

# COVID-19 PREVENTION MEASURES

## HAND HYGIENE

Regular and thorough hand washing with soap and water (for at least 20 seconds), or the use of hand sanitizer, with 70% alcohol, eliminates Covid-19 from the skin surface, preventing it from spreading in work places, by handling and contact.

Hand washing must be thorough and regular, carried out throughout the day and whenever justified. All crew members should be encouraged to engage in this behaviour and hand sanitizers should be made available in workplaces as well as on set.

## COUGH ETIQUETTE

The Covid-19 virus can be transmitted through the respiratory droplets of an infected person when they speak, cough or sneeze. In addition, the contact of a worker's hand with infectious respiratory secretions present in workplace material components (eg tools, machines and equipment) and subsequent transfer to their mouth, nose or eyes is also a form of transmission of Covid-19 in the workplace.

Avoid coughing or sneezing into your hands or the air. If you cough or sneeze you should do it into the inside of your elbow or use a tissue (which should immediately be placed in the waste disposal bin).

## PHYSICAL DISTANCING

Physical distance aims to break the transmission chains of Covid-19. Limiting close contacts between people reduces the risk of transmission of the new coronavirus.

All types of physical contact, including handshakes or hugs, and group gatherings should be avoided, maintaining the physical distance of 2 meters whenever possible. Where the distance of 2 meters cannot be accomplished. The combined use of a mask and protective visor is mandatory.

## SURFACE HYGIENIZATION AND DISINFECTION

Washing surfaces with hot water and detergent removes organic matter that allows the survival and proliferation of microorganisms and therefore promoting their elimination. Surface disinfection eliminates, destroys and/or inactivates microorganisms.

All companies must ensure that their workers are duly informed of the Directorate-General of Health (DGS) and WHO recommendations regarding hygiene precautions. Technical equipment cleaning and disinfection products must be made available at the filming location, under the Producer or the equipment rental company's responsibility. It should be cleaned and disinfected regularly.

## SYMPTOMS MONITORING

Symptoms such as high fever, dry cough or difficulty breathing, should be considered as a probable case of contagion. In case of suspicion or symptoms associated with Covid-19 disease on the workday, all crew members must inform the Production Company and remain quarantined at home, without going to their workplace. If someone falls ill with respiratory symptoms at work, they should be isolated and placed in an isolation space according to the recommendations of the DGS. Measures must be taken to ensure that the infected person is sent home or has access to medical care.

As such, isolation and emergency health mechanisms must be implemented, namely the use of the SNS24 Phone line (808 24 24 24).

## PERSONAL PROTECTIVE EQUIPMENT – PPE

Personal Protective Equipment (**PPE**) is defined as any protective equipment or accessory intended for workers' personal use against risks that could threaten their safety or health.

In order to ensure compliance with the guidelines and rules recommended by the authorities in the workplace and in the different phases of a project (preparation, filming and post-production), the following **PPE** must be made available to all crew: Full face visors and/or protective goggles; Level 2 masks; Hand Sanitizer and wipes containing at least 70% alcohol

## INFORMATION

It is the obligation of every citizen or organization to keep themselves informed about the developments of the situation, both in general and also its effects on their professional activity. Everyone should avoid spreading false or alarmist information.

Available information should be disclosed, whether in a formal or informal context, by displaying posters, or disseminating regulations, digitally, or otherwise. When filming, a safety and hygiene briefing should be conducted at the beginning of each day and visible signs should be displayed, in all work areas, with safety instructions.

## TRAVELLING / VEHICLES

The use of a private vehicle or public transportation during off-peak hours should be encouraged, in order to limit contact with others; In the case of vehicles with 5 to 9 seats, Equipment transportation and Cargo vehicles, a mask must be used and the recommended safety distance in such vehicles must be maintained.

There must be only one designated person responsible for driving each vehicle. Vehicle capacity should be reduced and, as much as possible, always assigned to the same team. All frequently touched surfaces both in heavy and light vehicles must be sanitized and disinfected; **PPE** and appropriate cleaning and disinfection products must be available inside the vehicle. Hands should be washed or disinfected before and after driving.

# PRE-PRODUCTION

## REMOTE WORKING



Whenever possible, Remote Working should be promoted, justified and accounted for as effective work; All benefits applied to the normal workplace, such as meal breaks and observing the working schedule per Department should be maintained;

Work meetings and PPMs (Commercials) through videoconference should be encouraged;

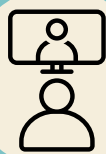
Documentation should be shared digitally wherever possible.

