVID-19 compatible symptoms who has not performed SARS-COV2 swab.
- Have contracted COVID-19 infection documented by swab and have no confirmation by the health laboratory of recovery (negativity swab for SARS-COV2 repeated after 24 hours).
- Presents or has had COVID-19 compatible symptoms in the past 14 days and has no documentation of SARS-COV2 negative swab.

## 7. External access

- Access by external persons must be limited to cases of absolute necessity.
- Prerequisites for access by external persons must be their certification to the effect that they have not presented symptoms compatible with COVID-19 in the last 14 days and that they have not had close contacts in the last 14 days with a person with COVID-19 as well as measuring body temperature.

## 8. Canteen and common spaces

- Access to common spaces, including company canteens, must be organized with the provision of continuous ventilation of the premises, a reduced stationary time within these spaces and with the maintenance of the safety distance of one meter among the people therein.
- Periodic sanitization and daily cleaning must be guaranteed with special detergents in the canteen rooms, on the keyboards of the drink and snack dispensers.
- Buffet consumption of food or drinks is never allowed.

## 9. Transportation of materials

- The personnel responsible for the transport of the material is to be considered in all respects as the other operators of the office / preparation / construction site activity and for this reason must follow the recommendations contained in this part of the document.

## 10. Procedure to be followed in the event of symptoms or positivity to a staff member's swab

- The presence of COVID-19 compatible symptoms (fever, cough or flu-like symptoms) in a staff member should lead to:
  - preclude access to the workplace for that person;

- and according to the procedures laid down by the health authority, performing a SARS-COV2 swab and isolating the person with symptoms pending the outcome of the swab.
- Positivity to the SARS-COV2 swab in a staff member should lead to:
  - preclude access to the workplace for that person;
  - fiduciary isolation;
  - execution of swabs for all those in close contact (see definition above);
  - preclude access to work environments from close contacts pending the result of the swab;
  - sanitizing of offices and all indoor work environments;
- Reintegration will be possible upon recovery (negative swab for SARS-COV2 repeated after 24 hours).
- If a member of staff is in close contact (contact with a person positive to COVID-19 in the last 14 days) it is advisable to:
  - preclude access to the workplace for that person;
  - execution of swab for SARS-COV2 and isolation.

### **11. Competent company doctor**

In addition to the obligations already provided for by Legislative Decree no. 81/2008, the competent company doctor, in agreement with the 'Committee for the application and verification of the rules of the regulatory protocol', exercises the following functions:

- Ensure the definition of the contents of the training activity referred to in the premise, which will be handled by the Covid Manager;
- Ensure the definition of prevention and protection procedures to be adopted (e.g. spacing, hygiene rules, use of PPE) and the related information to workers on the risk of infection with SARS-CoV-2 and on the precautions taken by the company, activities to be carried out by the Covid Manager;
- Manage symptomatic or positive cases for COVID-19;
- Authorize the reintegration into the workplace of personnel with symptoms compatible with COVID-19 or with previous COVID-19 infection (prolonged absence);
- Carry out exceptional health surveillance with regard to “fragile” workers.

## **SECOND PART: SPECIFIC RULES FOR SET / TROUPE / ACTORS AND EXTRAS**

**The activities are organized as follows:**

### **1. Staff training**

In addition to the general training for all staff, direct and individual training to staff and artists who present difficulties in the use of PPE may be performed on the set by the staff designated by the Committee for the application and verification of the rules of the protocol of regulation 'present at the time of filming.

The use of *contact tracing* apps, such as the "Immuni" app, when available, is strongly recommended.

### **2. General hygiene rules**

On the set it is necessary to maintain the following hygiene rules:

- Make available hydroalcoholic solutions for hand washing.
- Avoid hugs and handshakes.
- Maintenance of the interpersonal distance of at least one meter and use of masks as per the disposition of the Health Authority.
- Respiratory hygiene (sneezing and/or coughing in a handkerchief avoiding hand contact with respiratory secretions).
- Avoid the sharing of bottles and glasses.
- Do not touch your eyes, nose and mouth with your hands.

