

APCP

Protocol for filming during the Covid-19 Health Crisis Spanish Association of Advertising Producers (APCP)





PROTOCOL FOR FILMING DURING THE COVID-19 HEALTH CRISIS SPANISH ASSOCIATION OF ADVERTISING PRODUCERS (APCP)

The aim of this Protocol is to foster the economic recovery of the advertising film industry, whilst protecting the workers and supporting public health in order to contribute and adapt to the current situation.

This action plan abides to all regulations included in the editions of the Spanish Official Gazette published since the 14th March 2020 to date and the guidelines issued by the Competent Authority and the delegated Competent Authorities.

Due to the special nature and characteristics of the current situation created by the Covid-19 pandemic, which is having an impact on all aspects of life and society both in Spain and abroad, information is constantly changing. Therefore, the APCP Protocol will be updated and adapted to any new regulation that comes into force.

Any commercial shoot carried out by the APCP producers from now on and whilst the special measures issued by the government are in force, must abide to the framework of actions and recommendations included in this APCP Protocol, thus guaranteeing that all workers operate under a responsible action plan.

Therefore, the budget of the projects carried out by APCP producers will be calculated according to the provisions in the version of the Protocol in force on the same date, in order to guarantee that all actions and timelines are duly updated and applicable.

This protocol complements, but does not replace, the ORP guidelines and the coronavirus prevention regulations that each producer may apply in its own company, workplace and with its own staff.

At APCP we realized that we needed an independent and reputed consultant to periodically check that all the member production companies complied with the legal requirements and the quality standards that we want to offer to our clients, both in Spain and abroad.

The result was the creation of the APCP quality hallmark, verified by the Spanish Association for Standardization and Certification (AENOR). This seal guarantees that all the producers that are APCP members comply with the legal requirements and quality standards that all the members unanimously approved back in 2014.

Following that principle, this Action Protocol will also be reviewed by AENOR and it will be integrated in the Technical Specifications of the APCP/AENOR Guarantee. Additionally, the shoots must be audited in person by them.

Responsible behaviour of the employers and the crew is the best method to control the spread of the virus and put an end to this exceptional situation.





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Background

Coronaviruses are a large family of viruses that usually only affects animals. Some of them, however, can be transmitted from animals to humans.

The new coronavirus is called SARS-CoV-2. The disease caused by the SARS-CoV-2 virus is called COVID-19. Its incubation period ranges from 2 to 14 days.

It is transmitted if there is contact with infected animals and/or with the respiratory secretions generated by the cough or sneeze of a person carrying the virus. These secretions can infect another person if they reach their nose, eyes or mouth.

The most common symptoms are fever, coughing, sneezing and shortness of breath. To a lesser extent, other digestive symptoms such as diarrhoea and abdominal pain have also been associated to coronavirus.

Additionally, there are also asymptomatic patients, i.e. people who do not present the most obvious symptoms but may still be infected. There is strong scientific evidence stating that asymptomatic carriers can transmit the virus. Therefore, prevention and protection measures must be strictly applied to the population at large.

It is recommended to avoid that high-risk workers (due to their personal characteristics, known health status, previous pathologies, medication, immune disorders or pregnancy) are exposed to the virus.



Legal Framework

The regulations applicable to COVID-19 are as follows:

- Royal Decree (RDL) 6/2020, from the 10th March, adopting certain urgent economic measures and regulations for protection of public health. <https://www.boe.es/boe/dias/2020/03/11/pdfs/BOE-A-2020-3434.pdf>
- RDL 7/2020, from the 12th March, adopting urgent measures to respond to the economic impact of COVID-19. <https://www.boe.es/boe/dias/2020/03/13/pdfs/BOE-A-2020-3580.pdf>
- Royal Decree (RD) 463/2020, from the 14th March, declaring the State of Emergency to manage the health crisis caused by COVID-19. <https://www.boe.es/boe/dias/2020/03/14/pdfs/BOE-A-2020-3692.pdf>
- RDL 8/2020, from the 17th March, on urgent extraordinary measures to tackle the economic and social impact of COVID-19. <https://www.boe.es/boe/dias/2020/03/18/pdfs/BOE-A-2020-3824.pdf>
- RD 465/2020, from the 17th March, amending the RD 463/2020, dated 14th March, declaring the State of Emergency in order to manage the health crisis caused by COVID-19. <https://www.boe.es/boe/dias/2020/03/18/pdfs/BOE-A-2020-3828.pdf>
- Order INT/262/2020, from the 20th March, which develops Royal Decree 463/2020, dated 14th March, which declares the State of Emergency to manage the health crisis caused by COVID-19, regarding traffic and circulation of motor vehicles. <https://www.boe.es/boe/dias/2020/03/21/pdfs/BOE-A-2020-3946.pdf>
- Order INT/284/2020, from the 25th March, amending Order INT/262/2020, dated 20th March, implementing Royal Decree 463/2020, dated 14th March, declaring the State of Emergency to manage the health crisis caused by COVID-19, regarding traffic and circulation of motor vehicles. <https://www.boe.es/boe/dias/2020/03/26/pdfs/BOE-A-2020-4065.pdf>
- RDL 9/2020, from the 27th March, approving complementary measures for the labour market to palliate the effects of COVID-19. <https://www.boe.es/boe/dias/2020/03/28/pdfs/BOE-A-2020-4152.pdf>
- RDL 10/2020, 29th March, introducing a recoverable paid leave for employees not engaged in essential services, in order to reduce population mobility in the context of the fight against COVID-19. <https://www.boe.es/boe/dias/2020/03/29/pdfs/BOE-A-2020-4166.pdf>
- Order SND/307/2020, from the 30th March, establishing the interpretation criteria for the application of RDL 10/2020, dated 29th March, and the affidavit template to cover the journey between the place of residence and workplace. <https://www.boe.es/boe/dias/2020/03/30/pdfs/BOE-A-2020-4196.pdf>
- RDL 11/2020, from 31st March, approving additional urgent social and economic measures to deal with COVID-19. <https://www.boe.es/boe/dias/2020/04/01/pdfs/BOE-A-2020-4208.pdf>
- Resolution from the 9th April 2020 from the Spanish Parliament instructing the publication of the Agreement authorising the extension of the State of Emergency declared by Royal Decree 463/2020, from the 14th March. <https://www.boe.es/boe/dias/2020/04/11/pdfs/BOE-A-2020-4406.pdf>



