

**PANAMA CINEMATOGRAPHIC AND
AUDIOVISUAL SECTOR**

SAFETY AND HYGIENE PROTOCOL

FOR LABOR ACTIVITY DURING THE PERIOD OF COVID-
19.

Recommendations prepared by:
**WORKING TABLE CONFORMED BY DICINE, GUILDIES AND
ORGANIZATIONS LINKED TO THE PANAMA CINEMATOGRAPHIC AND
AUDIOVISUAL SECTOR.**

CONSIDERATIONS:

As a result of the state of sanitary emergency that is experienced globally, the film associations of Panama together with the Film Directorate of the Ministry of Culture **(DICINE) prepare**, wethis document with the aim of providing all workers in the sector audiovisual a set of measures planned in all phases of work activity, in order to eliminate or minimize the risk of contracting or spreading **COVID-19** in future productions.

This plan has been prepared within the framework of **Executive Decree 95 of May 15, 2020**, based on all the individual and collective protection measures suggested by the health authorities of the Republic of Panama in order to gradually reactivate the sector.

We fully understand the different realities involved in filming in our country. Therefore, these measures are made as a guide to recommendations to the teams **GENERAL PRODUCTION**, with the sole purpose of safeguarding the health and life of all professionals in our sector. We urge the teams to follow these recommendations with the

respective adaptations that are required in each shoot, but always keeping as a priority **SAFETY** and **HEALTH** of the entire team.

OBJECTIVES

- Respect and enforce the prevention and care measures established by the country's health and executive authorities.
- Prevent the spread of the virus **COVID-19**.
- Establish individual and collective care measures for the members of the technical and artistic filming team.
- Encourage the reactivation of the film and audiovisual sector in the short term, understanding that, with few exceptions, the activity is absolutely paralyzed.

GENERAL MEASURES OF HYGIENE AND PERSONAL AND COLLECTIVE CARE

- Maintain a daily record of arrivals and departures on set.
- The production must have a thermometer-gun to take the temperature before entering the workplace. In the event that a worker has a temperature higher than 37.5 °, they must return home and contact their doctor or go to the corresponding health authority to obtain a diagnosis about their condition.
- Before starting the daily workday, the General Production must take a few minutes to share the safety regulations during filming.
- Require the obligation to clean your hands with alcohol gel or a sanitizing solution approved by local authorities when entering the workplace.

- Require the obligation to clean the soles of your shoes with a damp mat with bleach solution (30 ml of chlorine x each liter of water) or for more information on the formula options for this preparation, check the MEASURES PROTOCOL issued by MINSA. The cleaning of the soles of the shoes must be done when entering the location, especially when it comes to closed spaces.
- Require that all technical and artistic personnel wash their hands for 20 seconds before eating, after eating, at the end of the day and at least twice more during the workday.
- Discourage the greeting by shaking hands, kisses or hugs.
- Maintain the interpersonal distance of at least 2 meters, except in specific situations such as rehearsals and filming / recording.
- Require the use of masks at all times, except in those times when it is not possible due to its nature (filming

/ recording / meals)

- Members of the technical, artistic, security personnel, drivers, and any other person who must report to the work area must have a **HYGIENE KIT** personal provided by the production consisting of: **gel alcohol, face mask and gloves.**
- It is advisable to define a production person to ensure compliance with safety and hygiene measures during filming.
- It is advisable to prohibit the sharing of bottles, filming plans, glasses, cutlery, tools, cell phones, walkies talkies, drinks, lighters, cigarettes, hair styling, makeup, art and decoration items or any other item that could serve as a transmission route. of the virus.

- It is proposed to have informative posters on safety measures and hygiene standards to be observed in a visible sector of the work area. Ideally upon entering the location or studio; or next to the catering table.

It is proposed to make, as far as possible, staggered appointments to avoid that all members of the technical and artistic team arrive at the same time.

- All production team personnel should wash their hands every 3 hours, after using the bathroom, after eating, after handling work items such as props and settings. Production

must coordinate breaks so that all staff follow these procedures.

- For those productions above 25 people, the hiring of a health professional available for the team is recommended. In case of not being able to make said hiring then it is recommended **extreme security measures** product of the high traffic on the filming set.

- The production must carry out the necessary sessions so that the talent is duly informed about the approach to their scenes and their responsibility in the interpretation. This in order to be able to talk about the scenes that involve physical contact or proximity with other talents and technical team.

- It is suggested that the production guarantee a space for personnel to store their work implements individually and isolated from other work items: laptops, stationery items, cameras, among others.

- Guarantee a space for collaborators, including actors, actresses, and models, to store their personal items and daily clothes when required.