- Cover your mouth and nose if you sneeze or cough.
- Clean the surfaces daily with chlorine or alcohol based disinfectants.
- Avoid gatherings in common areas (e.g. the canteen and common areas).
- Eat meals keeping a distance of at least one meter.

### **3. Use of PPE**

The staff must be provided with adequate PPE, based on the specificity of their work, in addition to the provisions of Legislative Decree 81/08 and according to the indications specified below.

If the work requires an interpersonal distance of less than one meter, it is necessary to use masks and / or other PPE compliant with the provisions of the scientific and health authorities

- The use of surgical masks on the set is mandatory.
- The use of disposable gloves is reserved for specific contexts, such as cleaning or catering staff or in the use of shared objects, such as work tools.
- Disposable gloves must be changed every time they get dirty and properly disposed of in unsorted municipal waste.
- Disposable gloves should be changed whenever they come in contact with the mouth, nose and eyes.
- The safety gloves, intended for particular activities, will be sanitized daily, and whenever they come into contact with the eyes, nose and mouth.
- The use of disposable gloves and FFP2 / FFP3 masks and face shields is mandatory in the case of professionals for whom close contact, in particular with the cast, is connected to the performance itself (make-up artists, hairdressers, microphones, costume assistants, seamstresses, set makers etc.). Any further provisions that may be issued by the Health Authorities will be implemented.
- Work activities and/or preparations on the cast that cannot be carried out with the use of gloves will be reduced to a minimum and will be carried out with the due hygienic safety measures according to the current indications of the Health Authority.
- All disposable PPE must be properly disposed of in unsorted waste after use.

### **4. Indoor environment management and set sanitization**

For the management of indoor environments, refer to the document produced by the ISS and available at [https://www.iss.it/documents/20126/0/Rapporto+ISS+COVID-19+n.+5\\_2020+indoor.pdf](https://www.iss.it/documents/20126/0/Rapporto+ISS+COVID-19+n.+5_2020+indoor.pdf)

#### **To be ensured:**

- A good air exchange in all environments where workstations and personnel are present by opening the various openings more frequently: windows and balconies. The change of air must take into account the number of workers present, the type of activity carried out and the length of stay in the workplace. During the natural exchange of air, it is advisable to avoid creating uncomfortable / discomfort conditions (drafts or excessive cold / heat) for staff in the workplace.
- Daily cleaning of the most frequently touched surfaces (eg doors, handles, windows, glass, tables, light switches, toilets, taps, sinks, desks, chairs, passenger handles, keys, keyboards, remote controls, printers, vending machines ) by using soap and water and / or with 75% ethyl alcohol and subsequently with a 0.5% diluted sodium hypochlorite solution.
- In buildings equipped with specific ventilation systems (Controlled Mechanical Ventilation) that move air through a motor / fan and allow the exchange of the air of a building with the outside, it is advisable to keep active the input and extraction of the air 24 hours a day, 7 days a week (possibly with a decrease in ventilation rates during the night when the building is not used).

- In buildings equipped with specific ventilation systems (Controlled Mechanical Ventilation), the air recirculation function must be totally eliminated to avoid the possible transport of pathogens.
- The sanitization of the set must be performed obligatorily:
  - When first entering a room, and before shooting starts in any new room.
  - At the end of the daily shooting.
  - Each time COVID-19 compatible symptoms are found (cough, fever, flu symptoms) or positivity to the SARS-COV2 swab is detected in an operator on set.

## **5. Outdoor set management**

For the management of the outdoor sets, there are no specific indications, nor is it necessary to sanitize, except for specific needs. Mobile vehicles are considered indoor environments.

- It is however advisable to carry out daily cleaning of the most frequently touched surfaces (for example tables, furniture, toilets) by using water and soap and / or with 75% ethyl alcohol and subsequently with a diluted 0.5% sodium hypochlorite solution.
- The semi-closed positions, "gazebo video village, etc." must be sanitized daily.

## **6. Personnel and cast transportation**

- Staff are advised to use their own vehicles.
- The number of individuals transported on common means must allow the maintenance of adequate distance between people,
- The transport of the main cast will be carried out with means that are the exclusive use of the production.
- It is recommended that all the artistic cast use transportation means that guarantee maximum safety. If this is not possible, the production will evaluate specific intervention methods.
- The drivers, being an integral part of the crew, will have to follow the same protocol.
- The vehicles must be sanitized after each transport.