Chapter 1 –General Measures

Companies shall ensure that their workers are duly informed about the recommendations issued by the Ministry of Health and the World Health Organization regarding hygiene precautions.

All workers should be informed that if they have any symptoms associated with COVID-19 or if they suspect they may have them on a day in which they should go to work, they should report it to the company and remain in quarantine at home, without going to their workplace.

In the event that the worker is already at the workplace and shows symptoms associated with COVID-19, he/she will be referred to the health services promptly and efficiently, taking all necessary precautions to protect their safety and public health. If medical care is not available, the worker will be placed in quarantine until the health authority issues further instructions.

If the worker's temperature is over 37.5° C and there are new symptoms, it is recommended to contact the healthcare services again and report the situation so that they can determine how to proceed. If the worker does not receive a POSITIVE COVID diagnosis, his/her accompanying persons may continue to lead a normal life, according to the current protocol, taking extreme hygiene precautions.

The healthcare services will assess the workers' health data and subsequently issue individual medical recommendations for those workers who have shared tasks, especially for those with pathologies that are particularly sensitive to the coronavirus.

Access to the workplace is not allowed to anyone who does not work there nor to employees who are not essential to the organisation and feasibility of the project.

The production company will inform all workers when they join the project of the name of their insurance company.

In the event that the work takes place in several locations, workers will be informed which are the nearest hospitals with an emergency service and their insurance company.

1.1. – General Measures for Remote Working, Health & Safety

1.1.1 – Remote Working

In order to prevent transmission and minimize risks, remote working will be prioritized, when possible, during pre-production and post-production.

The main preventive guidelines for remote working are:

- To design the workplace using ergonomic principles.
- To minimize visual fatigue providing good lighting.
- It is advisable to schedule a programme of meetings, including staff who is doing remote work and the rest of the company in order to keep them up to date with all issues related to their job and the company, and to promote a sense of belonging to the organisation.
- To try and differentiate the family setting and the work environment, being as flexible as possible with the working hours.
- To take 10-15-minute breaks every two hours of work to reduce physical and mental fatigue.
- To adopt healthy lifestyle habits.

In the case of the following high-risk profile, pursuant to the Ministry of Health classification, it is recommended that they should opt directly for remote working:



- People over 60 years of age.
- People with cardiovascular diseases and high blood pressure.
- People with chronic lung diseases, diabetes and immunosuppression.
- People with cancer.
- Pregnant women.

If, due to justified reasons, their work cannot be carried out from home, the workers must comply with the occupational risk prevention measures that are available at corporate level and individually.

1.1.2 – Health and Safety

Workers / Individual protection

The general individual protection guidelines recommended by the WHO and the Spanish Ministry of Health include:

- Regular hand hygiene (washing with soap and water or any approved alcohol-based solutions)
- When coughing or sneezing, cover your mouth and nose with your bent elbow.
- Use disposable tissues and discard them after use.
- The safety distance between people should be approximately 2 metres.
- Avoid touching your eyes, nose and mouth, as hands make transmission easier.
- All workers and staff involved in the production must use the personal protective equipment (PPE) recommended by this Action Protocol, which consists of: mask and approved protective gloves.
- In some specific cases, other items may also be used (such as face shields, goggles, shoe covers, etc.) as well as the elements recommended by the occupational risk prevention service.

Urban Mobility

- It is recommended to use the worker's private vehicle, whenever possible. The maximum number of people allowed in a 5-seater vehicle will be 2, they will always be positioned diagonally. i.e. the passenger will be in the back and in the right seat. As for vehicles with 9 seats or more, there should be a maximum of one person in each row of seats, keeping as much distance as possible between the occupants.
- If public transport is used, the recommended safety distance must be kept at all times and face masks must be worn.
- When using a taxi or a TNC vehicle, only one person should travel in each row of seats maintaining as much distance as possible between the occupants.
- The production company will provide an affidavit to all workers who need it in order to justify their commute between home and the workplace.