## WORK PLACES



All office or shooting locations should be well ventilated and regularly cleaned and disinfected, with special attention given to areas and objects most commonly used. Protective masks must be used and physical distancing guaranteed; Working hours must be staggered and flexible in order to avoid crowding; It is recommended that items such as pens, water bottles or mugs should be used on a personal basis to avoid sharing; Meals should be taken while maintaining physical distancing; Posters and signs from the public health authority must be displayed.

## CASTING SELECTION



The following options should be considered in the Casting process: Self-Tape (self-recorded videos by the actors, with a pre-briefing from the Casting Director) and/or the Live Recording of each of the pre-selected actors through videoconference with the Casting Director;

After this process, the Casting Director, together with the Director and the Producer, should make a selection. In case of doubt or need for recall, the selection can be made through videoconference with the participation of the Casting Director, the Director, the Producer and the actor/model.

## SCOUTING



The minimum number of people necessary should be involved in the search for locations (scouting), prioritizing remote work by using digital libraries as much as possible; Shooting locations and conditions that do not allow the implementation of minimum distances during shooting should be discarded, as well as those that do not have adequate spaces for creating supporting areas;

In cases where a face-to-face visit is required, contact should be made with a single person.

## TECHNICAL VISITS / RECCES

Technical visits/recces must be planned to allow additional time to respect sanitary and hygiene regulations;

Only the heads of department considered essential for the technical visit should be present; Working time on site should be minimized; When accessing an indoor location, shoe covers must be used in addition to **PPE**. During the visit to the location, contact must be established with a single person. For interior visits or to places with confined space, two options are given, as described in the APTA Protocol.

## FITTING / IMAGE TESTS



Whenever possible, it is recommended that in commercials Fitting/Makeup and Hair Tests in Casting or Extras, should be done prior to shooting to prevent and minimize risks. In long/short films, where Fitting/Image Tests are imperative, these should be undertaken with only essential people required. Those who wish to attend/approve should do so by videoconference or digital file sharing. Actors, models or extras should be separated, at different times and in individual spaces, or separated by 2 meters each within cabins or separators. Final decisions should be taken on the fitting and image test day, to minimize the number of costumes that need to be taken on set and decision-making on the shooting day. For more details, please consult the APTA Protocol

## EQUIPMENT AND LOCATIONS PREPERATION



The Production Company must provide at least one day (for Commercials) or one week (for Cinema) (plus any additional time according to the specifics of the project to be filmed), for the inspection, preparation, hygiene and disinfection of equipment/material to allow sanitary and hygiene rules to be respected.

Set Decoration times should be revised to allow for prior cleaning/disinfection of locations, in order to guarantee the safe conditions stipulated in this protocol regarding the work of all departments involved in the shoot. It is recommended that this be carried out before and after construction/assembly/installation of the set and before and after shooting.

# SHOOTING



## SCHEDULE AND MEALS

Filming days must respect the maximum hours stipulated in the Working Conditions, never exceeding 14 hours, between leaving and arriving at the place of departure, that is, 12 hours on set.

Two alternating 30-minute meal shifts should be created. However, the duration of a one-hour meal break must be respected. These shifts can be adjusted depending on the location.



## BRIEFING

At the beginning of the Shooting day, the First Assistant Director must coordinate a briefing, covering safety / hygiene and shooting order. The briefing will be short and informal, reviewing all security procedures, location of the nearest hospital, contingency measures, good hygiene practices, physical distance and use of **PPE**, location of hygiene and disinfection supplies, special issues regarding the shooting and other queries that crew members may have.



## TEMPERATURE MEASUREMENT

A Hygiene, Safety and Health Technician and/or a Nurse should be included in the crew, in all filming locations, who will measure the temperature of all crew members at the beginning and end of the shooting day, with an infrared/contactless thermometer, without recording any personal data, and to supervise the entrance at the filming location;

The entrance to the filming location must have adequate signs and barriers to prohibit the entry of anyone who has not had their temperature measured and to the public.



## PROTECTION AND SAFETY

Personal Protective Equipment (**PPE**) should be made available to all crew members, as described in the APTA Protocol. At the filming location, all crew members must use Personal Protective Equipment (**PPE**) and must take a break whenever necessary to exchange and replace worn **PPE**, visor cleaning, supply of hand sanitizer, etc.

All crew members must respect the hygiene and health safety rules applied in the workplace; All team leaders should have greater responsibility for complying with basic hygiene and health safety rules; Posters and signs from the public health authority must be posted in all areas of the filming.



