

**HEALTH
AND SAFETY
PROTOCOL FOR
AUDIOVISUAL
PRODUCTION**

HEALTH AND SAFETY PROTOCOL FOR AUDIOVISUAL PRODUCTION

This protocol was prepared by a work group from the audiovisual sector consisting of representative entities and specialized film technicians.

This is a living document that will be updated with new recommendations regarding Covid-19 published by the World Health Organization (WHO), the Ministry of Health or Government Entities in the Federal sphere.

Government Entities across State and Municipal spheres must be monitored frequently, and the establishment of Brazilian occupational safety regulations (NRs) and Labor Laws (CLT) and Collective Convention must be considered.

Flexibility and common sense in the development of this protocol will be key in order to resume audiovisual production safely. After all, every project has its particularities, therefore, the guidelines herein might not meet every need, in practice.

Resumed activities will take place on the dates proposed by the local Government, according to the epidemiological situation of each region. This resumption should initially encompass content campaigns and smaller ads, and will be broken down into stages, as per described below, to ensure a gradual and safe rollout.

Stage 1 In terms of the most restrictive measure of public power (social distancing or lockdown), filming or shooting in public and private locations is suspended. Only remote filming will be carried out, with minimum crew travel or commute.

Stage 2 Intermediate stage of easing restrictive measures. New biosafety and social distancing measures will be adopted. It will come into force when the health authorities allow the sector's activity to resume.

Stage 3 Will be developed based on the experiences of Stage 2.

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GLOSSARY

CLARIFICATIONS OF THE TERMS USED IN THIS DOCUMENT

Safe Social Distancing

Minimum distance between two people in the same space is 1.5m. Use of CPE and PPE will always be mandatory, except in the case of actors at the time of the actual shoot.

Personal and Material Sanitizing

Everyday cleaning procedure to prevent spreading the virus. Wash hands with water and soap several times a day and/or whenever coming into contact with a surface or material that might not have been disinfected.

Disinfect with rubbing alcohol or water and soap every equipment and surface that have been touched by different people.

Disinfection

Process that must be executed at the beginning and at the end of the workday to eliminate the virus that might have survived in the environment, using the recommended products as per the ANVISA protocol.

Main means of disinfection:

- Regular water and soap.
- 70% ethyl alcohol-based liquid sanitizer.
- 70% ethyl alcohol-based gel sanitizer.
- 70% isopropyl alcohol-based sanitizer (exclusively for equipment and materials).
- Bleach solutions.
- Disinfectants proved to be effective, approved by Anvisa.
- Lysol (potash soap solution and formic aldehyde).

Risk Areas

Physical workspace divisions that take into account the concentration of people and the potential risk that their proximity entails. After the prior identification of the areas, divisions must be signaled clearly, whenever possible, to ensure collective protection. According to regulations of Occupational Safety, establishing these areas allows for better planning or risk mitigation measures and the subsequent significant decrease in risk, given that complete elimination is unfeasible.

Safety Areas

Spaces designed for food consumption, cleaning of PPE, CPE and other equipment. Safety areas should maintain a safe distance from High Risk and Imminent Risk areas. Within these spaces, PPEs may be removed for a short period of time, however crowds must be avoided. SMOKING AREAS must have ashtrays to collect cigarette butts and are considered safe areas as long as they do not become social interaction hubs, much like in the area intended for food consumption.

PPE

Personal Protective Equipment is every accessory designed for the protection of the worker's body against several occupational hazards, including mechanical, environmental, airborne particular matter, eyesight risks or electrical risks. Workers must have separate packaging (some models) and other "new" and "used" PPE to prevent contamination. The hiring party will always be in charge of making this equipment available.

CPE

Collective Protective Equipment is every device designed to protect, guide, separate and potentially prevent the circulation of people inside the workplace and its access areas. CPE includes safety signs of a workplace and/or every equipment meant to protect a greater quantity of workers. The hiring party will always be in charge of making this equipment available.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

This is a summary of the equipment that will be described as mandatory throughout this document so as to prevent coronavirus contamination. It DOES NOT EXCLUDE the use of other PPE already used for occupational safety, regardless of contamination and multiplication of the virus.

Every PPE must have a C.A. (Certificate of Approval). If the technician already has its own set of equipment, it may be accepted as long as it complies with the biological safety criteria.

Cleaning and indiscriminate handling of items or equipment in RISK AREAS A, B and C is strictly forbidden. Such procedures must take place in clearly established areas.

The use of accessories (rings, necklaces, earrings, etc.) is not recommended given the high risk of infection proliferation. Facial hair length (beard) should also be observed so as to refrain from compromising the mask seal.



Face Mask

Masks can be made from cotton with two layers minimum or industrialized with the same purpose. The replacement of this equipment must follow the manufacturer's recommendation. It is declared that in many cases, face masks are considered CPE.



Use of 3M PFF2 is recommended for Area C (film set)



Use of the Half Mask Respirator is recommended for stage setting professionals and painting crew.



Safety Goggles:

Prevents eye exposure to radioactive, biological and chemical components, which stops liquids from splashing on professionals. Workers who already wear goggles on a regular basis are excluded from mandatory use.



Face Shield:

Face Shields protect the user's entire face from splashes of chemicals or potentially infectious materials.



Hair Cap / Net:

The protective cap is efficient to protect both the user and the handled product.



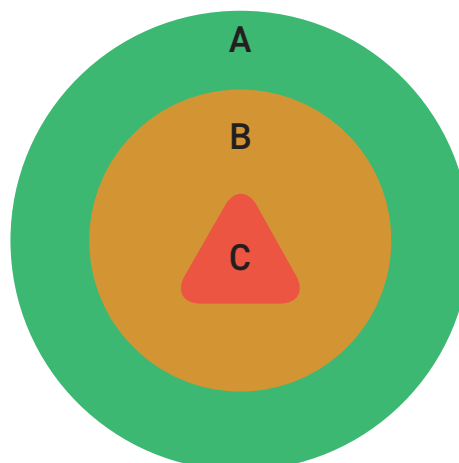
Rubber Gloves:

Recommended for workers who handle food products, in addition to hygiene and general services. Latex gloves can also be used by professionals who have direct contact with the cast.

RISK MAP

General Observation on Occupational Safety:

All measures in this protocol, based on the risk map and other notifications from the ordinances of the Health and Safety Agencies, aim to prevent, control and block contact with the mucous membranes of the face and human secretions. Especially the so-called "spray" of saliva, as it is the main means of spreading the infection through the respiratory tract.



A – Moderate Risk Areas

B – High Risk Areas

C – Imminent Risk Areas

SAFETY DEFINITIONS APPLIED TO THE RISK MAP

Area A: MODERATE Risk (examples: production station, food station, smoking area)



Mandatory sanitization of the environment during the period of the project.