Workplace

- The maximum capacity of the workplace must be calculated in compliance with the social distancing requirements.
- If when applying the usual shifts, the location is not large enough to comply with the social distancing requirements, the company must stagger the shooting schedule as much as possible, even resorting to reassigning tasks and/or teleworking.
- Approved alcohol-based hand sanitizers should be provided at the entrance to the workplace so that people can wash their hands when arriving and leaving the premises.
- Toilets will be available to be used for regular hand hygiene (washing with soap and water or approved alcohol-based sanitizer).
- Disinfection of the facilities following the procedure recommended by the authorities. All surfaces that are frequently touched, such as tables, chairs, door knobs, bathroom and toilet surfaces, taps, keyboards, telephones, etc., must be cleaned with disposable materials and disinfected daily



with a domestic disinfectant solution containing bleach at a dilution of 1:50 (2 parts bleach and 98 parts water), prepared on the same day. As an alternative to bleach, a 70% alcohol solution is also recommended.

- Disposable cutlery, glasses, plates and other utensils should be used. If possible, all the material should be organic. If reusable cutlery, glasses and plates are used, they should be washed with hot water and soap, preferably in the dishwasher at more than 60° C.
- It is recommended to display signage and posters to inform all members of the film crew of the hygiene procedures issued by the health authorities.
- If necessary, physical protection barriers should be established.
- In the workplace has windows that can be opened, guidelines will be established to maintain appropriate ventilation and air renewal. In workplaces without natural ventilation (closed buildings), the air-conditioning system will be adjusted to increase the hourly air renewal rate or the percentage of fresh air added, in order to avoid air recirculation as much as possible. The recommended room temperature ranges from 23 to 26° C.

Chapter 2 - Pre-Production

We strongly recommend that all the pre-production work in each department is be done online and with remote work, except for the following exceptional cases inherent to our activity.

2.1 - Casting

Auditions will be carried out online, following one of 2 different options:

A first option would be using a self-tape (a video self-recorded by the talent at home following the indications of the casting director). After viewing them, the casting director together with the director and the production company, will make the preliminary selection. In case of doubt or if the talent has to be redirected, the second option could be an additional tool.

In a second option, the casting director will schedule a video calls with each talent, using one of the applications that can also allow recording it in HD.

2.2 - Location scouting

The number of people involved in this phase must be minimized. Location scouting will only be carried out by the location scout and resorting to remote work as much as possible.

In order to minimize the physical visits to the potential locations, it is recommended to ask the location scout to send the files prior to doing the scouting in person.

The location scout must follow the recommended **general safety guidelines** as well as the following principles:

- Use plastic shoe covers when accessing an indoor location.
- Once in the location, in case that it is necessary to establish contact with a location representative, the interaction should be minimized to one person only.
- Take all photographs potentially needed in order to spend as little time as possible there.

2.3 – Film Permit for Public Locations

For the time being, all administrative deadlines are suspended pursuant to the third additional provision of **Royal Decree 463/2020** from the 14th March, declaring the State of Emergency to manage the COVID-19 health crisis. It will be necessary to double check with the authorities the new deadlines and reinstatement in the various film permits.

This suspension has an impact on the processing of the permits to film in the following venues:



- Public thoroughfares.
- Public green areas.
- Parks and gardens.
- Food markets.
- Cemeteries.
- Coast, beaches and jetties.
- Roads.
- Natural areas.
- Sports facilities.
- Schools and universities.
- Museums.
- Archives.
- Libraries.
- Booking of parking space for crew vehicles (trucks, vans, etc...).
- Venues for public shows.
- Conference rooms.
- Exhibition rooms.
- Multipurpose Rooms.
- Theatres.
- Youth centres.
- Senior Day Centres.
- Cultural centres.
- Children playgrounds.
- Bullrings and bullfighting facilities.
- Conference halls.
- Auditoriums.
- Premises or facilities without spectators, intended for sports and recreational activities.

2.4 - Film Permits for Private Locations

Filming in private locations, studios and sets is allowed but it is subject to reaching a prior agreement with the property owners.

In this exceptional situation, the following clauses should be added to the contract between the production company and the location owner:

- The number of people in the technical recce that can access the location during the working day will be agreed with the owner, respecting the general safety guidelines and this protocol.
- The location will be called before filming to proceed with its disinfection. Once this has been done, the specific area that has been disinfected will be duly signposted.
- The location disinfection protocol (before and after filming) must be designed according to the specific needs of the location and the shooting plan. The disinfection protocol should be included in writing in the contract.
- For the time being, filming is not permitted in locations that require the use of common spaces, such as the building entrance, staircase, lifts, etc., to access private locations. Once it is allowed, it will be necessary to sign an agreement with the community administrator or the manager of said common space, which should include the disinfection protocol, the number of people with access and the special measures.

2.5 - Work Permit for Minors

Work permits for minors are temporarily suspended throughout the country. No minor under 16 years of age may work until these permits are resumed.

Filming with a minor, even if it is from his/her own home and controlled by a production company, requires a work permit for the minor.