## **7. Catering**

- Workers will have to keep the spacing of at least one meter during breaks.
- Multiple craft and catering workstations must be set up, both for the distribution of food and for their consumption, distinct between cast, crew and extras. If necessary, alternate breaks will be applied.
- The catering areas must be sanitized daily and the cleaning of the premises and the keyboards of the drink and snack vending machines must be guaranteed.
- Disposable compostable plates and cutlery and pre-portioned meals must be used.
- The buffet consumption of food or drinks is never allowed.

## **8. Relations with suppliers**

- In order to reduce the possibility of contact with the staff, access to external suppliers must be regulated by identifying ad hoc procedures for each location.
- The drivers of the means of transport must remain within the means of transport or in their immediate vicinity.
- Delivery must take place in a filter area.
- The transported material must be sanitized before use.
- Employees who must go to the suppliers' premises must use the standard PPE. Disposable gloves will need to be replaced before entering the set.

## **9. Stage costumes**

In order to limit the risk of transmission of the infection, the stage costumes will be individual and not shared by the individual actors / extras, until they have been sanitized.

## **10. Makeup and hairstyle tools, microphones, scene materials and props.**

In order to limit the risk of transmission of the infection it is necessary that the tools used to make up, hair-do and mike the actors are disposable or for the exclusive use of the individual components of the cast or sanitized after each use and at the end of the day.

## **11. Specific provisions for the cast**

The actors on stage who cannot operate in compliance with the safety distances, established by the Government and the Health Authorities, as reported in the DVR evaluated and approved in advance by the competent doctor, prior to the start of the shooting, based on the specificity of the project and/or the characteristics of the scenes, will be subjected - by the employer who bears the costs - and through the competent doctor, to the following checks:

- Viral RNA search (swab or other validated rapid test) within 24 hours prior to shooting start. The swab or other validated rapid test will be repeated every seven days to all actors with close contact on stage.

Actors on stage commit to responsibly comply with all provisions relating to combating and containing the spread of the Covid-19 virus in and out of the workplace.

## **12. Interactions between actors and staff**

- The actors must have a fitting room or a suitable space, for exclusive use, to be used during the work breaks and as a dressing room. This space will be sanitized every time it is destined for a different actor.
- The actors must use appropriate masks when not on stage, or not engaged in make-up or hairstyle activities.
- The actors on stage and the crew members will have to keep a safe distance during the acting. These distances should also be maintained between the actors themselves, where possible.

## **13. Extras on set**

Scenes involving the use of extras, if they too are unable to use personal protective equipment, must be reduced to the minimum necessary.

In scenes where the use of extras is essential, all precautions will be taken:

- Where possible, they must go to the set ready for filming, without interaction with the costume, make-up and hairstyle departments.
- When on stage, the safety distance between extras, between extras and actors, between extras and the crew must always be respected, where possible.
- If scenes are foreseen in which it is not possible to guarantee the safety distance between the extras, or between the extras and the cast, will be subject to the checks referred to in point 11 above.
- When not on stage, they must respect the same security protocol as the crew members.

## **14. Personal control on the set**

- It is advisable to check the CT daily at entry and exit of the personnel on the set by using a thermo-scanner.
- The presence of a body CT > 37.5, as well as the presence of symptoms compatible with COVID-19 (cough, fever, flu symptoms) must preclude access to the set.
- The finding of fever or symptoms compatible with COVID-19 in a staff member on the set should lead to:
  - preclude access to the set of the person in question
  - proceed to his isolation, according to the provisions of the Health Authority, providing him, if not already worn, with a surgical mask; the company shall immediately notify the competent Health Authorities and the emergency numbers for COVID-19 provided by the Region or the Ministry of Health.

The company, also through the involvement of the competent doctor, collaborates with the Health Authorities in defining any "close contacts" of a person present in the company who has been found to be positive to the COVID-19 swab. This in order to enable the authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the holding may request that possible close contacts leave the workplace as a precautionary measure, as indicted by the Health Authority.