Recipients or displays with 70% alcohol-based gel and liquid sanitizers for general and frequent use in strategic places.



Maintain a safe distance of 1.5m between workers and workstations. The same distance should be maintained in the area designed for food consumption and bathrooms. The flow of people in bathrooms where there is a greater density of stalls without adequate insulation will be limited.



Bathrooms will be cleaned more frequently during the shoot.



Food consumption (Safe Area), of any nature, can only take place in moderate risk areas. Eating in any other areas will be prohibited.



The "Smoking Area" (Safe Area) follows the same guidelines as the area designed for food consumption.



Bathrooms must always be in Area A (Moderate Risk). In cases of location, where there are bathrooms in Areas B (High Risk) and C (Imminent Risk), those toilets must be isolated.



All professionals must wear:

- Face Mask.



Professionals involved in cleaning and food handling must wear:

- Safety Goggles
- Rubber Gloves
- Hair Cap/Net.

SAFETY DEFINITIONS APPLIED TO THE RISK MAP

Area B: HIGH Risk (examples: set station, DMM – Digital Media Manager station)



Mandatory sanitization of the environment with greater frequency during the period of the project.



Greater number of recipients or displays with 70% alcohol-based gel and liquid sanitizers for general and frequent use in strategic places.



Maintain a safe distance of 1.5m between workers and workstations, counters and spaces for equipment storage.



Safety signs should highlight the importance of personal hygiene and sanitization of materials.



All professionals must wear:

- Face Mask



Professionals that come into contact with the cast without their PPE for “stagecraft” purposes must wear:

- Face Mask

SAFETY DEFINITIONS APPLIED TO THE RISK MAP

Area C: IMMINENT Risk (examples: dressing rooms, film set, monitoring area)



- Even more thorough mandatory sanitization of the environment during the period of the project.



- Greater number of recipients or displays with 70% alcohol-based gel and liquid sanitizers for general and frequent use in strategic places across all departments.



- Maintain a safe distance of 1.5m between workers.



- Departments shall not handle equipment from other departments without proper supervision.



- In the event of production in locations with clear lack of sanitization, it is recommended that workers wear a hazmat suit. Workers should have safe garments to change into after the task and personal hygiene procedures, especially those involved in the collection of materials in places where there is low control over sanitization (ex.: stores and archives).



- **All professionals must wear:**
- Face Mask.
- Safety Goggles or personal glasses.



- **All professionals that constantly circulate within the area and come into contact with the cast without their PPE for "stagecraft" purposes must wear:**
- Face Mask

PERSONNEL SCREENING

Form

A form addressing relevant health issues to ensure the safety of all parties involved must be prepared prior to shooting.

Suggested Questionnaire:

1. Have you been diagnosed with Covid-19? If so, how long ago?
2. Have you had contact with someone who tested positive for Covid-19 in the last 15 days?
3. Have you experienced any of the following symptoms in the last 15 days: fever, cough, throat ache, shortness of breath, headache, runny nose, fatigue, pink eye/conjunctivitis, vomiting, diarrhea or loss of sense of smell and taste)?
4. Have you been on a set with one or more confirmed cases of Covid-19 in the last 15 days?
5. Did you travel in the last 15 days? If so, where?
6. Do you have any other relevant comment regarding your health/risk group that you think is important we should know?

STATEMENT OF RESPONSIBILITY

After filling out the form, the professional must sign, preferably online, the Statement of Responsibility below, or the hiring party's contract, as long as it is not conflicting with the clauses specified herein.

STATEMENT OF RESPONSIBILITY

STATEMENT OF RESPONSIBILITY - COVID-19 SAFETY MEASURES IN THE PRODUCTION OF AD AND CONTENT FILMS

Considering the measures adopted in the face of the pandemic caused by the "CORONAVIRUS", responsible for the disease known as COVID-19, in particular the Presidential Decree of n. 06 of 2020 and the measures provided for in Federal Law No. 13,979/2020, as well as sparse state and municipal laws, all of which aim to provide measures to mitigate the public health emergency;

Considering that audiovisual activity, by nature, necessarily implicates interaction among people;

Considering that it is the Production company's responsibility to ensure that professionals hired personally or by an intermediary company receive the necessary protection to enable the economic practice of audiovisual activity;

Considering that Occupational Health and Safety are public order laws that do not compromise each other and that Brazilian Occupational Safety Regulations (NRs) are mandatory;

Considering that the hired professional is responsible for his/her conduct and behavior within the work environment, and must, therefore, follow safety guidelines, measures and procedures, as well as use the necessary means provided and informed to protect himself/herself and prevent colleagues from spreading "CORONAVIRUS" and Covid-19;

Considering that fighting the Covid-19 pandemic is a global challenge that requires everybody's attention and best efforts;

Considering that, currently, any environment with collective frequency has the potential danger of the presence of "CORONAVIRUS" and, therefore, contagion of Covid-19, and that companies must make every possible effort to mitigate risks of contamination, including but not limited to guidance and inspection of the proper use of PPE and compliance with regulations and protocols.

Based on these preliminary considerations,

the PRODUCTION COMPANY _____, registered under Corporate Tax ID (CNPJ/MF) _____, headquartered in _____, hereby represented by _____, (nationality), (marital status), (profession), holder of Identity Card (RG) _____, registered under Individual Tax ID (CPF/MF) _____, and FILM TECHNICIAN _____, (nationality), (marital status), (profession), holder of Identity Card (RG) _____, registered under Individual Tax ID (CPF/MF) _____ and Screen Actors Guild (DRT) _____, sign this STATEMENT OF RESPONSIBILITY, establishing the following:

STATEMENT OF RESPONSIBILITY

- 1)** The PRODUCTION COMPANY and the TECHNICIAN shall ensure the protection and observance of the rules and recommendations that are and that may eventually be issued by public agencies, notably by the WHO, ANVISA, Ministry of Health and the RECOMMENDATIONS contained in the "Health and Safety Protocol for Audiovisual Production";
- 2)** The PRODUCTION COMPANY must provide all safety and Personal Protective Equipment specified in the Covid-19 Safety Measures Protocols for the technician's work, as well as comply with all the provisions of hygiene conditions foreseen in this document;
- 3)** The PRODUCTION COMPANY undertakes not to hire or allow individuals that may offer a potential risk of spreading "CORONAVIRUS" on set, especially if any presumed fact is flagged during the screenings;
- 4)** The PRODUCTION COMPANY undertakes to immediately refer the TECHNICIAN who presents typical symptoms of Covid-19 to receive proper medical care;
- 5)** The TECHNICIAN hereby declares that he/she currently does not have any typical symptoms of Covid-19;
- 6)** The TECHNICIAN hereby declares to be aware of the risks of contamination by "CORONAVIRUS" and the PRODUCTION COMPANY hereby declares to be aware of the risks inherent to contamination;
- 7)** The TECHNICIAN undertakes to use all the supplied Personal Protective Equipment and follow all the provided guidelines to ensure safety, health and hygiene in and outside the workplace, cooperating toward maintaining healthy conditions across the environment;
- 8)** THE TECHNICIAN declares that he has received and is fully aware of the "Safety and Health Protocol for Audiovisual Production".