2.6 - Permits for Animals

As far as we know, the Regional Governments have not stated any limitations to filming with animals. In the case of the Madrid Regional Government, the permit to film with animals is granted by the local city councils. Therefore, it is foreseeable that administrative procedures will be slower than usual.

2.7 - Pre-Production Meeting (PPM) with Agency and/or Client

Briefs, meetings and all Pre-PPM and PPM processes will be done online and resorting to remote work.

2.8 - Tech Scout

The tech scout will be attended by the department heads who are essential for the job. There are 2 options: a minimized tech scout and a regular tech scout, which would involve a larger team and should be staggered in phases to avoid crowding the location.



Option 1:

- Director
- Location Manager or Head of Production
- DOP
- Assistant Director
- Production Designer

Option 2 (in 4 people groups):

PHASE 1

- Director
- Location Manager
- DOP
- Assistant Director

PHASE 2

- DOP
- Gaffer
- Key Grip
- Other departments

PHASE 3

- Assistant Director
- Production
- Sound

The technical crew should follow the **general safety guidelines** as well as the following ones:

- Use shoe covers when accessing an indoor location.
- Once in the location, in case that it is necessary to establish contact with a location representative, the interaction should be minimized to one person only.
- Minimise the time spent at the location by the technical crew.

2.9 - Costume Fitting

In order to minimize and prevent risks, costume fittings for the talent should not be carried out before filming.

To proceed to the selection and prior approval of the costumes, a section will be included in the PPM file describing the final costumes proposed for each cast member, indicating the size and alternatives, both for the selected talents and the back-ups.

This wardrobe file will be used to select the actual clothes that need to be taken to the set. The costume fitting with the talent will be done on set on the same day of the shoot.

Chapter 3 - Filming

"Clean Shoots"

In order to avoid transmission between people and to minimize risks, the Protocol recommends that the shoot is attended by the minimum number of people necessary to carry out the filming.

All health and safety guidelines and precautions will be strictly observed in order to work in a "clean shoot", i.e. creating a shooting environment in which each department will do their tasks minimizing transmission risks, following at all times the official general safety guidelines and the special actions detailed throughout this protocol.



All workers should be accountable to follow the Health & Safety regulations set by the government outside the workplace.

All workers should be subject to temperature checks using a non-contact thermometer (infrared thermometer) before entering the set on the shooting day. If the temperature is higher than 37.5° C, the worker will be sent home or to a health centre to have his/her temperature examined.

The filming crew, including both the technical and artistic teams, must always wear an identification. Once they have passed the body temperature check and they are equipped with the mandatory PPE, their identification should also show an additional sticker stating "*inspección realizada*" (inspection completed). Only then they will be allowed to access the set. Access to the shoot location will not be allowed if these requirements are not complied with.

If the person who is sick is an indispensable department head, the client and the producer should jointly decide whether to cancel the shoot, to replace that person or to have rest of the department to continue working without him/her.

This decision may entail that the client may only pay the leave of that person or the client may also pay the costs of the overtime in the shooting schedule, plus the costs of the person who replaces him/her.

During this period, it is strongly recommended to have a back-up team for the main cast, in case there is an unexpected absence.

During this period, the industry professionals should be encouraged to show their best civic mindedness and not to take on jobs if they suffer from any COVID-19 symptoms or have been in contact with someone who had it. Professionals should also inform the company promptly of their decision not to accept the job if they are sick, in respect for their colleagues and to avoid last-minute replacements and interruptions to filming.

3.1. Filming Protocol for the Technical Crew

The filming protocol for the technical crew includes the following professionals and departments:

- Director
- Direction Team
- Production Team
- Director of Photography
- Camera, Grip and Electrical Department
- Hair & Makeup Department
- Wardrobe Department
- Art and VFX Department
- Home Economist and Food Stylist
- Sound
- Scene Vehicles
- Nurse and healthcare services

During the shoot, the day before and the day after, all members of the technical crew must follow the **general safety guidelines** in addition to those listed below:

During the entire working day, the crew should not remove their gloves and mask unless it is strictly necessary. Detailed instructions for each department are included below.

The number and duration of shooting actions that require two or more people to be at a distance of less than the recommended 2 metres should be minimized.

During filming, each department must ensure that their tools, equipment and scene elements are disinfected as often as possible.



Walkie-talkies will be duly identified and protected with plastic covers, including the earpieces which should also have protection. This equipment will be non-transferable and non-exchangeable during the shooting. Before and after each day, they will be disinfected for use. It is also recommended that each individual uses their own personal earpiece.

The walkie-talkie communication protocol should be optimized in order to minimize the interaction of people's hands and mouths with the equipment. It is recommended to use mobile technologies via Bluetooth, Wi-Fi or intercom for any internal crew communications on the set.

Any items that have to be held, used or simply touched with people's hands must be previously disinfected. During the shooting and whenever possible, the crew must wash their hands and use sanitizer.

An appropriate waiting area with sufficient space must be provided so that the technical and artistic crew can follow the recommended **general safety guidelines** and respect the safety distance of approximately 2 metres.

The production company will provide all the workers who need it with an affidavit that will justify their commute between home and the workplace.

These are the recommendations and guidelines for the technical crew in general.

Please see below some specific recommendations for each department.