Reinstatement on duty is to be assessed on a case-by-case basis by the competent company doctor.

In the case of personnel who have been confirmed to be positive for the COVID-19 swab, the employer must provide for the sanitization of the environment.

If one of the people working on the set is a close contact (contact occurred outside the set) it is appropriate:

- to deny the access to the set to the person himself;



- swab for SARS-COV2 and proceed with the isolation.

### 15. Personal evaluation set before shooting

In addition to what already indicated in point 11 of Part One - including the obligations already arising from Legislative Decree no. 81/2008, including health surveillance for suitability for the specific task - the competent doctor:

- will apply the indications of the Health Authorities, where applicable;
- in view of his role in risk assessment and health surveillance, he may suggest the adoption of any diagnostic means if deemed useful for the containment of the spread of the virus and the health of workers;
- will make other communications that are mandatory for the bodies in charge.

The possible execution of swabs - by the employer who bears the costs - through the competent doctor, must follow the recommendations of the Health Authority and must be reserved primarily to the staff who:

- Have had close contact (see definition above) with a person with COVID-19 in the past 14 days;
- Have had close contact in the past 14 days with a person with COVID-19 compatible symptoms who has not performed the SARS-COV2 swab;
- Have contracted COVID-19 infection documented by swab and have no laboratory confirmation of successful recovery (negative swab for SARS-COV2 repeated after 24 hours);
- Have or have had COVID-19 compatible symptoms in the past 14 days and do not have documentation of SARS-COV2 negative swab.

In case of availability and authorization by the Health Authority, the execution of swabs will be extended as preventive assessment of the personnel on the set even in the absence of the conditions mentioned above. This evaluation will be repeated weekly.

Furthermore, in the presence of serological tests certified as reliable, their execution is recommended for the staff on the set and its repetition at least every fortnight.

### 16. Competent company doctor

With regard to the duties of the competent doctor, reference is made to everything already provided for in paragraph 11 of Part One.

### 17. DVR.

For the purposes of the realization of the DVR for any specific department that may occur in the different stages of processing, the summary tables for the various processing stages are attached to this document.

For any more complex processes, the drafting of specific department protocols is recommended.

Rome, 7 July 2020

Signatories	Adherents
ANICA - Francesco Rutelli	SLC-CGIL Security Commission Troupes Delegation
APA - Giancarlo Leone	SAI-SLC-CGIL Actresses and Actors Delegation
APE - Marco Valerio Pugini	National Security Group - ALS National Association of Entertainment Workers - National Work Committee Art 1- Marco Iervolino FISTELCISL
CNA Cinema and Audiovisual - Gianluca Curti	100Autori - Stefano Sardo
Cineaudiovisual Confartigianato - Corrado Azzollini	AGI Spettacolo
SLC-CGIL - Umberto Carretti	LARA – Moira Mazzantini
FISTEL-CISL - Fabio Benigni	Doc/it – Claudia Pampinella
UILCOM-UIL - Giovanni Di Cola	ANAC – Francesco Ranieri Martinotti
	AGICI – Marina Marzotto
	Italian Film Commission – Cristina Priarone

<b>Pre-preparation</b>		
<b>Activity</b>	<b>Operating mode</b>	<b>Measures</b>
Activities mainly performed indoors; Meetings.	-Activities requiring movements in multiple locations; -Several people in a closed environment; -Exchange of documents.	-Closed working environment and PPE as per general measures; - Reduce/eliminate the spread of workplaces that lead to excessive movement outside the same structure; -Encouraging conference calls. -Display and exchange of documents by electronic means (projectors, e-mails).
Scouting and materials' research	-Contact with subjects external to production; -Possible contact with unsanitary things and premises	Use and replacement of PPE as per general measures.
Inspections  (same modalities also for inspections in preparation and during filming)).	- Movement of multiple people; - Variety of locations: studios; public/private interiors of different typology; external in public/private places; -Shared spaces with the performing of other activities and/or with movements of people outside the crews.	- Favoring one's own vehicle, with consequent organization of the necessary car parks where possible; - Movement by collective transport: compliance with current health regulations. -Use and replace PPE as per general precautions; -Location: give specific attention to on-site visits in tight spaces; -Prepare differentiated routes to avoid external contact.
Casting	-Meetings and auditions with hundreds of performers outside the production; -Meetings.	-Closed working environment and of PPE as per general measures; - Reduce/eliminate the spread of workplaces that lead to excessive movement outside the same structure. -Encourage conference calls; -Prefer audition tapes and the supply of platforms designed to make use of them. - Specific logistics designed to avoid gatherings. -Between two scenes, clean used materials/objects during the audition.