In the event of non-compliance with the all the regulations contained in this Statement of Responsibility, the PRODUCTION COMPANY or TECHNICIAN must inform the respective Union so that the appropriate measures are taken to preserve the health and safety of all professionals.

STATEMENT OF RESPONSIBILITY

São Paulo, ____ of _____ de 2020.

TECHNICIAN

PRODUCTION COMPANY

ID RG: _____

INDIVIDUAL TAX ID - CPF: _____

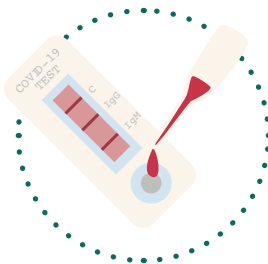
Screen Actors Guild - DRT: _____



In-Person Screening:

Each professional hired by the Production Company will have their temperature taken, one by one.

Afterward, each professional will receive a bracelet or similar device that will make it possible to visually identify who is allowed to enter the set.



It is recommended to have professionals take rapid tests (IgM/IgG) before entering the set, and/or RT-PCR, upon hiring.

CONTINGENCY PLAN

The Contingency Plan must be applied in the event that somebody in the crew begins to show COVID-19 symptoms during any of the project's stages (pre-production, shoot and post-production). These measures aim to prioritize health and safety, ensuring assistance to professionals and preventing the proliferation of the virus.

CONTINGENCY PLAN

1. The professional that is not apt to enter the set during in-person screenings, or that presents symptoms while on-set, or who has direct contact with the professional that presented symptoms, must be quarantined for 14 days and observe the development of more symptoms, or be referred to a health facility to be tested. If the professional tests positive, he/she must communicate the production crew immediately. The professional will only be allowed to resume work after the 14-day-long quarantine or upon submitting the document proving that he/she tested negative for COVID-19.
2. The forms of all the workers involved in the shoot, along with the contract and the insurance list, will be sent to the Workers Union. The Workers Union, in turn, must keep a record of the data and information of all participants per film for up to one month and manage it accordingly if someone has symptoms or is diagnosed with COVID-19. In this case, all participants involved in the production must be notified. All participants must inform the Union if they have had symptoms or if they have been diagnosed with Coronavirus.

STAGE 1

General Guidelines

With respect to the most restrictive measure of public power (social distancing, isolation or lockdown), the suspension of filming and shooting in public and private locations is characterized. Only remote filming is allowed, with minimal displacement/travel/commute of staff, equipment and specific items, without human interaction.

PRE-PRODUCTION

1. The overriding importance of providing more time than usual, according to each project, to remain on-schedule for the fulfillment of all stages of production, including risk-free cleaning, is reinforced.
2. Respect working hours served via home office, with each professional working a maximum of 8 hours a day, in accordance with current legislation.

PRE-PRODUCTION

Direction

1. General meetings (briefing, pre-PPM and PPM) shall only be held via videoconferencing.

Script

1. Adapt the script to reflect the new reality and new limitations imposed by the pandemic.
2. Avoid shots that include hugs, kisses and other situations of physical contact. Should it be necessary, prioritize casting of real families, actors that live together or duly supervise the cast's social distancing, isolation and quarantine.

Casting Auditions

1. Auditions – Use materials sent by the cast, such as videos, headshots and pictures taken with their personal cell phones.
2. Callbacks, if necessary, will also be carried out remotely.
3. Dispatch the copy/script with basic guidelines to optimize the content captured on the casting audition.

Art

1. The entire art team must work remotely from home.
2. Meetings within the department and with other departments, as well as the supervision and direction of costume design, set design and assemblies by Art Directors and Assistants must be carried out EXCLUSIVELY via videoconferencing.

Art Direction

1. The Art Direction team must execute the project prioritizing pre-existing objects and props at the location, in compliance with the guidelines of Stage 1.

PRE-PRODUCTION

Prop Production

1. Scouting for art and props, other than the ones already available at the shoot locations, must be done EXCLUSIVELY in stores and with suppliers that offer online customer service. Pick-ups should be carried out by drivers to prevent other professionals from engaging in external work as much as possible. If it is impossible to produce a certain item due to these limitations, the script and purchase orders must be adapted accordingly.
2. If it is necessary to deliver props in the proposed location, the objects must be sanitized and packaged prior to delivery. During this stage, it will only be feasible to work with props that can be transported and undergo basic sanitization procedures.

Make-Up

1. The cast members must do their own make-up, with their own items, or rely on remote guidance of a make-up artist, who will serve as a consultant and may preemptively conceptualize and teach actors how to characterize the approved look-and-feel. The use of a disposable make-up kit may also be considered. The make-up artist must also be available to answer questions during working hours.
2. The consultant may supply the ideal make-up products to reach the desired result in the remote shoot, as long as he/she is responsible for proper sanitization of the items.

Costume Design

1. Street production is not allowed.
2. Work with existing items from the costume designer's own collection, online stores or garments that belong to the cast. Costume designers should only produce suggestions made by clients/directors that can be made with these items.
3. Costume designers are to be held responsible for sending only sanitized garments (washed with soap and water) and/or that have not been handled or exposed to other people for a period of 72 hours, in compliance with the WHO's guidelines. All professionals handling costumes must use safety masks and gloves when touching the garments. The costumes must be sent in a sealed, sanitized plastic case.
4. All garments must be sent to a drycleaner recommended by the costume designer before they are returned, even if they were not worn.

SHOOTING

General Guidelines to Shoot during Stage 1.

1. Shoots will take place in the households of the cast members themselves, who may or may not be actors, prioritizing zero art interference, or as little art interference as possible. In addition, audio and video capture equipment will be sent to the households.
2. Complete sanitization and packaging of shooting equipment prior to dispatch to professionals who are willing to execute the remote projects in their households is mandatory. Professionals must also sanitize all items before returning the equipment.
3. Daily work shifts must not exceed 12 hours, including lunch breaks.

Art

During disassembly after the shoot, the professional who hired the rental and received the props as per described above, must sanitize and pack them upon wrapping up the shoot. Depending on the item, assess the need to have it properly sanitized by a specialized company before returning it to the supplier.

Equipment Rental

1. If it is necessary to rent equipment, rental companies must be consulted by the hiring party in order to ensure that it complies with sterilization procedures upon delivery and withdrawal of items.
2. All equipment must be duly disinfected prior to delivery, as well as enclosed in packaging that is easy to sanitize. It is the production company's responsibility to transport the equipment.