3.1.1 - Hair and Makeup

Due to the special nature of this activity, which must be carried out in close proximity to the talent, the standard PPE (gloves and mask) will be complemented with gowns, protective masks and disposable caps.

All products and tools must be cleaned and disinfected before use. Single-dose products used individually for each talent are recommended.

If possible, all materials used should be disposable products.

Even if protective gloves are worn, it is preferable to work using brushes and other instruments, rather than with your hands or fingers.

If it is strictly necessary to use your hands without gloves, for specific tasks such as combing the hair, it is recommended to wash them and disinfect them before and after using them.

3.1.2 - Wardrobe Department

Any garments to be used by the talent must have been duly disinfected beforehand. If the item is new, please check the manufacturer hygienic guarantees. The recommendations of the health authorities are:

- Work with professional laundries and contract the special disinfectant wash.
- Use ozone washing machines which bactericidal, antiviral, fungicidal and deodorant properties.
- When washing in domestic washing machines, use washing programs set at more than 60°C.

During filming, the clothes of each talent will be identified and independently protected with a plastic cover at all times. Each talent will only use the clothes allocated to him/her and they can never exchange clothes without having them properly disinfected beforehand.

In the case of stuntmen, specialists or precision drivers, they must have their own clothes and at no time may they use the cast clothes without having them properly disinfected beforehand.

Whenever possible, talent will use "second skin overalls" to minimize contact with the costume.

The talent will protect their feet with ankle socks, so that the socks or shoes are not in direct contact with their skin.



Extreme hygiene and disinfection measures will be taken with the wardrobe equipment, such as clothes racks, hangers, irons, sewing machines, motorhome, etc.

The clothes should be collected and returned before and after the shoot. It is important to respect the **general safety guidelines** during the whole working day, both individually and when going to the shops and rental outlets. It is likely that the shops and rental outlets have their own protocols.

As far as possible, it is recommended to work with a supplier which can issue a disinfection certificate, in order to avoid having to purchase the clothes at random in a shop.

We recommend reaching an agreement with the rental companies on the return protocol which will be applied upon completion of the shoot.

3.1.3 - Art Department

During filming, the art department must make sure that all decoration elements and props that come into contact with the technical and artistic crews are disinfected before and after each scene.

The set construction as well as the props collection and return should take place before and after the actual shoot. It is important to respect the **general safety guidelines** during the whole working day, both individually and when going to the shops and rental outlets. It is likely that the shops and rental outlets have their own protocols.

We recommend reaching an agreement with the rental companies on the return protocol which will be applied upon completion of the shoot.

3.1.4 - Camera, Grip and Electrical Department

During filming, all tools and equipment must be disinfected as often as possible.

All equipment checks and tests as well the loading and offloading should take place before and after the actual shoot. It is important to respect the **general safety guidelines** during the whole working day, both individually and when going to the shops and rental outlets. It is likely that these companies have their own protocols.

All the Camera, Grip and Electrical equipment should be delivered to the shoot with a disinfection certificate issued by the supplier.

The distance between the 1st AC and the talent should be measured with a laser device, in order to maintain the safety distance at all times.

It is important to provide independent monitors to the Director, Director of Photography and Camera Assistant in order to keep the safety distance.

3.1.5 - Sound

During filming, all tools and equipment must be disinfected as often as possible. Lapel mics must be duly disinfected after each frame. Each talent will have a mic for individual use only, which cannot be shared.

The plastic boom cover should be replaced after each scene and change of characters. If there is more than one actor with text in the same take, it may be useful to provide lapel mics and place the boom at a safe distance from the talent mouths.

All equipment checks and tests as well loading and offloading should take place before and after the actual shoot. It is important to respect the **general safety guidelines** during the whole working day, both individually and when going to the shops and rental outlets. It is likely that these companies have their own protocols.



3.1.6 - Home Economist and Food Stylist

They should carry out their work in a separate area, isolated from the technical crew and following all preventive measures, both in terms of health and food handling. They should wear the standard protective personal equipment (PPE) at all times.

Any food and products that go in the scene must be prepared before taking them to the set. During the preparation they must be kept in custody, safe and isolated.

3.1.7 - Animals

In addition to complying with all **general safety guidelines** and the specific health standards, it is important to disinfect the animal's paws when working in various locations.

- A veterinary study of the animal will be carried out.
- The animal's owner and trainer will be present on set and will follow all the individual and collective protective guidelines outlined in this document.
- The interaction of the animal with the talent will be limited to the actual filming.
- Contact between the animal, its trainer and owner and the filming crew will be minimized. They will be on set only and strictly when needed.

3.1.8 - Action Vehicle Technician

All action vehicles must be delivered to the set with a disinfection certificate issued by the supplier.

During the shoot, the vehicle interior should be disinfected every time it is used.

3.1.9 - Camera Car and Trailers

We are waiting to receive the details of the protocol drafted by these companies in order to integrate their standards into our filming guidelines.

According to the current safety regulations, filming with a camera car and low loaders / process trailers is not allowed.

3.1.10 - Visual Effects

Similarly, we are waiting to receive the details of the protocol drafted by these companies in order to integrate their standards into our filming guidelines.

