

# PROTOCOL FOR FILMING *APCP* DURING THE COVID-19 HEALTH CRISIS



The APCP (Spanish Association of Advertising Producers) has created a work Protocol following the current health regulations, which will be updated and adapted with any new regulation that comes into force.

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. 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.

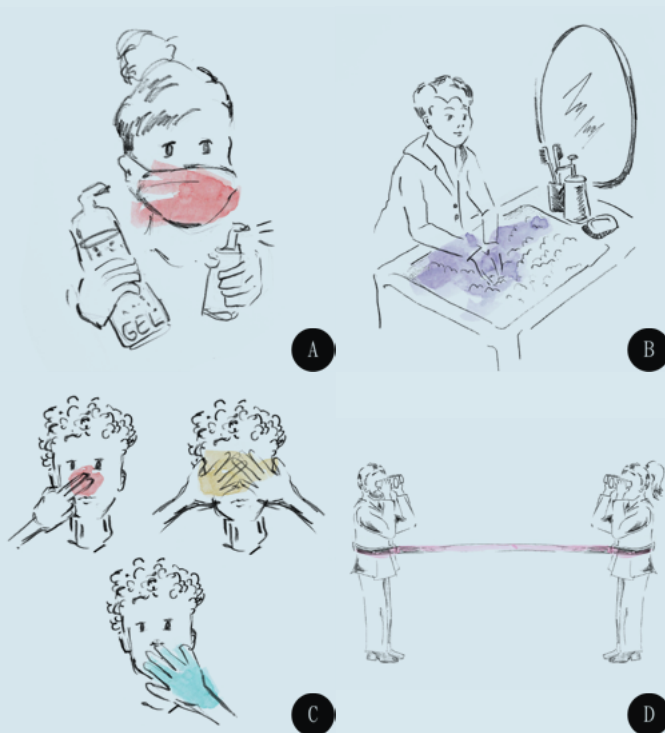
2020

## 01 REMOTE WORKING



In order to avoid transmission, remote work is recommended, whenever possible. i.e. Meetings between the production company, the agency and the client such as briefings, PPMs, etc. will be carried out online.

## 02 GENERAL MEASURES



If and when remote working is not feasible, the protective guidelines recommended by the authorities shall be as follows:

- A. Mandatory use of personal protective equipment (PPE): face mask and hydroalcoholic gel.
- B. Frequent hand hygiene (washing with soap and water or approved alcoholic solutions).
- C. Avoid touching eyes, nose and mouth, as they facilitate transmission.
- D. Respecting the safety distance of approximately 1,5 meters.

## 03 NOTIFICATION OF SYMPTOMS



Workers must inform the company if they show symptoms.

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## 04 DISINFECTION



The workplace must be subject to regular disinfection procedures that includes all the filming locations and set.

## 05 CASTING



The casting will be carried out online, by means of self-taping (self-recorded videos at home by the talent) and/or casting directed by video call.

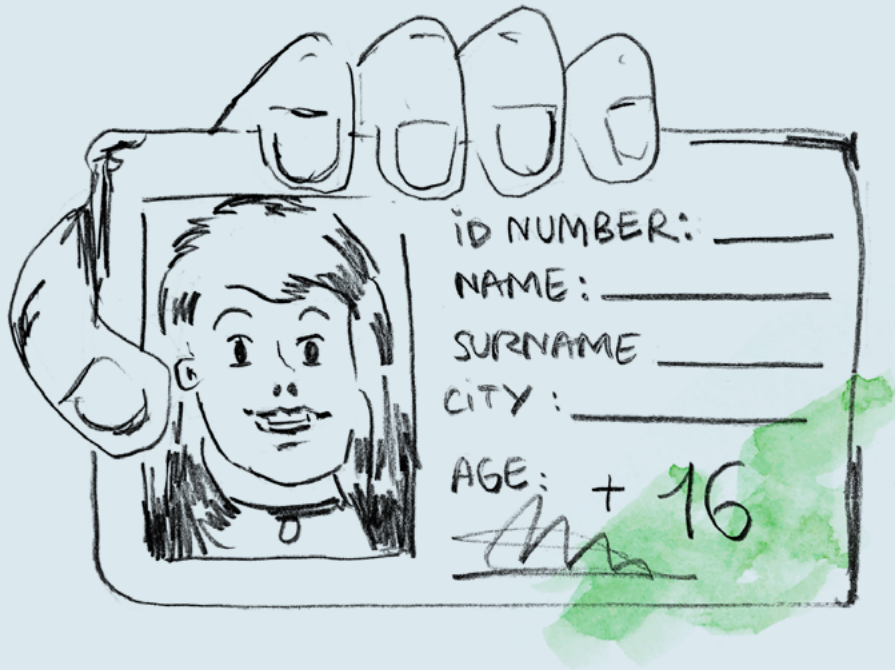
When a casting is held in a studio, the studio must comply with prevention and hygiene measures and present an action plan and measures endorsed by your ORP company.

## 06 LOCATIONS



Shooting in public spaces is allowed if it has the corresponding authorization from the various competent administrations, bearing in mind that each region may impose its own restrictions. Shooting may only take place on private locations and/or sets that have been previously disinfected according to the rules of the protocol.

## 07 MINORS



The Autonomous Communities have resumed processing permits for minors. However, they closely supervise the RPL (specific Covid-19 risk to the minor and the location) provided by the producers in relation to the security measures established by the health authorities.

## 08 TECHNICAL RECCE



It is recommended that only the essential heads of department are to be present and the briefing should be given by 1 single person. The technical team will minimize the time spent at the location as much as possible.



## 09 FITTING



The final wardrobe options will be presented in the PPM file and the selection will be made from there. The wardrobe fitting will take place on the same day of the shoot only with previously selected and disinfected clothing.

In the case of a face-to-face fitting before the shooting on location, the crew in the location will be reduced to the minimum and indispensable. The room must comply with the general prevention and hygiene measures against COVID-19 indicated by the health authorities and must present an action plan and measures endorsed by their ORP company.

Where the activity of the stylists does not allow interpersonal distance to be respected, PPE appropriate to the level of risk will be used.

## 10 CLEAN SHOOTINGS



We will be working in so-called “clean shootings”, which implies that only the minimum indispensable crew will participate in the filming.

A. Workers will be subject to temperature checks on the day of shooting

B. There will be a back-up protocol for the artistic crew.

C. Prevention and safety guidelines are applicable to all workers.

D. According to Article 30a in the Ministerial Order: the shoot shall be attended by the minimum number of people necessary to carry out the filming.



This is the protocol summary, we encourage you to read the full document which you can find on the association's website.

Every individual attending the shoot must sign a document of access to the workplace. The APCP has created a model for such a declaration available to members.

Everything that is said in the document has been reviewed by legal departments and by the most importantly Insurance companies in Spain such as Geseme and PrevenCine. Furthermore, AE-NOR will certify that all associates comply with it.

<https://apcp.es/covid-19/>