- Digital instructions on the cleaning and disinfection processes must be developed and they must be communicated to the entire production team.

- Recommend to all staff to wear different clothes every day, and if possible a different change to the one they use for travel on public transport.

- Productions are recommended to maintain the good practices that are normally implemented regarding personal accident insurance or civil liability during filming.

PREPRODUCTION

During pre-production, it is recommended that most of the work can be done remotely by conducting meetings on any of the different virtual platforms available. It is important to take advantage of this route in order to solve **the greatest amount of details and doubts** required by production staff, technical staff and shooting talent.

In cases where face-to-face work is necessary, it is recommended that the production try to guarantee transport for all areas, in order to avoid the use of public transport. The transportation to be provided must comply with the hygiene and safety requirements demanded by the authority for this type of transfer.

In face-to-face meetings, the required minimum distance of 2MT must be maintained between the participants, and the number of face masks necessary to be used during the meeting must be ensured, disinfecting the surfaces and objects present on the site immediately before and after the meeting ended.

RECRUITMENT

- It is recommended to all productions the implementation of a contract for professional services for all those who do not belong to the fixed labor payroll; regardless of the size of the production and the volume of participants. This recommendation, in addition to being a healthy practice of the process, helps in the clarity of the information for the contractor and contractor, on the responsibilities to be carried out by both parties, considering the current public health situation.
- If possible, the implementation of serological tests is recommended **for everyone who goes to shoot for the first time**. And if possible, for long-term work, it is proposed to implement the tests as often as possible.

- People with risk factors. To the extent that the free movement and return to work of groups of people with risk factors are enabled, it is suggested to include an affidavit or letter of conformity of the person in question, accepting the risks that their exposure may entail.
- In the event that any person involved in the shooting begins to show symptoms compatible with the shooting **COVID-19** during the duration of, the production must immediately contact the health authorities in their jurisdiction and notify a representative of the Guild. In the event that the worker is part of the fixed labor payroll, the production must also notify the authorities of the Ministry of Labor.
- In the case of productions that involve filming plans of several days, it is important that General Production agrees that, in case of contagion within the work team, production could be stopped until the authorities can estimate the level of impact to the rest of the work team participants.
- In contracts with all personnel participating in a production, a clause must be included that requires those contracted to report any symptom compatible with **COVID-19**. Likewise, this clause must also specify whether the contracted person had direct or indirect contact with any person who contracted the virus.
- A clause must be included in the contracts stipulating that, in case of a virus outbreak or the contagion of a team member, the contract could be canceled, until the authorities give the due authorization to continue with the activity. The production must comply with the formalities that correspond to the closing of the labor relationship if it is necessary.
- Since all the prevention and hygiene tasks can extend the hours that the technical and artistic team members must remain in the work areas, it is recommended to agree on an extension of between 30 min (thirty minutes) and 1 hour (one hour) of the working day that should not be computed as extra working hours.

CASTING

It is recommended that the Casting process be carried out digitally or virtual as much as possible.

Callback: encourage callback by video call or in case a face-to-face casting is required, stagger the citations so that the minimum interpersonal space of 2mt between the actors / actresses is always guaranteed. Reduced production equipment.

MINORS

- All minors participating in a shoot as a talent must be accompanied by a responsible adult.
- In the case of a minor, the responsible adult must sign the respective contract, faithfully complying with all the regulations established by the general production.
- Within the filming set, the minor must always be accompanied by the adult, except when they must enter the scene.
- The accompanying adult is responsible for the minor's compliance with all the hygiene and distance regulations proposed by the health authorities and complied with by the general production.
- It is recommended not to have children under 5 years of age in the productions unless it is extremely necessary due to script issues.

TECHNICAL SCOUTING AND LOCATION SEARCH

Emphasize the importance of table work throughout the process to avoid the multiplication of field trips to search for locations and logistics verification.

MAKEUP, HAIRSTYLE AND COSTUME PROOF

All table work meetings will be held through one of the video calling platforms.

Efforts will be made to carry out most of the wardrobe search virtually.

You will avoid trying the garments on different people. Once the garments have been tested, the footwear and accessories must be sheathed and labeled.

All clothing items will be disinfected with an effective spray or with alcohol before and after the test.

The number of people must be strictly controlled during the wardrobe test, always working to ensure that it is agile and without crowds. Actors should be cited in stages.

FILMING

TRANSPORT AND MOBILITY OF THE TECHNICAL AND ARTISTIC TEAM:

- For smaller scale shootings, it is suggested to encourage the use of private vehicles.
- In the event of filming that requires the mobilization of a large team of people, it is suggested to hire a company or transport personnel that guarantees compliance with the disinfection protocols of its vehicle fleet, as stipulated by the authority. And that a member of the production team ensures compliance.
 - Each vehicle must be provided with alcohol gel.