3.2. - Filming Protocol for the Artistic Crew

Securing a back-up of the main cast is recommended so that they can fill in for the talent that may become positive between the PPM and the shoot.

The whole cast must follow the **general safety guidelines** in addition to those listed below:

During the whole working day, the artistic crew should not take off their gloves and mask unless it is strictly necessary.

The gloves and mask can only be removed at the last minute before going in front of the camera and provided that the safety distance of approximately 2 metres is respected.

If due to the type of make-up or hairdressing applied, it is not feasible to wear the mask or gloves, an independent space will be designated for the talent to be isolated from the rest of the technical or artistic crew meanwhile.

Precision Drivers must use personal protective equipment (PPE) at all times unless it is absolutely necessary to remove it during the actual filming.



If the talent has to perform any product consumption or eat during one or more shots, that product must be packed separately. If it is only the packaging that is in contact with the mouth and hands, it should be disinfected beforehand. If it is food prepared by the film crew, the process should have followed the appropriate health and safety guidelines and the food should stay protected, avoiding contact with the environment using plastic wrap, food containers, metal lids, silicone, etc.

In the case of hand models and in order to avoid the marks that may be caused by the protective gloves (PPE), the models will use gloves that do not press on the skin. These gloves must be disposable, comply with health and safety regulations and create a barrier to avoid the virus reaching the skin.

Any element that the cast has to hold, use or simply touch with their hands must be previously disinfected with an approved disinfectant solution. The talent must wash their hands and use hand sanitizer after finishing each scene.

A large enough space shall be provided so that during waiting times, the artistic crew can follow the recommended **general safety guidelines** and respect the safety distance of approximately 2 meters.

The production company will provide all the workers with a work certificate to facilitate the necessary journeys between home and the shoot location.

3.3 - Attendance to the shoot

3.3.1. Technical Crew

Full health and safety precautions will be strictly observed in order to create a filming environment where transmission risks are minimized. The official guidelines and the special measures detailed throughout this protocol will be applied in order to avoid transmission and to minimize risks. This point can be subject to various interpretations and we understand that each project has its own needs and peculiarities. However, considering the exceptionality of the current health crisis, we are bound to agree that only an absolute minimum amount of people can attend the shoot.

Therefore, we would suggest the definition of "essential crew", which includes includes those people who will work and physically attend the set, provided that the safety distance of approximately 2 meters is respected at all times.

These crew members should always wear an identification and be numbered. They are the only people who can access the set.

Therefore, our recommendation is to keep an "essential crew" of a maximum of 25 people.

Here is an example of the "essential crew":

- Client (1)
- Agency (1)
- Director (1)
- Producer (1)
- Assistant Director (1)
- Head of Production (1)
- Production Crew (1)
- Production Assistant (1)
- Director of Photography (1)
- 1st Camera Assistant (1)
- 2nd Camera Assistant (1)
- Video Assist (1)
- Grip (1)
- Electrician Head (1)
- Electricians (2)
- Sound (1)
- Production Designer (1)
- Art Department (2)
- Wardrobe Department (2)
- Makeup Department (1)
- AENOR (1)
- Health Supervisor (1)



If other positions are needed, such as Location Manager, Visual Effects, Steadicam, Car-Care, Drone Operator, Home-Economist, Food Stylist, Photographer, Animal Trainer, Stage Cars, etc., the essential crew structure can be adapted accordingly, making the necessary changes and swapping positions, always staying within the maximum figure of 25 people in total.

People working in the project before or after the shoot are not counted as part of this essential crew. Neither is the case of people working remotely or providing logistic support to the shoot.

The following workers cannot access the set because their job takes place away from it or before/after the shoot:

- Drivers
- Production Assistants
- Transport
- DIT
- Constructors
- Catering
- Art and Wardrobe staff participating before or after the shoot
- Cleaning staff

Crew members that do not have access to the film set must also scrupulously comply with the same requirements as the "essential crew", both in terms of health and safety and following the **general safety guidelines**. The only difference being that they do not have access to the set, which facilitates the monitoring and compliance with the maximum capacity of the shoot.

3.3.2 – Attendance of the Artistic Crew

The Action Protocol for the artistic crew is applicable to:

- Main cast
- Supporting roles
- Hand models
- Stunt double
- Stunt performer
- Standard background talent
- Special background talent

In order to avoid transmission and to minimize risks, access to the shoot will only be granted to a reduced number of people, including only those who are essential for filming and guaranteeing people's health and compliance with the **general safety guidelines**.

Thus, "essential artistic crew" should include 10 people.

3.3.3 – Attendance to the shoot (Agency and Client)

The "essential technical crew" includes 1 person from the Agency and 1 person representing the Client. These two persons will be required to comply with all **general health and safety guidelines** set out in this protocol.

The remaining team members from both companies will be connected online with the film set. For this purpose, we recommend using streaming.

Additionally, the latest technologies allow us to follow the shooting from home, with a general filming of the set using a GoPro-type of camera and adding dedicated audio channels. These video & audio channels can also be watched in different meeting rooms (with various sets of participants) to facilitate the preparation process. This remote work methodology requires the written authorization of all parties. It is recommended to establish a strict protocol to compile the authorizations from the remote participants before the shooting.