## HYGIENE AND DISINFECTION

A team coordinated by a technician from a certified disinfection company, who performs and supervises the constant cleaning of the areas should be included; It is recommended that in each filming location there is an efficient and quick cleaning and disinfection method, which can be used on the set or in an adjacent space; Hygiene and disinfection resources must be provided for use in handling the equipment/material; The sanitary facilities must be adequate to the number of crew members and cleaned regularly; Regular and thorough hand washing should be encouraged for all crew members; After handling the equipment/material and at the end of each performed task, washing or disinfecting of hands should be carried out immediately, and ideally every hour.

At the filming location, there should be several hand sanitizing gel distribution points and labelled waste disposal bins. These should be closed, foot-operated and adequately marked for recycling and disposal of **PPE**.



## PHYSICAL DISTANCING

All types of physical contact should be avoided; Clusters in groups should be avoided, only allowed as long as physical distance is respected. In common areas such as preparation rooms or canteens, physical distance must be ensured by arranging tables and chairs with a safe distance. Proper and adequate work and storage spaces for equipment, material, props or other, must be guaranteed for all Departments that request it and duly identified to avoid the use and cross-handling of equipment / material.



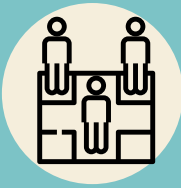
## PPE / WALKIE-TALKIES PICK UP POINT

There must be a designated area for pick up or replacement of Personal Protective Equipment (**PPE**), walkie-talkies, and respective accessories, call sheets, shooting schedules or other relevant documentation, at the entrance to the filming location.

Walkie-Talkie communication between members of the different teams should be encouraged. Pre-cleaning of walkie-talkies, headsets, protective sponges and megaphones should always be carried out; During the duration of the filming, walkie-talkies and headsets must be personal and non-transferable; All technicians must communicate via walkie-talkie, with dedicated channels for each department, thus maintaining physical distance.


# SHOOTING

## CREW ON SET




Work on set should be phased by Department, both while preparing at the beginning of the day and while filming is taking place; Once the phased work of the various Departments has ended, only the essential crew members should remain on set; The handling of equipment/material must be restricted to the its crew and its use by many different technicians must be avoided; After use, technical equipment, props, or others, must be cleaned and disinfected; Equipment/material to be used in the vicinity of an unprotected person (actors, extras, etc.) should be subject to extra attention in terms of hygiene and disinfection.

## PRODUCTION




Production must confirm with the equipment/material rental houses, rent-a-car and service provider companies that they are responsible for their cleaning/disinfection; A certified disinfection team that is responsible for cleaning/disinfecting the sanitary facilities, common areas and passageways, and the unit base after using them should be hired; Posters and signs from the public health authority should be displayed and visible marking on the floors of safety distances at filming locations should be used; Production must guarantee proper and adequate work and storage spaces for equipment/material, props, etc.; Filming locations should be negotiated to allow additional time for the scheduling of different shifts, by department, for the crew to enter the set.

## ASSISTANT DIRECTORS




Assistant Directors will supervise the mandatory health and hygiene rules sent to all crew members at the filming location; Prepare technical recesses, fitting, image tests, or others that are necessary, stipulating extra time in order to respect sanitary and hygiene rules; Prepare the shooting schedule with extra time to allow sanitary and hygiene rules to be respected; In conjunction with the Production Department, ensure that all crew members use **PPE** and comply with safety and hygiene standards, as well as physical distance on set, between shots, equipment handling and Casting or Extras entrance and exit on set.

## ART




The approval of props/furniture must be made in advance; Locations must be set up the day before to allow their cleaning/disinfection and approval; The Prop Master and/or Assistants must previously disinfect props that will be handled by those involved in the shooting; All props and product (Commercials) should only be handled exclusively by the Prop Master. The handling of product/food/drinks must be carried out in a completely isolated space from the equipment/technical material, with all preventive measures, both for health and food handling, and always with the combined use of a ffp2 or n95 mask and protective visor.

## WARDROBE



Due to the very close proximity with which Wardrobe must work with actors/models and extras, the combined use of ffp2 or n95 mask and protective visor is recommended, as is the use of disinfectants suitable for clothes and accessories while filming; It is also recommended that the research work and respective image compilation be done in advance based on styles/clothing existing in stores; Any garment used by those involved in the filming must have adequate disinfection; Each actor/model must wear their own underwear and their costume must never be exchanged with others; Actors' personal clothes must be placed in a basket and handled only by them; Actors/models and extras must be separated, at different times and in individual spaces, or separated by 2m each with cabins/separators; There should be no costume touch-ups during filming except in extreme cases where the actor/model or extra is unable to do the retouching themselves. In such cases the Wardrobe crew member will have to approach wearing the combined use of a ffp2 or n95 mask and protective visor; For more details, consult the APTA Protocol.