Direct (Location) Sound

During this stage, the sound technician will guide professionals on the best positions for the microphones and the proper setup of equipment through remote consulting.

POST-PRODUCTION

1. Final editing must be carried out remotely with equipment/stations set up at the editors' households. To successfully execute this process remotely, it is necessary to supply editors with the proper infrastructure.
2. Prioritize sending untreated material online through appropriate systems or the production company's FTP. If it is necessary to send an external hard drive, it must be disinfected with 70% isopropyl alcohol-based sanitizer and delivered by the carrier in compliance with the proper hygiene procedures.
3. If necessary, consider the possibility of working through remote systems, where software and untreated content remain within the production company/broadcaster. In this case, the production company will only need to provide editors with equipment and network links with specifications. The workflow incorporating other post-production tasks must be carried out remotely.
4. Communication with other professionals involved in the final editing process (i.e.: directors, producers, image editors, audio technicians and clients) must be carried out through virtual disk systems and other apps. Remote access systems may also be considered, granting direct access to the machine where the project is being edited to all parties involved.
5. In order to foster integration and consolidate ideas as effectively as possible, meetings should be held via videoconferencing, mirroring in-person meetings as much as possible. It is important to note that information security of the chosen system must be the production company's responsibility.

STAGE 2

Intermediate stage reflecting eased restrictive measures, while observing the regulations and measures that address biosafety and social distancing. Transition stage with the possibility of shooting in film sets, as long as specific rules and conducts are adopted.

General Guidelines

Gradual Reopening: During this stage, all professionals should, whenever possible, work remotely. Professionals that may eventually need to leave their households to do their job, such as costume designers to pick up costumes, prop producers to withdraw material, etc., must wear masks, gloves, use individual transportation and follow the sanitization recommendations.

PRE-PRODUCTION

1. Professionals involved in each project's pre-production should ideally carry out their tasks from home.
2. All meetings must be held via videoconferencing.
3. Production, costume design and prop stations, should it be absolutely necessary, must take into account social distancing norms in relation to the number of people, as well as sanitation, hygiene and ventilation norms (Risk Area A).
4. There must be prior planning to shoot on rainy days to make sure that the PPE is changed, dried and/or disinfected more frequently. Only strictly needed personnel should be exposed to adverse weather conditions.
5. Adjust the project's prep and pre-production time according to its specificities and the new reality of home office production.
6. Respect working hours served via home office, with each professional working a maximum of 8 hours a day, in accordance with current legislation.

PRODUCTION

Contracts

All film crew contracts should, preferably, allow the parties to sign digitally.

Location Scouting

1. Location scouting must be carried out online or by a location producer duly equipped with all the necessary PPE, as well as escorted by a driver, in the event that the production company hires one for scouting.
2. Assess the possibility of initially shooting in empty locations or locations where the landlord/owner allows prior sanitization of the area according to protocol, as well as sanitization after the shoot.

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Tech-Scout

1. Tech scouts require the attendance of the following technicians: Director / Photography Director / Art Director / Assistant Director / Assistant Producer. These technicians must use individual transportation or another vehicle, as long as they remain in compliance with all the hygiene and safety equipment guidelines specified in the 'Transportation' item.
2. If it is necessary to include more technicians in the tech scout, visitation hours must be alternated. Full sanitization must be carried out before, during and after the tech scout.

Delivery of PPE and Work Materials

1. All departments must receive the necessary PPE to wear prior to beginning their activities, as well as the inspectors of the rental companies prior to checking and inspection.
2. The delivery of the consumables box should be directed to the rental company or directly to the technician in charge of the department, prior to beginning the activities.

Sanitization in the Preparation Fronts

1. The schedule must be devised in such a way that prevents frontline teams from working at the same time so as to eliminate potential crowding during the preparation stage of the film set.

Set Design: Respect the film crew schedule. Set design should be carried out on the days prior to the Pre-Light and Shooting days. It is also important to note:

- Reduced number of people on-set at the same time.
- Minimum distance of 1.5m.
- Regular breaks in compliance with the guidelines of health authorities.
- Use of PPE and reinforced personal hygiene.
- Ventilated environment.
- Complete sanitization of the set before and after assembly.
- Supply of the same health and hygiene conditions as the Shooting stage, such as proper bathrooms.

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Sanitization in the Preparation Fronts

Pré-light: If necessary, Pre-Light setup must be carried out on the day prior to shooting, taking the following into account:

- Reduced number of people on-set at the same time.
- Minimum distance of 1.5m.
- Regular breaks every 3 hours.
- Use of PPE and reinforced personal hygiene.
- Ventilated environment.
- Complete sanitization of the set before and after assembly.

Transportation

1. When possible, devise a shooting plan in such a way as to avoid the displacement of the crew between locations during the project. Drivers are responsible for sanitizing their vehicles with suitable materials. Sanitization must be carried out every time drivers pick up new people in the case of passenger vehicles, and regularly in the case of cargo/equipment vehicles.
2. All professionals should commute individually, whenever possible. If they choose to use vans, buses or other vehicles, safe social distancing from other passengers must be respected.
3. All people, including the driver, must wear masks inside the vehicles. Avoid conversation during the commute/route. Keep the windows open and ensure proper ventilation.

Script

1. Avoid shots that include hugs, kisses and other situations of physical contact. Should it be necessary, prioritize casting of real families.
2. Avoid shots with many characters or in small, poorly aired spaces.
3. Adapt the script to reflect the new reality and new limitations imposed by the pandemic. That is: restricted rental/purchase of props and materials, as well as compromised/delayed shipping delivery times.

PRODUCTION

Direction

1. Casting Auditions

1. Use materials sent by the cast. Videos, headshots and pictures taken with their personal cell phones.
2. During the first auditions and callbacks, meetings with the director must be held via videoconferencing, from the actor's household.
3. At the studio, it is important to define a maximum number of actors and break down their shifts to avoid crowding. It is necessary to follow the safety and hygiene maintenance guidelines of the studio with increased frequency.

Art

1. Guidelines to Follow

- 1.1. The entire art team must work remotely from home.
- 1.2. Meetings within the department and with other departments, as well as the supervision and direction of costume design, set design and assemblies by Art Directors and Assistants must be carried out PREFERABLY via videoconferencing. If it is not possible, hold a minimum of in-person meetings and make sure to wear proper safety equipment.

2. Art Direction

- 2.1. Ideally, locations should be chosen by looking at photos or videoconferencing. If it is not possible, schedule the minimum amount of technical visits to make a decision and always wear the proper safety equipment.
- 2.2. In the event that the shoot takes place at a location, select props PRIORITIZING the ones already available in-loco, remaining in compliance with the guidelines of Stage 2.
- 2.3. Art projects and PPM documents should PREFERABLY be conducted and devised refraining from in-person technical visits and measurements, using only references and freehand drawings. If this is not possible, go on a minimum of technical visits for the successful execution of the project and always wear the proper safety equipment in compliance with the general guidelines of Stage 2.