		-Definition of operational modalities for equipment that must be shared.
<b>Preparation</b>		
<b>Activity</b> -Finding material	<b>Operating mode</b> In this regard, at the moment there are no real sanitation obligations for the disposal of products. There is therefore neither the possibility of requiring such a procedure for some widely consumed materials, nor, even less, of relying on real guarantees in this respect	<b>Measures</b> - Apply the precautionary principle and proceed with the sanitation on arrival of all materials.
-Auditions and setup of technical material. -Tests with performers and/or with other units (anticipating what will happen on scenes).  -Casting	Depending on units, the following circumstances can occur: -contacts at not less than one meter, using PPE; -contacts at not less than one meter without the use of PPE protection for some (e.g. selection/audition of casting, acting); <b>-close contacts at less than one meter with the use of PPE</b> (e.g.: costume fittings; acrobatics; weapons training; etc.); <b>-close contacts at less than one meter without the use of PPE for some persons</b> (e.g. performers and/or extras; during auditions, make-up, hairstyling; etc.); - materials that come into contact with the actors and return to the departments to be re-used (e.g. costumes, props, hairpieces and make-up and hairstyle equipment, etc.); -materials which enter into contact with performers and which are not re-used (e.g. products for make-up and hairstyle)	- Indoor workplaces and IPR as per general precautions; - Arrange separate work phases between the different departments. - Special preparation workplaces; Individual actors. - Sanitization procedures for all equipment and materials used with products compatible with the safeguarding of equipment and materials. - Disposable products
Setting-up of units, physical locations or mobile means.	Depending on the departments, the following circumstances can occur: - locations/mobile working vehicles with several workstations; - shared equipment; - space sharing with other departments; - loading, transport and unloading to and from the hire companies; - handling heavy objects; - possible close contacts.	- Indoor workplaces and PPE as per the general provisions; - Arrange for a more pronounced division of tasks to reduce the sharing of different equipment and/or increase the equipment available. - Reduce/eliminate the places/movements shared between different departments. - Wherever possible, encourage the use of mechanical aids for the movement of heavy materials, of individual type or able to guarantee minimum distances between operators.

<p>- Stage design, props realization, rigs preparation.</p>	<ul style="list-style-type: none"> <li>- activities that require travel to multiple locations and workplaces;</li> <li>- shared equipment even outside of work premises;</li> <li>- handling heavy objects;</li> <li>- use of material transport equipment; - loading, transport and unloading of equipment and/or materials;</li> <li>- loading, transport and unloading to and from the hirers;</li> <li>- possible close contacts.</li> </ul>	<ul style="list-style-type: none"> <li>- Indoor workplaces wherever located and PPE as per general precautions;</li> <li>- Reduce/eliminate the dispersion of work rooms for the same department that lead to excessive movement outside the same structure.</li> <li>- Provide for a more accentuated division of tasks to reduce the sharing of different equipment.</li> <li>- Wherever possible, encourage the use of mechanical aids for moving heavy materials, either individually or with minimum distances between operators.</li> <li>- Sanitization areas for all movements of materials from outside and for the replacement of PPE.</li> </ul>
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**Shooting: preparation and filming in the theatre**