## MAKEUP / HAIRDRESSING



The Makeup Artist and Hairdresser will start their work with the cleaning/disinfection of benches and chairs; Work tables must be protected with a plastic or disposable towel; The combined use of ffp2 or n95 mask and protective visor is mandatory. The use of gloves is optional if hands can be washed with running water and soap or disinfected with alcohol-based products; All Makeup and Hair material must be disinfected before and after handling or use; Products should not be used directly from packaging, but removed with a spatula and applied first to a stainless-steel mixing palette; Products must not be left opened on the counter. There should be an interval between actors/models to allow for hygiene/disinfection of oneself, workstation and necessary utensils. Actors/models should be issued with an individual Makeup and Hair kit, packaged in a pouch with their name tag, with a small portion of the products used to facilitate touch-ups; The use of disposables for extras and for actors/models with fewer sessions should be encouraged; For more details consult the APTA Protocol.

# SHOOTING

## CASTING

While in preparation, the actors/models and extras must be separated, by different call times and individual spaces, or by cabins/separators 2m apart; During waiting periods, Casting, Extras and Manager must stay at the unit base or in places designated by the Production Department, to allow the compliance with the hygiene/disinfection procedures; Casting and Extras must use **PPE** during waiting periods, thus reducing exposure to contagion; The access of Casting and Extras to the set must be done respecting the physical distance whenever possible; Casting and Extras should only remove **PPE** when shooting and whilst keeping the safety distance to the maximum.

## CAMERA

The use and handling of the camera equipment/material must be exclusive to the Camera Assistants, except for the camera, which will also be handled by the Director of Photography/Operator and Key Grip; All communication with the camera must be done remotely, it is extremely important to check wireless interface methods during preparation; All cameras must be equipped with wireless focus pull, camera control and video options, to minimize contact and the number of people near the camera; Priority should be given to the use of lasers to take measurements and in cases where it is necessary to approach the actor, the combined use of a ffp2 or n95 mask and a protective visor is recommended.

## WIRELESS VIDEO / STREAMING

To avoid the crowding of people near the monitor or the Video Assistant, monitors or other Streaming or Wireless Video access on phones (or tablets) should be provided for the Departments that request it, for the Agency and the Client; Wireless Video and Streaming options should be made available and used whenever possible, to individualize video monitoring while respecting safety distances.

## GAFFERS / GRIPS

The list of equipment/material and accessories, must be made with sufficient notice so that the equipment/material Rental House can separate and sanitize/disinfect it before delivery; The list must include sufficient equipment/material and accessories that can be used by other Departments during the shooting, to avoid cross-handling;

## SOUND

Whenever possible, the use of boom microphones should be encouraged, ensuring that conditions on set do not compromise the quality of the sound capture, nor the usual work of the sound operator. Boom microphones cannot be wrapped in plastic or other similar protective materials, as they significantly alter the result of the sound capture, so special attention should be paid to the cleaning of foams, wind protectors and accessories. When using Lapel microphones, it is recommended that there should be individual and exclusive kits (microphones, transmitter and accessories) per actor, name-tagged and packed in single packages, which should be sanitized/disinfected at the end of each shooting day, or whenever necessary.

## STUNTS / PRECISION DRIVERS

Any member of the Stunts Department who have to interact close to actors/models and extras will have to combine the use of the ffp2 or n95 mask and protective visor and the regular disinfection of the hands; It is the Stunts Coordinator's responsibility to ensure the prior cleaning/disinfection of the protective equipment provided to the actors, which will be exclusive and non-transferable until the filming is finished; Rehearsals with actors should be done only with the minimum indispensable number of crew members and in an appropriate place; Duplication should be encouraged of props, costumes, hairpieces and wigs for Stunts and Precision Drivers, properly disinfected, to mitigate the risk of contagion; In case of sharing items that are difficult to duplicate, they must be disinfected between each use; For Precision Drivers, it is recommended the use of ffp2 or n95 mask and a protective visor inside the vehicles, unless it is absolutely essential to remove it while shooting.