3. Art and Prop Production

- 3.1. Scouting for art and props, other than the ones already available at the shooting locations, must be done PREFERABLY in stores and with suppliers that offer online customer service. Pick-ups should

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be carried out avoiding crew members' displacement for external jobs as much as possible. If it is impossible to produce an item due to these limitations, the art direction project and/or script must be adjusted accordingly.

- 3.2. Objects used on-set (especially props) must be sanitized prior to assembly and after they are used. Hiring a specialized sanitization service is the production company's responsibility and it must supervise art and prop production.
- 3.3. Art and prop production must include a safe and suitable space for storage and sanitization of the items that meets the needs of each set design, as well as the necessary sanitized infrastructure to execute the project (counters, tents, etc.).
- 3.4. Professionals who need to leave the set to produce on the street must be duly equipped with the proper PPE and CPE recommended in this protocol's general guidelines and made available by the production company.
- 3.5. The chemicals used in sanitization cannot compromise the appearance of surfaces such as walls, tapestries, papers, props and fabrics.

4. PPE According to Risk Area Map

Moderate Risk Area (A):

- Production Station

High Risk Area (B):

- Art and props Truck/Van/Doblo.
- Art materials and prop storage spaces.
- Art materials and prop sanitization spaces.
- Spaces designed to test and install special effects.
- Stagehand station.
- Set disassembly.

Imminent Risk Area (C):

- Scenotechnical, props, painting shed.
- Film set.
- Stagehand station.
- Street research, production and disassembly.

5. Setting Assembly

- 5.1. **Pre-Assembly of Setting:** Scenotechnicians must assemble the settings separately from the painting stage so as to prevent both staffs from working simultaneously in the same space and giving rise to crowding; or a different space for painting should be created. Respect minimum distances and relation

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between quantity of professionals x footage of the spaces stipulated by occupational safety and health agents. Risk area: high risk (B).

- 5.2. **Assembly of studio settings (construction, painting and dressing):** Assess the size of the assembly teams in compliance with distancing norms. Assign different times so that each stage is carried out exclusively without an accumulated amount of teams in the environment. Consider additional time for this assembly due to adaptations and alternated shifts. Risk area: high risk (B)
- 5.3. **Assembly of settings in locations:** If it is necessary to insert scenography at the location, objects must be sanitized and teams should work in different shifts. To ensure the professionals' safety, any contact with people who are not part of the crew is prohibited.
- 5.4. During the assembly, the same health measures and protocol related to the crew's food must be observed.

Special Attention to care provided to the crew that is not on the film set, frontline/assembly crews (assistants, stagehands and drivers) that circulate in the streets. Professionals that engage in frontline tasks (assembly of other locations while shooting in one of them) must receive the same care as the shooting professionals.

Costume Design

1. PPE, According to Risk Area Map:

Moderate Risk Area (A):

- Office work: decoupage, research/scouting, preferably executed from home.

High Risk Area (B):

- Truck/Van/Doblo for costumes for loading and unloading.
- Costume design station to receive Productions from the streets and organize garments on the racks.
- Costume Sanitization: includes leftover costumes from the fittings and what was worn by actors/extras in the shoots.
- Disassembly: organization of the collection created for the film - organize production company's entries and returned garments.

PRODUCTION

imminent Risk Area (C):

- Street productions, constant entry and exit from several locations, coming into direct contact with different types of people. Production company's car entry and exit. In short, greater contact with the uncontrolled external world.
- Costume fittings and dressing rooms in the proximity of the cast – need to schedule and/or make adjustments.
- Film set adjustments between different takes. Proximity of the cast that, presumably, will not be wearing PPE because they will be shooting.

2. Costume Design Production

- 2.1. Street production is conditioned to the reopening of stores and shops.
- 2.2. Productions of costumes made through purchases, consignments and/or rentals should be made only with suppliers that follow the WHO's safety and hygiene protocols.
- 2.3. Professionals that leave the set to produce must wear PPE to protect themselves, given that suppliers might have eased preemptive and sanitization processes. Upon returning to the station, professionals must engage in sanitization procedures (change of clothes or put on a protective suit, isolating the clothes worn during street production). It is necessary to make a space available for this procedure.
- 2.4. Produced items must be transported in plastic cases that can be sanitized upon entry in the production stations.
- 2.5. Costume design producers are responsible for sanitizing the items prior to the fittings.

3. Costume Design Station and Work Materials

- 3.1. The costume design station must be constantly sanitized in light of the increased circulation of people and arrival/exit of the produced costumes.
- 3.2. Part of the team should remain responsible for organizing the productions in such a way that minimizes contact between people. In addition to standard PPE, the use of gloves (disinfected with alcohol-based sanitizer periodically) for the constant handling of costume design items is recommended.
- 3.3. Each member of the costume design crew must have his/her own materials kit
- 3.4. Infrastructure materials (racks, hangers, sewing machines, etc.) must be sanitized periodically

PRODUCTION

4. Sanitization

- 4.1 Part of the costume design crew, or technicians hired to that end, must be responsible for sanitization (following the guidelines set forth by official agencies).
- 4.2 Consider that constant sanitization will increase garment wear-and-tear, dry cleaning costs and cleaning materials.
- 4.3. Although there aren't in-depth studies about the permanence of the virus in materials/fabrics and specific sanitization of those items, in order to prevent damage, the following is recommended:
 - 4.3.1. Wash with soap and water. If possible, ensure that the water remains at a temperature of 60°C and iron the garments (reaching a temperature of up to 100°C). Lysol can be used, for it assists in reducing the viral load.
 - 4.3.2. Fabrics/garments/costumes that cannot undergo the above-mentioned processes must be isolated in a ventilated environment for 72 hours, preferably with sun exposure. The used clothes cannot remain in a sealed case – it must be aired out. Sun exposure is recommended because UV rays assist in reducing the viral load.
 - 4.3.3. On shoes: after wearing, clean both shoes (inside and out) with a cloth moistened in bleach with 0.5% concentration or Lysol spray, paying attention to the sole as well.
 - 4.3.4. Accessories must be sanitized as well.
 - 4.3.5. It is necessary to sanitize the costumes worn overnight or isolate the garments as per described in item 4.3.2.

5. Costume Fittings

- 5.1. Assign only one person (wearing the necessary PPE) to have direct contact with the cast and schedule the fittings.
- 5.2. If an item is forwarded to another person from the cast, it must be sanitized again before the exchange.

6. Extras

Extras' costumes must be pre-approved by directors and sent to the costume design team in advance so that professionals can be briefed and, if necessary, extras should submit photos of their own garments for approval.