<b>Activity</b>	<b>Operating mode</b>	<b>Measures</b>
<p>Possible unloading of materials from vehicles and setting up of workstations;            Definition of scene with the director, workers, technicians and actors;            set preparation by the technical departments; actors' preparation by the departments involved.</p>	<ul style="list-style-type: none"> <li>- handling heavy objects;</li> <li>- reducing clearance;</li> <li>- shared equipment;</li> <li>- Shared equipment (e.g., grippers, trolleys, etc.);</li> <li>- workstations and devices shared between several synergistic departments (e.g.: Video Village with Regia, Secr. Edition; etc.);</li> <li>- presence of all departments in the scene definition phase;</li> <li>- preparation by all departments involved; - actors and/or generics/figurations ready to enter scenes or waiting;</li> <li>- possible close contacts of the technical departments for the use of certain equipment and particular settings (e.g.: assembly, editing, etc.).</li> <li>equipment such as arms; special rigs; lighting equipment, etc.);</li> <li>- close contacts at less than one meter with the use of PPE with actors and/or generics/figurations;</li> <li>- close contacts less than one meter without the use of PPE protection for some: actors and/or extras/figures;</li> <li>- materials that come into contact with actors and/or generics/figurations and return to departments for reuse;</li> </ul>	<ul style="list-style-type: none"> <li>- Indoor workplaces and PPE as per the general provisions;</li> <li>- Where possible, the use of mechanical aids for the movement of heavy materials should be encouraged, either individually or with minimum distances between operators.</li> <li>- Workstations and equipment suitable in number to ensure social distancing measures;</li> <li>- Where possible, the use of a suitably organized technological system for transmitting images of the footage to the departments concerned on several monitor workstations and mobile devices;</li> <li>- Avoid setting up more than one set in a single theater if this could excessively reduce free space; - Provide, at the level of direction, the departments involved in each scene;</li> <li>- Adequate logistics for Actors and generic/standby configurations;</li> <li>- To prepare a more accentuated division of tasks within each single department in order to: reduce/avoid that a single one comes into contact with more actors and/or generics/figurations; reduce the sharing of the different equipment and/or materials that come into contact with the actors and/or generics/figurations.</li> <li>- Promote separate work phases between different departments.</li> <li>- Special preparation stations for individual actors. - Definition of the operative modalities for the departments that have to interact with each other and with the Actors with close and simultaneous contact.</li> </ul>

	<ul style="list-style-type: none"> <li>- materials that come into contact with non-reused actors and/or generics/figurations.</li> <li>- set closing operations: make-up removal; undressing; microphoning, etc.; recovery</li> </ul> <p>materials, accessories and equipment; preparation for the next day of the accessories, materials and equipment in need of sanitization for use;</p>	<ul style="list-style-type: none"> <li>- Definition of the operating modes for the equipment to be constantly shared;</li> <li>- Between one scene and another, sanitization of the objects that in the scene come into contact with several actors and/or generic/figurations.</li> <li>- Definition of the operating modes for the most demanding end-of-set operations.</li> </ul>
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### Shooting: preparation and filming in location (indoor / outdoor)