Similarly, there are other less costly and simpler video call alternatives such as Zoom or Skype.



3.4 - Locations and Sets

In addition to the filming protocol, the **general health and safety guidelines** will be scrupulously followed at all times.

The locations and sets will be disinfected before and after filming.

Access to the filming set will only be granted to the "essential technical and artistic crew", all crew members must wear an identification at all times.

The maximum capacity of the film set must have sufficient space to comply with the safe distancing guidelines.

Hand sanitizer, masks and disposable gloves shall be provided at the entrance to the film set. Entrance will not be allowed to people not equipped the specific PPE, which must be worn at all times whilst on set.

The protective equipment mentioned above shall be located in the entrance to the facilities together with waste containers to dispose of them upon departure. When a crew member leaves the premises, they must place the gloves and mask in the waste container provided for this purpose at the entrance or in any other designated place.

It is recommended to put up signage informing the crew about the hygiene guidelines issued by the health authorities.

The Direction & Production Departments will brief all crew members of the essential health and safety guidelines applicable to the location before starting the shoot.

If necessary, physical protection barriers will be provided.

These instructions shall also be observed in all the adjoining areas close to the set, which should be large enough to allow crew members working there to follow the recommended general safety guidelines and to keep the safety distance.

3.5 - Catering

Regardless of the protocol applied by the catering company, they must also follow these guidelines:

Whilst keeping the usual one-hour meal break, the dining area will be organized so that half of the group can eat first and then the other half, which will create two 30-minute shifts. This will facilitate keeping the safety distance and avoid overcrowding of the dining area. The rest of the crew will be in other additional areas resting or waiting for their turn to eat.

The catering service will provide more aseptic preparations of the meals, ensuring that the products are less exposed in order to reduce contamination as much as possible.

The food will be served in individual boxes, both at breakfast and lunch, using airtight organic containers made of plant fibre.

Handling of the product at the location should be minimised. All food handling should be done beforehand at the supplier's premises. If cooking is carried out on the set, all applicable hygiene measures and adapted protocols will be observed to guarantee that the food and materials are in aseptic conditions.

Catering staff will be provided with the appropriate clothing, they will wear waterproof disposable nitrile gloves and protective masks. All working tools and food containers will be sanitized and sterilized.



3.6 - Transport

All transfers of technical and artistic crew must comply with the **general safety guidelines** and the transport regulations.

The crew is encouraged to use their private vehicles whenever possible. The maximum number of people allowed in a 5-seater vehicle will be 2, always placed diagonally (the passenger will be in the back and in the right seat). In the case of vehicles with 9 seats or more, no more than one person should travel in each row of seats, keeping as much distance as possible.

If public transport is used, the safety distance of approximately 2 meters should be observed at all times.

All transport vehicles must have an official disinfection certificate issued by the transport company before the contract begins.

All drivers must also use sterile gloves under their working gloves.

Trucks must be completely closed whilst they are not being used for loading or unloading.

Drivers must always be equipped with their specific PPE and remain inside the cabin except when they have to load or unload.

In addition, each external transport company must comply with its own protocol.



Chapter 4 - Post Production

Remote work will be prioritized during all phases of post-production using with a protocol previously agreed with the Association of Post Production Companies (AEPP)

4.1 - Implementing rules for procurement

A number of additional definitions, beyond the standard requirements included in this protocol, will be set out in the requests for proposals and subsequent contracts:

- Type of work
- Space or area that is needed.
- Technical and human resources.
- Period of time needed to carry out the work.

In compliance with the regulations on coordination of Labour Relations, we must specify the number of people who will need to access their facilities. Post-production companies will limit this number according to the space they have available in order to comply with the current regulations on the distribution of people in closed areas.

- Coordination between attendees and the Post-production company for organization purposes.

4.2 – Rules to plan work in the post production room

- The regulations currently in force on the access to the post production facility and rooms will be observed.
- The number of people allowed in the post production room will be minimized. The number of people will be calculated based on the space and technical means available and will comply with the current regulations on Labour Relations coordination.
- The post production rooms must be equipped with alcohol-based sanitizer and any system that allows for the immediate cleaning/disinfection of work surfaces (disinfectant spray or wipes)
- If there is a bar or café in the facilities, it will remain closed during this period.

4.3 - Rules for entering and leaving the facility

- The post production company will make sure that any person with access to the facility is be equipped with hand sanitizer, mask and disposable gloves. They must use them while on the premises at all times.
- This equipment must be located at the entrance of the facility, together with a waste container to dispose of them when leaving the premises.
- When anyone leaves the premises, they should place the gloves and masks in the waste container provided at the entrance or in the designated place.
- The itinerary inside the facility will be organized in such a way that the visitor will not have to establish contact with anybody.
- Anyone entering the facility must wash their hands thoroughly before using the protective equipment.
- When anyone leaves the premises, the working area must be immediately disinfected, at least doing a quick cleaning of the working surfaces and tools.

4.4 - Sound studios and voice-over artists

- The instructions for the voice-over artists must be made available at the entrance of the facility, indicating which recording studio they should go to and the text to be used. Any other materials they may need will also be available at the entrance.
- The voice-over artists should bring their own headphones, if possible.
- The studio must have headphones that have been duly disinfected. The microphone must also have been disinfected and covered.