PRODUCTION

Camera, Electrics and Machinery

1. PPE, According to Risk Area Map:

- 1.1. Camera operator, 1st assistant camera and 2nd assistant camera must wear the PPE corresponding to risk areas B and C.
- 1.2. Video-assist operator must wear the PPE corresponding to risk area B. AMM and DIT must wear the PPE corresponding to risk areas A, B or C, according to the need of positioning on-set.

2. Equipment List

- 2.1. The technician must prepare a list of equipment with his first assistants and rental companies with strictly necessary items, consistent with the size of the project, in order to avoid excesses, team overload and wasted time due to last-minute changes.
- 2.2. Ideally, equipment lists should be saved in digital format.
- 2.3. The use of equipment that speed up the backup work and conversion of materials (ex.: RAIDs, SSDs and DIT station) suggested by the AMM or DIT is recommended so as to wrap up the set in the least amount of time.

3. Equipment Check

- 3.1. Checks must be carried out one day prior to shooting.
- 3.2. Receive camera equipment that was previously disinfected and handled consciously and responsibly by the fewest possible number of professionals.
- 3.3. The workspace must be extensive and ventilated with minimum interpersonal distancing of 1.5m.
- 3.4. Schedule check times to prevent two or more crews from working simultaneously in the space.
- 3.5. The technician is responsible for sanitizing the equipment.
- 3.6. Hard Drives must be sanitized one day in advance, along with the rest of the equipment.

SHOOTING

1. Work shifts cannot exceed 12 hours, including breakfast/lunch/dinner breaks.
2. Shoots must respect the monitoring of Civilian Firefighter(s) according to the current legislation in force, since the sets will have a greater presence of chemical products, such as 70% alcohol-based gel sanitizers.
3. It is the technician's responsibility to follow the biosafety rules and correctly wear appropriate clothing and PPE.
4. Shooting in public locations is prohibited, until there is a new decree from the government that allows the issuance of permits.
5. Comply with the appropriate quantity of professionals, respecting a maximum of 20 people simultaneously on-set and maintaining social distancing of 1.5m.
6. The audience and people who are not directly involved in the shoots must maintain a safe distance from the set.
7. Cameras must maintain a 1.5m distance from the cast.
8. Special observation of the distancing rules in shots that require special equipment (crane, rails, dolly).
9. Carry out simpler decoupage, with more objective shots and frames.
10. Early in the day, along with the Agenda briefing, a safety meeting must be held reinforcing all safety and hygiene recommendations on-set, as well as stressing the use of PPE.
11. Attach a Safety Recommendations Guideline to the Agenda featuring the safety measures to fight COVID-19 in this protocol (the Guide must be prepared by the production company, specifically for each production and sent to the crew on the day prior to the shoot). The Guide should include contact information of the Union so that every professional can file a complaint in the event that the rules aren't duly followed.
12. Spread signs reinforcing hygiene and distancing measures across the entire production station, department rooms and film sets.
13. The professional assigned by the production company must shoot video records over the course of the project to prove that safety measures were duly implemented and followed.

Production

1. General Production Guidelines

1. In order to prevent crowding, clients and agencies must, ideally, monitor the work via videoconferencing/remotely. If this is not possible, they should supervise the set from areas A or B.

SHOOTING

2. Avoid using more than one location on the same day of the shoot.
3. Backpacks and purses must be sanitized before entering the production vehicle or upon arrival on-set.
4. A fixed and exclusive duly prepared cleaning team for bathrooms and other areas must be provided.
5. Use portable toilets in every type of location and, eventually, even at the studios so as to limit access to the internal area of the locations at first and ensure a minimum number of crew members together on-set. If necessary, consider using portable toilets at the fronts and assemblies of departments that work off-set.
6. Offer easy access to water, soap, alcohol-based gel sanitizer, paper towels and tissues (to dry and reinforce personal hygiene) on-set, fronts and assemblies.
7. Make sanitary rugs available with products recommended by ANVISA at the entrance of the set.
8. Reinforce personal hygiene guidelines over the course of the day, with regular breaks for professionals to wash their hands and use alcohol-based gel sanitizer.
9. Keep the environment ventilated whenever possible. Consider using air-conditioning and alternating air outputs.
10. Disposal of PPE must be done in a hospital bin, isolated from other waste that was produced and discarded.
11. The set base must maintain the same 1.5m minimum social distancing rules between professionals, while using duly sanitized tables or counters.

2. Transportation

- 2.1. Each driver will be responsible for sanitizing his/her vehicle with the materials supplied by the production company. Sanitization must take place every time a new person gets in the car in the case of passenger vehicles, and regularly in the case of cargo/equipment vehicles.
- 2.2. Every person, including the driver, must wear a mask inside the vans/cars.
- 2.3. Avoid conversation during the commute/route.
- 2.4. Drivers must have alcohol-based gel sanitizers and a cloth inside the vehicle, should the passenger wish to clean his/her seat.
- 2.5. Avoid leaving backpacks in the passenger compartments.
- 2.6. Quantity of people in the van/car must respect safe social distancing between passengers.
- 2.7. Sanitization of cargo cars (internal box areas and cargo vans) must be carried out before pick-up/ access to rental companies and upon exiting. Sanitization must be executed and recorded by the driver.

SHOOTING

3. Food/Catering

- 3.1. Individual catering (packed meals) for all meals of the day, including off-set fronts and assembly departments.
- 3.2. Set up tables to ensure 1.5m distancing per person and assign alternated mealtimes.
- 3.3. Crews must take their own cups/water bottles and the production company must supply a water gallon jug filter that the catering crew will oversee to ensure proper sanitization.
- 3.4. On-set, the use of a cooler with disposable water cups will not be allowed. Professionals must request the production team or the maintenance team for cups.
- 3.5. Coffee and other products must be withdrawn and consumed at the food station (safety area A). All maintenance products must be packed individually and delivered to the team in regular intervals.
- 3.6. Breakfast must be served in individual packages (in alternated times, according to the roll-call times of each crew). Professionals that do not wish to eat breakfast must inform the production team so as to avoid waste.
- 3.7. The maintenance crew must be the only team allowed to serve coffee, water and other beverages.
- 3.8. All packets (salad dressing, olive oil, sugar, salt, etc.) must be individually packaged and delivered along with the packed meals. Packets must not remain available for people to take at their own discretion.

4. Travel

- 4.1. Every regionally established protocol must be obeyed in the city where the professionals travel in view of the protocols with the highest level of protection and protection for life.
- 4.2. The production company must ensure that hotel standards comply with the appropriate care determined herein.
- 4.3. Also verify if all the departments have the most recent information about the areas where COVID-19 is spreading. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>
- 4.4. The quantity of people in the vehicles must comply with the same shooting rules in this protocol.
- 4.5. Travel in mass transportation, such as buses and/or aircrafts, need to be validated according to recommendations set forth by the WHO, public and health ministries.
- 4.6. Accommodation must be individual.
- 4.7. Production company must supply alcohol-based gel sanitizers and clean mineral water for the professionals to take to their rooms.
- 4.8. In the case of longer projects, the production company should foresee sterilized dry cleaning/laundry for the clothes of the cast and crew.
- 4.9. If a professional starts to present COVID-19 symptoms, he/she must be referred to the proper medical service in order to receive the diagnosis.
- 4.10. Ensure that professionals know what to do and who to contact if they start feeling ill during the trip.