- Public transportation should be avoided whenever possible. If it is impossible, it is recommended that it only be to access the workplace and return home. It is highly recommended to enforce all the security measures recommended by the health authorities for transportation by public transport.
- Regarding the mobilization for filming, the buses with capacity for 55 passengers can only transport 33, the so-called 45-passenger refrigerator buses can only have 27 passengers per trip. The smallest capacity transport has to comply with the rules, those with 30 passengers can carry 19, while those with 15 passengers can carry 9.
- If the role of any person / s of the team requires transfers during the working day, in case these people do not have their own transportation, it is recommended that the production assign vehicles.
- It is recommended that members of the Artistic Talent who do not have their own vehicle, pick them up and take them back to their homes with production vehicles.
- It is proposed that, as far as possible, each of these vehicles circulates with 50% of their occupancy, guaranteeing interpersonal space between

passengers. This forces the production to contemplate this situation within the filming plans.

- To the extent that citations allow, keep the same vehicle for the same people for the duration of their days.
- The drivers of each of the vehicles must comply with the same hygiene and care protocols as the rest of the team.
- For the transport of equipment, it is recommended that the same people always access the truck.
- It is recommended to spray 70% alcohol on any equipment or box that contains it; before entering the truck and after being used.

LOCATIONS

- Room ventilation is recommended for air renewal in closed locations, offices and studios.

- There must be a production assistant in charge of verifying the cleanliness and disinfection of the spaces, bathrooms and work areas.
- For cleaning tasks it is recommended to do them with the use of damp cloths with disinfectant, chlorine or alcohol solution, including the floors, tables and common areas, before the start of the work and the arrival and departure of the technical and artistic team.
- Upon entering a closed space, a damp cloth, carpet or floor mat should be provided to clean the shoes with bleach (30 ml of chlorine x each liter of water), for more information on the preparation of these formulas, review the MEASURED PROTOCOL by MINSA. This mat should be cleaned at least twice a day, mainly when there is traffic entering and leaving the closed space.
- At the end of the day, the assigned production assistant will again sanitize the floor and work areas thoroughly.
- It is recommended to restrict access to the workspaces to anyone outside the artistic cast and technical team, including the owners or managers of the location to be used.
- When shooting in public spaces, it is recommended to abide by the regulations issued by the health authorities (MINSA) regarding mobility, distance and use of masks, gloves and any other measure provided for safety in open spaces.
- When it is necessary to gather 100 people or more, and in the case of filming outdoors or indoors, the following is recommended:

- one. Recruitment of personnel health fortaking temperature, and for sanitary and hygienic care.
2. Determine differentiated spaces to wait until the moment of approaching the set.
3. Determine differentiated spaces for food.
- Four. Determine differentiated spaces for wardrobe.
5. Determine different spaces for makeup.
6. Have different points for the location of permanent catering tables (advisable one every 25 people).
7. Guarantee the availability and hygiene of chemical baths

CATERING

- It is proposed to maintain the interpersonal distance at the food tables for the feeding of the team.
- As much as possible, it is recommended that each person receive their food **in individual sealed packaging**, as well as the use of disposable utensils in individual packages, similar to the airplane catering service.
 - It is proposed that, if possible, there be a differentiated meal schedule so that people eat in smaller groups and not all at the same time.
- The catering table must have a catering person at all times so that food, drinks and utensils are used only by that person and not by each member of the technical and artistic team.
 - Catering staff must comply with all sanitary measures.

ARTISTIC EQUIPMENT AND MAKEUP ROLES, HAIRDRESSING, CLOTHING

Considering the roles where contact and / or close approaches cannot be dispensed with it is recommended:

- Serological testing of talent and makeup and wardrobe staff as a **HIGH** priority group within the team. In the case of long-term filming, it is recommended to renew these tests during the process.
- There should be no approach or interaction between the technical and artistic teams, except for what is strictly necessary.
- Limit access to the wardrobe, makeup and hairstyle areas to anyone outside the space. Stagger the entry of artistic personnel so as not to overpopulate the mentioned areas.
- It is recommended as far as possible that the working tools in this area receive special treatment in their cleaning or sterilization.
- All disposable materials must be discarded at the time of use, in safe containers that must be evacuated only by authorized personnel.