## ACTION VEHICLES / ANIMALS / OTHER DEPARTMENTS

**ACTION VEHICLES** - All action vehicles must be delivered with a guarantee of hygiene and disinfection; Vehicle hygiene and disinfection must be done prior to filming; Once at the filming location, and after each use, hygiene and disinfection must be carried out, inside and outside the vehicle on all surfaces.

**ANIMALS** - A veterinary inspection must be carried out on the animal and the veterinary certificate must be provided stating that the animal is in perfect condition; The animal will be in the charge of its Handler and shall have the minimum possible contact with the rest of the crew members during waiting periods; The animal and its Handler should only enter the set when necessary.

**OTHER DEPARTMENTS** - Other specialized departments should provide information on measures and procedures that include the transmission of Covid-19 as a risk factor.

# SHOOTING

## CATERING

The combined use of a ffp2 or n95 mask, protective visor and gloves is mandatory, and the health status of the professionals involved must be monitored.

All dishes, glasses and cutlery and other utensils used in preparing food or drinks, equipment (coffee machine, fridge, microwave, water dispenser, etc.) must be disinfected. Frequently-touched surfaces, such as countertops and equipment buttons, should be cleaned and disinfected more regularly.

Hot and cold food must be kept at the correct temperature and must be stored in appropriate transport containers; Food should be separated to avoid cross contamination, for example, by keeping raw food separate from cooked and ready to eat food; Any packaging used for the transportation of food must be disinfected so that food contamination is avoided; Proper washing of fresh products, namely salads and fruit, must be carried out.

The distribution of food or drinks will not be allowed on set; There must be closed, foot operated, differentiated garbage disposal bins next to the Catering areas, properly marked for recycling and disposal of **PPE**; Catering services must provide hand sanitizer for use in service areas, by crew members before handling of any packages containing food or drink or other items; Crew members should wash their hands before and after eating food or drinks and should not eat unpackaged food that others may have touched, unless it is fruit or vegetables that can be washed.

Two alternating 30-minute meal shifts should be created, respecting, however, the duration of one-hour meal break. These shifts can be adjusted depending on its location; Physical distance should be ensured by arranging tables and chairs with a safe distance and, if necessary, extending the hours and the operations of the Catering service.

The dining area should allow for the legal distance applied to restaurants and physical protection barriers should be established in the food / beverage distribution area and on the tables; In the dining spaces, safe distances must be identified on the floors, through visible markings; One-way traffic routes should be created wherever possible; Specific zones for food delivery must be established so that crew members maintain physical distance; Crew members must obtain their own food and drink, always respecting the physical distance of 2 meters when accessing the Catering in order to reduce crowds; Tables and chairs must be disinfected after each use and at the end of the day.

Alternatively, meals can be served in individual boxes, consumed in areas that allow physical distance. Operational changes must be identified and applied in order to maintain physical distance if the option is to take-away, maintaining when possible a distance of 2 meters.

### The following Departments, subscribe to the proposals described in this document:

**AIP** - Directors of Photography - [aip.cinematografia@gmail.com](mailto:aip.cinematografia@gmail.com)

**AIP** - Camera Operators / Steadicam - [operadores.aip@gmail.com](mailto:operadores.aip@gmail.com)

**ARTE** - Propmasters / Product Stylists / Car Prep - [adecistascena@gmail.com](mailto:adecistascena@gmail.com)

**ARTE** - Set Dressers and Assistants - [adecistaspt@gmail.com](mailto:adecistaspt@gmail.com)

**DAP** - Production Designers / Art Directors - [direcaodearteportugal@gmail.com](mailto:direcaodearteportugal@gmail.com)

**AI** - Camera Assistants Portugal - [ptimagem@gmail.com](mailto:ptimagem@gmail.com)

**ARA** - Assistant Directors and Script Supervisors - [araportugal@gmail.com](mailto:araportugal@gmail.com)

**ADP** - Stunts - [adpstunts@gmail.com](mailto:adpstunts@gmail.com)

**AGRA** - Wardrobe - [aguardaroupa@gmail.com](mailto:aguardaroupa@gmail.com)

**Gaffers & Grips** - Gaffer and Grip - [gaffersgrips@gmail.com](mailto:gaffersgrips@gmail.com)

**M/C** - Make Up and Hairdressing - [maquilhagemecabelos@gmail.com](mailto:maquilhagemecabelos@gmail.com)

**PFCP** - Production Film Crew Portugal - [producaocinemapub@gmail.com](mailto:producaocinemapub@gmail.com)

**MOSCA** - Sound Mixers and Operators - [associacao.mosca@gmail.com](mailto:associacao.mosca@gmail.com)