SHOOTING

4.11. Professionals that return to an area where COVID-19 is spreading must monitor their symptoms for 14 days, as well as measure oxygenation and take their temperature twice a day.

5. Location

- 5.1. Before entering on-set, a specialized company must carry out complete sanitization. Disinfection must also take place prior to the entry of the first prep and assembly crews, and also at the end of the day, after the crew exits the location.
- 5.2. Study, along with location/production company, possible hotel accommodation of the location's residents during the period in which the location is being used.
- 5.3. Production crew and set assistants must monitor and assist in the maintenance of set sanitization with the person in charge of this duty.

Direction

1. Early in the day, along with the Agenda briefing, a safety meeting must be held reinforcing all safety and hygiene recommendations on-set, as well as stressing the use of PPE.
2. Attach a Safety Recommendations Guideline to the Agenda/shoot plan featuring the safety measures to fight COVID-19 in this protocol (the Guide must be sent digitally on the day prior to the shoot).

1. Stuntmen

1. Stuntmen and precision drivers must have duplicated costumes and at no time will they use garments worn by the actors. They must follow the same dressing room protocol as the cast.

SHOOTING

Continuity

Foresee the need of an individual video-assist, complying with the distance maintained between professionals. The video must be edited by the camera and production crew in a clean, ventilated location. Wear PPE for risk areas B and C.

Art

1. SET

- 1.1. Reduce art team within area C of the risk map.
- 1.2. Assistant art professionals must remain in area B.

2. Stagehands

- 2.1. Reinforce protective measures, such as proper PPE in higher risk areas (imminent risk – area C).
- 2.2. Production company must supply packaging that is easy to sanitize to facilitate disposal or storage of objects and props on-set.

3. Disassembly

- 3.1. Disassembly must respect the crew's alternated shifts within the same environment and the 12-hour work shift already stipulated herein.
- 3.2. In order to disassemble art and objects, there should be a safe, suitable space for storage, disinfection and packaging of objects and materials according to the needs of each setting and considering the necessary infrastructure (counter, stands, etc.).

Make-Up

1. Foresee the acquisition of individual kits for each actor including the make-up artist's recommendations to reach the desired result in the shoot.
2. Make-up artists are responsible for sanitizing individual make-up kits.

SHOOTING

Costume Design

1. Dressing Room Procedures (cast and crew)

- 1.1. Clothes must remain protected and identified within plastic cases and/or boxes because they are easier to clean.
- 1.2. In order to respect the recommended distancing measures and avoid crowding, only one actor can change clothes at a time.
- 1.3. After they have changed, actors MUST NOT remain in the dressing room.
- 1.4. When they are ready, production crew must supply the necessary PPE that all actors must use. PPE may only be removed while shooting. Rehearsals must be carried out with PPE.
- 1.5. In order to touch the costumes, it is necessary to use hand sanitizers before and after wearing them.
- 1.6. Stuntmen and precision drivers must have duplicated costumes and at no time will they use garments worn by the actors. They must follow the same dressing room protocol as the cast.

2. Extras

Dressing room procedures for extras: extras must follow the same dressing room protocol as the cast.

Photography

1. Equipment

The viewfinder of the cameras must not be shared - it shall be used exclusively by camera operators and cinematographers who are operating a camera. The viewfinders must be properly cleaned at the beginning of each day of the shoot. It is recommended to use protectors on the viewfinders of cameras that are not being used. The suggestion is to use disposable plastic zip-lock bags.

Camera

1. Work Procedures

- 1.1. Keep areas of greater contact (camera handles, tripod legs, monitor screens etc.) clean.
- 1.2. Avoid as much unnecessary closeness to cast members to perform their roles (for example, spatial marking, distance measurements and clapperboard).

SHOOTING

Direct (Location) Sound

1. Procedures

- 1.1. Prioritize the use of wireless transmitters to send sound to the camera/video assist to avoid using cables whenever possible. It is also recommended that the image is transmitted to the wireless sound cart. Greater proximity between the sound cart and video assist can be helpful to execute this process.
- 1.2. Headsets must be supplied by the production company so that each professional has an exclusive, individual set.
- 1.3. Sound, microphone and assistant technicians must use the safety equipment in area C, of IMMINENT risk.
- 1.4. In order to make social distancing feasible, preferential use of aerial microphones (boom mic) is recommended. However, boom mics do not exclude the use of wireless lapel microphones whenever necessary.

Sanitization

1. Boom mic sanitization:

1. Clean and sanitize with 70% isopropyl alcohol-based sanitizer at the beginning of the day, during lunch breaks and at the end of the day. If the boom mic, foam or windshield comes into contact with a surface, carry out immediate sanitization.

2. Lapel mic sanitization:

- 2.1. If there is a swap of actors or group of actors, new sets of previously sanitized mics must be installed and the previous mics must be removed and isolated in zip-lock bags. The individual use of lapel mics (capsule) per actor per day is recommended.
- 2.2. After the complete removal of lapel microphones, Sound Assistants will need at least 5 minutes to carry out the cleaning and sanitization processes of each system, as well as every time someone changes costumes.

SHOOTING

Electrics and Machinery

1. Biological Safety and PPE

- 1.1. Considering that electrical and machinery departments are, most of the time, in areas B and C of the risk map, technicians must receive the appropriate PPE set previously described for these risk areas across every stage of the project.
- 1.2. The equipment must be tested in the presence of an employee of the rental company and the electrician/machinist responsible for production. Access to equipment tests, checking and removal/return must be limited to two people, who must not circulate through the rental company, exceeding the limit of the properly signposted test area and docks. Technicians and employees of the rental company must use all recommended PPE and maintain a minimum distance of 1.5m between each other, during the entire process.
- 1.3. The driver, during the time spent at the rental company, must remain inside the truck and wear the recommended PPE.
- 1.4. All control electronic devices, such as iPads and control desks, must be sanitized.

2. Crew Formation

2. The crew must be organized and instructed in such a way that optimizes efficiency and compliance with social distancing. Crowding should be avoided by developing a shooting plan with all departments involved.