Chapter 5 - Documentation

5.1 - Budgets

Under the current situation the regulations and recommendations issued by the authorities change almost on a daily basis. Therefore, the budgets will be calculated based on the specific protocol applicable on the same date and, if necessary, the budget will be updated as the protocols change. This will ensure that all recommendations and timescales for action are up to date.

The production budget will be valid until the protocol changes again. Then the budget will have to be updated with the date of the new protocol and its subsequent modifications.

The budgets will have to change as a consequence of the addition of some expenses derived from the new measures adopted during this health crisis, which have to be included in order to comply with this protocol and to shoot in the safest possible way. Therefore, new budget items will be added (cleaning, PPE material, medical staff, etc.) and other already existing items will be adapted in order to comply with the safety recommendations, such as the number of transfer vehicles, for example.

In addition to the above, the client should be informed that unforeseen expenses may arise as a result of the Covid-19 crisis. The new costs are not included in the original budget and the client will have to cover them because insurance companies do not cover any unforeseen expenses arising from the Covid-19.

5.2 – Project Schedules

Due to the new precautions, prohibitions and measures implemented in the current situation, as discussed in this document, it is recommended to review the project schedule to ensure there is sufficient time to take all the steps required to work under this protocol. Similarly, the new protocols included in this document may affect the shooting times, which will have to be adapted accordingly to comply with the guidelines.

It is also very important to be aware that these schedules are subject to the upcoming publications of the Spanish Official Gazette (BOE) and its regulatory updates.

5.3 - Conditions, Insurance and Cancellations

Similarly to what happened with SARS, insurance companies are currently excluding any claims arising from COVID-19 from their policy scope. This implies that certain guarantees such as non-appearance and additional expenses would not be covered by the policy, if the claim is related to COVID-19.

In view of this, it is recommended that clients are informed that this type of claim will be processed in the same way as weather-related events, when there is no weather-day insurance. In other words, any liability due to non-appearance, cancellations, postponements, etc. due to causes arising from COVID-19 or government measures related to it, will be borne by the client.

An Annex to the APCP's General Terms and Conditions has been prepared and will form part of these from now on. The following note should be added to all budgets:

"This budget is subject to the General Terms and Conditions in the Standard Contract agreed by the APCP, the Association of Advertising Agencies and the Association of Advertisers, to any other additional agreement between the parties and to Annex Covid-19, a copy of which will be provided on request".

We recommend that the producer and the agency or client sign the Covid19 Annex in order to be informed of these exceptional circumstances and to have a document that proves it.

Additionally, the company should review its insurance policies to analyse if there are any additional coverages due to the pandemic or COVID-19 related claims.



Conclusions

1. Pursuant to the State of Emergency declared on the 14th March, it is compulsory to abide to the safety guidelines approved by the Ministry of Health and to any public indication which may be issued in the future.
2. **Workers** must inform the company if they show **symptoms** and will be kept in quarantine at home.
3. In order to avoid transmission, **remote work** will be prioritized, whenever possible.
4. If and when remote working is not feasible, the **protective guidelines** recommended by the authorities shall be followed:
 - Use of protective masks and gloves.
 - Regular hand hygiene using alcohol-based sanitizers.
 - Respect the safety distance of approximately 2 metres.
 - Certificate stating the professional activity to facilitate urban mobility.
5. The workplace must be subject to regular **disinfection** procedures.
6. **Casting** auditions will be carried out online, either with a self-tape (videos recorded at home by the talent) and/or video calls.
7. On the 14th March all administrative permits were suspended, including those already granted.
8. Filming in **private locations** is allowed. The parties must reach an agreement and consensus on the number of people and disinfection measures. The safety distance must be observed at all times.
9. **Work permits for minors** are temporarily suspended throughout Spain.
10. Meetings between the production company, the agency and the client such as briefings, PPMs, etc., will be carried out online.
11. There is a new specific protocol for **tech scouts**, aimed at avoiding overcrowding the site and which only allows heads of department to attend the visit.
12. The final wardrobe options will be presented in the PPM file and the selection will be made from there. The **costume fitting** will take place on the same day of the shoot.
13. We will be working in so-called **clean shoots**, which implies that only a minimum indispensable crew will participate in the filming.
 - Workers will be subject to temperature checks on the day of shooting. There will be a back-up protocol for the artistic crew.
 - Prevention and safety guidelines are applicable to all workers according to their role and function in the production.
 - In a *clean shoot* the "essential crew" which will be physically present on the set should include a maximum of 25 people from the technical crew and 10 people from the talent. A safety distance of approximately 2 meters will be observed at all times.
 - The "essential crew" also includes 1 person from the agency and 1 person representing the client.
14. **Budgets** will be calculated based on to the protocol in force on that date. If necessary, the budget will be updated according to any changes in the protocol.
15. This protocol is a guide for the ACCP members. If there is any discrepancy with the provisions made in current or future regulations that may be issued by the Spanish Government or Parliament, their provisions shall prevail.
16. 15. The APCP shall not held responsible for any claim derived from the interpretation of any point included in this action protocol.