Activity	Operating mode	Measures
<ul style="list-style-type: none"> <li>- Unloading materials from vehicles and setting up workstations.</li> <li>- Scene definition Director, workers, technicians and actors.</li> <li>- Set preparation by the technical departments; actors preparation by the departments involved.</li> <li>- Dismantling / restoration.</li> </ul>	<ul style="list-style-type: none"> <li>- handling heavy objects;</li> <li>- use of material handling equipment;</li> <li>- depending on the location, spaces to be shared with other activities and/or movements of people outside the Troupes;</li> <li>- continuous movements of the Troupes from the vehicles to the set; - depending on the location, more or less exasperated reduction of free spaces;</li> <li>- shared equipment;</li> <li>- necessarily shared equipment (e.g.: cameras, trolleys, etc.);</li> <li>- workstations and devices shared between several synergistic departments (e.g.: Video Village with Regia, Secr. Edition; etc.);</li> <li>- presence of all departments in the scene definition phase;</li> <li>- preparations by all departments involved;</li> <li>- actors and/or generics/figurations ready to enter scenes or on hold;</li> <li>- possible close contacts of the technical departments for the use of certain equipment and particular set-ups;</li> <li>- close contacts of less than one meter with the use of PPE with actors and/or generics/figurations;</li> <li>- close contacts less than one meter without the use of PPE protection for some: actors and/or generics/figurations;</li> <li>- materials that come into contact with actors and/or generics/figures and back to the departments to be reused;</li> <li>- materials that come into contact with actors and/or generics/figures that have not been reused;</li> <li>- set closing operations: make-up removal; undressing; removing the microphone, etc.; recovering materials, accessories and equipment; preparation for the next day of the set. accessories, materials and equipment that need sanitizing for use; dismantling and restoration Location at the end of processing</li> </ul>	<ul style="list-style-type: none"> <li>- Indoor workplaces and PPE as per the general provisions;</li> <li>- Whenever possible, the use of mechanical aids for the movement of heavy materials should be encouraged, either individually or with minimum distances between operators.</li> <li>- Choice of locations with regard to the space available to Troupes and for filming.</li> <li>- Arrange differentiated routes to avoid external interference;</li> <li>- Workstations and equipment suitable in number to ensure social distancing measures;</li> <li>- Technological system adequately organized to transmit the images of the filming to the departments concerned on several monitor stations and mobile devices;</li> <li>- Provide, at director level, the departments concerned with each scene;</li> <li>- Adequate logistics for Actors and generic/configurations on hold;</li> <li>- Arrange a more accentuated division of tasks within each single department in order to: reduce/avoid that a single one comes into contact with more actors and/or generics/figurations; reduce the sharing of different equipment and/or materials that come into contact with actors and/or generics/figurations.</li> <li>- Promote separate work phases between different departments.</li> <li>- Preparation stations Actors of individual type.</li> <li>- Definition of the operative modalities for the departments that have to interact with each other and with the Actors with close and simultaneous contact.</li> <li>- Definition of the operating modes for the constantly shared equipment;</li> <li>- Between one scene and another, sanitization of the objects that in the scene come into contact with several actors and/or generic/figurations. - Definition of the operating modes for the most demanding end-of-set operations.</li> <li>- Eventual disassembly and restoration carried out by second teams with particular regard to the measures to be taken: preventive sanitization; adequate PPE.</li> </ul>

<b>Post-Filming, during and at the end of photographic shots (restorations, closings, returns)</b>		
<b>Activity</b>	<b>Operating mode</b>	<b>Measures</b>
Location Restore; Dismantling of scenography; Returns.	<ul style="list-style-type: none"> <li>- activities that require travel to multiple locations</li> <li>- Use of means of material transport;</li> <li>- shared equipment even outside the work premises;</li> <li>- handling heavy objects;</li> <li>- dismantling, loading, transporting and unloading equipment and/or materials;</li> <li>- possible close contacts.</li> </ul>	<ul style="list-style-type: none"> <li>- When disassembling and restoring, pay particular attention to the precautions to be taken: preventive sanitization; adequate PPE.</li> <li>- Prepare a more accentuated division of tasks to reduce the sharing of different equipment.</li> <li>- Whenever possible, favour the use of mechanical aids for the movement of heavy materials, either of individual type or able to guarantee minimum distances between operators.</li> <li>- Sanitization areas for all handling operations from outside materials and for the replacement of PPE.</li> </ul>
<b>Post-Production</b>		
<b>Activity</b>	<b>Operating mode</b>	<b>Measures</b>
Meetings for post-production organization Assembly phase; Material review with director and musician; Editing live takes; Soundtrack's effects creation; Mix room; Projections with production and clients.	<ul style="list-style-type: none"> <li>- Several departments, Photography, Sound, Special Effects Edition, Editing etc. are meeting to organize the passage of materials.</li> <li>- More people in a closed location.</li> <li>- Space sharing.</li> </ul> <p>Many people attending</p>	<ul style="list-style-type: none"> <li>- Indoor workplaces and PPE as per the general provisions;</li> <li>- Encouraging teleconferences.</li> <li>- Encourage the passage of audio/video materials by electronic means.</li> <li>- Apply the precautionary principle and proceed with the sanitization on arrival of all materials.</li> <li>- Indoor workplaces and PPE as per general precautions;</li> <li>- Encourage the appropriate projection rooms.</li> <li>- Eliminate/reduce shared spaces.</li> <li>- Eliminate/reduce the sharing of different equipment and/or materials.</li> <li>- Indoor workplaces and PPE as per general measures;</li> <li>- Encourage the rooms of adequate size.</li> </ul>