- Until the last moment before the scene, the production must ensure the talent safety protocols; trying to protect the areas of eyes, nose and mouth taking into account that by that time the talent will already be made up and combed.
- The actors and actresses of action scenes and double stunts must have the same hygiene and individual and collective protection measures stipulated for the actors and actresses of the rest of the cast.

LOCKER ROOM

- For the treatment of the wardrobe, washing and dry cleaning in laundries with safety protocols are recommended.
 - Individual storage of the costumes for each character and hygiene of the places and storage items (hangers, boxes, etc.).
- Each storage item must be disinfected prior to use using alcohol solution spray, antibacterial spray or alcohol gel solution, as appropriate.
- Each box, wardrobe bag or similar must be correctly labeled and can only be handled by the wardrobe team.
- Once the participation of an actor / actress ends, their costumes must be sent immediately to the laundry and their handling must be exclusively by costumes personnel.

SHOOTING EQUIPMENT MANAGEMENT (Photography, Art, Sound, Production)

- Each team assigned to the filming is responsible for the disinfection of their work equipment (camera, lens, steadycam, microphones, walkie-talkies, etc.) and must avoid as much as possible and allow others to touch and / or manipulate their equipment.
- The Arte team must be responsible for the disinfection and handling of the objects affected by the shooting. At the end of their use, they must be stored in individual bags and / or boxes and in the space determined for this purpose.
 - Given that the printed documentation is practically impossible to disinfect with alcohol gel or the like given its nature, it is recommended to minimize the printing of scripts, citations and various documents, choosing to distribute all possible documents digitally.
 - Each person must be responsible for their copy of the script and / or documentation, which cannot be shared.

CAMERA AND LIGHTS

- During filming, instruments and working material for use should be disinfected whenever possible, preferably with 70% alcohol, as well as with a specific cleaner for cameras and screens.
- Before and after filming, material checks are carried out, loading and unloading, so it is important to respect all the general recommended safety measures, both individually and at rental locations, during these sessions. It is advisable to opt for places to buy and rent that have their own protocols.

SOUND

- During filming, instruments and working equipment for use should be disinfected whenever possible, and each time they change hands.
- If possible, depending on the characteristics of the project and the sound conditions, the sole use of the boom will be prioritized.

- If the conditions warrant the use of the lapel microphone, it will be used as follows:
 - 1) A microphone for exclusive use by actor, actress or talent is recommended. It is suggested not to exchange them between the actors.
 - 2) Lapel microphones must be properly disinfected before and immediately after being used by an actor / actress or talent.
 - 3) The placement of the microphone will be directed with the corresponding distance, by the sound engineer to the actor / actress or talent. For this, the actor will be asked to collaborate.

PRODUCTION OFFICE

- For office staff, it is suggested to try to have ventilated spaces, that at the access door there is always a wet mat with disinfectant products for footwear, that there are gel alcohol dispensers in desks, bathrooms, kitchens, common spaces and upon admission. If office space is tight, have as few people as possible come to the office to ensure interpersonal space, and those who don't go to work from home.
 - For those who must carry out part of their work on the street, provide them with all sanitary measures.

EDITING AND POSTPRODUCTION

- As far as possible, it is recommended to work remotely avoiding interaction and contact to a minimum. In editing and post-production studios, it is suggested to try to have ventilated spaces, that at the access door there is always a wet mat with disinfectant products for footwear, that there be alcohol gel dispensers in desks, bathrooms, kitchen, common spaces and upon admission. If the work space is limited, have the minimum number of people attend the study to guarantee interpersonal space, and that those who do not go work from home.

- For the reception of materials from external suppliers it is recommended to receive them outside the set, and clean them with alcohol spray 70%, alcohol gel, chlorine solution.

Recommended disinfectants: chlorinated compounds - 5.25% or 3.5% sodium hypochlorite (Chlorine) in a dilution of 0.05%, 70% alcohol, hydrogen peroxide or quaternary ammonium compounds.

Observation: Sodium Hypochlorite must be prepared and used immediately, do not store after dilution since it loses its effectiveness after 12 hours.

SPECIAL MEASURES

WORKING WITH ANIMALS IN THE SET:

It is recommended to speak with the providers of animal-actors about the appropriate hygiene protocols for their animals, as established by the health authority of our country. If this is possible and as appropriate, a wet mat will be available to facilitate cleaning of the animal's legs before entering the shoot.

PEOPLE WITH DISABILITIES:

In the case of people with disabilities, production must guarantee all the safety regulations for handling these people within the work area.

VEHICLES ON STAGE:

All vehicles for scenes must be disinfected before and after each use. And they must comply with the protocols assigned for the vehicle fleet within production. For more information on this process, consult the MINSAs SECURITY PROTOCOL.