3. Camera Car

- 3.1. **Classic Camera Car** (open van/truck with crane and/or attached camera) and closed vehicle with mechanized crane.
 - 3.1.1 During Stage 2, only open platform shooting vehicles must be used.
 - 3.1.2. Work with reduced number of professionals in the camera car, respecting safe distancing.
 - 3.1.3. Other technicians and participants must remain in vans with video links and communication via radio
 - 3.1.4. The camera car's compartments and cabins must be previously disinfected. Cleaning procedures must be repeated regularly and the cabin must have a transparent partition that fully separates the driver from the passenger.
 - 3.1.5. Alcohol-based gel sanitizer and/or other disinfectants must be made available to all technicians in the vehicle.
 - 3.1.6. All PPE of safety area C must be worn.

SHOOTING

Post-Production

1. It is recommended that professionals work remotely, as per informed in Stage 1.
2. To allow professionals to work from editing desks that are not set up at home (production companies and editing houses), the following criteria must be taken into account:
 - 2.1. Reinforce work breaks every 2 hours.
 - 2.2. The workspace must be sanitized before every shift according to similar criteria applied at the film sets.
 - 2.3. Use of masks is required upon arrival at the production company/editing house, traffic to the editing desk and during every stage of non-solitary work. Companies need to make masks available for replacement. It is crucial to take every professional's temperature with infrared thermometers upon entry.
 - 2.4. The simultaneous presence of other professionals at the editing station (such as directors, producers, assistants and clients) is not recommended and meetings should be held remotely.

DAY-TO-DAY AT THE OFFICE

All employees must have access to information about COVID-19 contagion risks and must be instructed to adopt prevention measures everywhere.

It is recommended to hang posters in clearly visible places with basic hygiene procedures.

Attention to Symptoms

1. Any person that presents COVID-19 symptoms, such as fever, cough or shortness of breath must be immediately isolated from the workplace.
2. It is recommended that companies have an infrared digital thermometer to take their employees' temperatures, which should remain below 37.5C.

DAY-TO-DAY AT THE OFFICE

Physical Distancing

1. Maintain 2m distancing between people. Work posts must obey the same rule.
2. Avoid physical contact upon greeting and saying goodbye to people.
3. It is recommended that the teams take different work shifts or eased work hours can be implemented to alternate people from the same team and avoid concentrated clusters of people in the same space.

Established Hygiene Rules in the Workplace

1. Companies must guarantee all conditions to carry out the necessary hygiene practices to prevent the disease.
2. Cleaning must take place frequently or every time equipment and spaces are used, especially doorknobs, handles, surfaces and items that are handled by more than one person.
3. It is recommended to install alcohol-based gel sanitizer dispensers next to the doors with increased circulation of people, for instance in the bathrooms, so that each person can sanitize the doorknob and hands upon entering and exiting the area.
4. Disposal of fabrics, masks and gloves must be carried out in bins with lids and separated from regular waste. It is important to maintain the workspace ventilated. Natural ventilation is preferred over air-conditioning. If natural ventilation is not possible, doors must remain open and sanitization should be carried out more frequently, every 2 hours.

Reception

1. Receptionists must be extra careful, since they are more exposed to concentrations of people, hosting service providers, receiving customers, handling documents and talking on the phone, which is often shared with other receptionists.
2. Avoid sharing phones and, if necessary, phones must be sanitized prior to use.
3. If receptionists share desks and materials, they must be sanitized whenever someone new uses the area.

DAY-TO-DAY AT THE OFFICE

4. Sanitize hands after handling documents that arrived in the mail or that were recently handled by another person.
5. It is recommended to use acrylic on the counter and/or face protector, to ensure the receptionist's safety.

Meeting Rooms

1. Avoid holding in-person meetings, even in-house meetings.
2. It is recommended to reduce seat capacity in meeting rooms by 50%.
3. Avoid sharing laptops, tablets and phones. If necessary, sanitize these devices before and after the meetings.
4. Avoid sharing pencils and pens.
5. Coffee/water must be served in disposable cups. In the case of in-house meetings, employees are required to take their own cups.

Workstations

1. It is recommended that employees regularly sanitize equipment and furniture, such as: chairs, desks, phones, computers, keyboards and others (surface contamination is one of the main forms of coronavirus transmission).
2. Avoid sharing documents, materials and phones. If necessary, sanitize these items prior to use.

Cafeteria

1. Establish alternated meal times to avoid crowding.
2. Each employee should have his/her own water bottle, mug or coffee cup.
3. Sharing food and cutlery is not recommended.
4. It is recommended that employees take their own packed meals and cutlery (the use of disposable materials causes a negative impact on the environment).
5. In the case of food delivery, the food packaging must be sanitized.

DAY-TO-DAY AT THE OFFICE

Bathrooms

1. Reinforce cleaning.
 2. Make alcohol-based gel hand sanitizer and disposable tissues available.
 3. The use of paper towels is highly recommended. The use of fabric towels should be avoided.
 4. Supply toilet seat covers. Upon exiting the bathroom, professionals must use the alcohol-based gel sanitizer to clean their hands.
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CREDITS

This protocol was prepared by SIAESP - Union of the Audiovisual Industry of the State of São Paulo, by SINDCINE - Union of Workers in the Film and Audiovisual Industry of the State of São Paulo, Rio Grande do Sul, Mato Grosso, Mato Grosso do Sul, Goiás, Tocantins and Distrito Federal and by APRO - Brazilian Association of Audiovisual Production.

In collaboration with the following entities:

AADA SP - Association of Audiovisual Assistant Directors of the State of São Paulo
AASET SP - Association of Set Assistants of São Paulo
ABELE - Brazilian Association of Audiovisual Equipment Rental and Service Companies
ACASP - Associate Camera Assistants of São Paulo
APAASP - Association of Audiovisual Art Professionals of São Paulo
APODEC - Association of Prop Producers and Set Designers
APSA - Association of Audiovisual Sound Professionals
APTC-RS - Professional Association of Cinematographic Technicians of Rio Grande do Sul
ASPROD - Association of Content, Fiction, Documentary and Production Ass. Coordinators of São Paulo
ASTIM - Association of Lighting and Machinery Technicians
ATCR - Association of Stagehand Technicians
BRAVI - Independent Audiovisual Brazil
FIGA - Associate Costume Designers of São Paulo
PROCINE-SP - Association of Film Producers of São Paulo
SANTACINE - Audiovisual Industry Union of Santa Catarina
SICAV - Audiovisual Industry Interstate Union
SINTRACINE - Audiovisual Laborer Union of Santa Catarina
STIC - Cinematographic and Audiovisual Industry Laborer Interstate Union
UDFSP - Photography Direction Union of São Paulo

And with legal support provided by:

Eduardo Pastore - SIAESP
Marcelo Mendes Pereira - SINDCINE
Mateus Basso - APRO

And, in agreement, the parties sign this protocol so that its provisions may come into effect.

São Paulo, June 4th, 2020.

Simoni Barrionuevo Ribeiro de Mendonça
Presidente SIAESP

Sonia Teresa Santana
Presidente SINDCINE