

(Informal Translation)

Activity	Operating mode	Measures
Pre-preparation		
Activities mainly taking place inside; meetings; planning.	-Activities which require movements in different work places; -Several persons in a closed environment; -Exchange of documents.	-Closed working environment and PPE as per general measures; -Reduce/eliminate the spread out of working spaces which imply excessive movements outside the same structure/building. -Prefer conference calls. -Display and exchange of documents by electronic means (projectors, emails).
Scouting and materials' search	-Contact with persons outside the production team; -Possible contact with things and places which are not sanitized.	Use and replacement of PPE as per general measures.
On-site visits/inspections (same instructions for preparation on-site visits and for shooting).	- Movement of multiple persons; -Variety of locations: studios; closed public/private different environments; open environments in public/private spaces; -Shared spaces with the conduct of other activities and/or with movements from persons outside the crews.	- Prefer your own vehicle and, as a result, the organisation of parking spaces where possible; -Movement with common public transport: respect current sanitary measures. -Use and replace PPE as per general rules; -Location: give specific attention to on-site visits in tight spaces; -Put in place different rounds to avoid external contact.
Casting	-Meetings with hundreds of performers who are not part of the production team; -Meetings	-Closed working environment and of PPE as per general measures; -Reduce/eliminate the spreading out of working spaces which require excessive movements outside of the same structure. -Prefer conference calls; -Prefer audition tapes and the supply of platforms designed to make use of them. - Specific logistics designed to avoid gatherings. -Between two scenes, clean used materials/objects during the audition.

		-Definition of operational modalities for equipment that must be shared.
Preparation		
-Finding material	Currently, there is no obligation of sanitization for the sale of products. For some materials of large consumption, there is therefore no possibility to ask for such a procedure, and no possibility to count on assurances in this regard.	-Apply the principle of maximum precaution and proceed with sanitization of all materials which get in.
-Auditions and setup of technical material. -Tests with performers and/or with other units (anticipating what will happen on scenes). -Casting	Depending on units, the following circumstances can occur: -contacts at less than one meter, using PPE; -contacts at less than one meter without using PPE for some persons (e.g. choice/audition of casting, acting); -close contacts at less than one meter with the use of PPE (e.g.: costume fittings; acrobatics; training for the use of arms; etc.); -close contacts at less than one meter without the use of PPE for some persons (e.g. performers and/or extras; during auditions, make-up, hairstyling; etc.); -materials which enter into contact with performers and which come back to dressings to be re-used (e.g. costumes, props, hairpieces and equipment for make-up and hairdressing, etc.); -materials which enter into contact with performers and which are not re-used (e.g. make-up products and hairdressing)	- Closed working environments and PPE per general measures; -Put in place different working phases depending on the different units. -Specific individual preparation places for performers. - Sanitization Procedures for all equipment and materials used with products compatible with the safeguarding of equipment and materials. -Single-use products.
Setting-up of units, physical spaces or mobile means.	Depending on the units, the following circumstances can occur: - mobile spaces/means with more placements; -shared equipment; -shared spaces with other units; -loading, transport and unloading for renters; -moving heavy material;	- Closed working environment and PPE per general measures; -Put in place an increased division of tasks to reduce the sharing of materials and/or increase the equipment. -Reduce/eliminate the mobile places/means that are shared between the different units.

	-possible close contacts.	-When possible, prefer the use of mechanical devices to move heavy material, of an individual type or allowing the physical distance between persons.
-Stage constructions, props, rigs	-activities which imply movements in different spaces and working environments; -equipment shared outside of the working space; -moving heavy material; -use of means to transport materials; -loading, transport and unloading equipment and/or materials; -loading, transport and unloading by and for renters; -Possible close contacts.	-Workplaces indoors wherever located and PPE as per general measures; - Reduce / eliminate the spreading out of work premises for a same department that lead to excessive movements outside of the same structure. - Set up increased separation of tasks to reduce the sharing of different equipment. - Whenever possible, encourage the use of mechanical means for the movement of heavy materials, be it individual or capable of ensuring minimum distances between operators. - Sanitation areas for all movements coming from the outside of materials and for the replacement of PPE.
Shooting: preparation and filming in the theatre		
Possible unloading of materials from the vehicles and setting up of work positions; Definition of the scene with the direction, workers, technicians and performers; set preparation by technical departments; preparation of performers by the departments involved.	- heavy object handling; - reduction of free spaces; - shared equipment; -shared heavy equipment (e.g. machines from socket, trolleys, etc.); -work places and devices shared among several synergic departments (e.g. Video Village with direction, Editing office; etc.); - presence of all departments when defining the scene; - preparations by all the departments involved; performers and / or extras ready to enter scenes or waiting; -possible close contacts of the technical departments for the use of certain equipment and special arrangements (e.g. assembly equipment such as arms; particular rigs; preparation lights, etc.); - close contacts less than one meter with use of PPE with performers and / or extras;	-Indoor workplaces and PPE as per general measures; - Whenever possible, encourage the use of mechanical means for the movement of heavy materials, of an individual type or capable of ensuring a minimum distance between operators. -Workstations and adequate equipment in an amount to guarantee measures of social distancing; - Whenever possible, prefer the use of a properly organized technological system to transmit to the departments the filming through multiple monitors and on mobile devices; - Avoid setting up multiple sets in a single theatre if they excessively reduce the available space; - Foresee, for the direction, the relevant departments in each individual scene; - Adequate logistics for actors and extras who are waiting; - Increase division of tasks within every single department in order to: reduce / prevent a person from entering in contact with multiple performers and / or extras; reduce the sharing of the different

	- close contacts of less than one meter without use of PPE for some: actors and / or extras; - materials that come into contact with performers and / or extras and returning to the departments to be reused; - materials that come into contact with actors and / or extras not reused. - set closing operations: make-up removal; undressing; microphones, etc.; recovery of materials, accessories and equipment; preparation of accessories for the next day, materials and equipment that need sanitization for use;	- equipment and / or materials that enter in contact with the performers and / or extras. -Prefer separate work phases between the different departments. - Appropriate individual preparation positions for performers. - Definition of the operating procedures for the departments that need to interact with each other and with the performers in close contact. -Definition of operating procedures for equipment that must be constantly shared; -Between one scene and another, sanitization of the objects on stage which come into contact with multiple performers and / or extras. - Definition of the operating methods relating to the most demanding end of set operations.
Shooting: preparation and filming in location (indoor / outdoor)		
-Unloading materials from vehicles and workstations preparation. - Definition of the direction scene, workers, technicians and actors. - Set preparation by the department technicians; - preparation of performers by the departments involved. - Disassembly / restoration.	-handling heavy objects; - use of transport means for materials; - depending on the location, spaces to be shared for multiple activities and / or with people external to the crews; -continuous movements of the crews to and from the the set; - depending on the location, increase or decrease of free spaces; - shared equipment; -shared heavy equipment (e.g. cameras, trolleys, etc.); -work spaces and devices shared between multiple departments (e.g. Video Village with Direction, Edition office; etc.); -presence of all departments in the scene definition phase; -preparations by all the departments involved; -actors and / or extras ready to enter on scene or waiting;	-Indoor workplaces and PPE as per general measures; -Whenever possible, encourage the use of mechanical means for the movement of heavy materials, of an individual type or capable of ensuring minimum distances between operators. - Choice of location with regard to the spaces available to the crews and for filming. -set up differentiated routes to avoid external interference; -Workstations and adequate equipment in an amount to guarantee measures of social distancing; - properly organized technological system to deliver filming to the relevant departments on multiple monitors and on mobile devices; -- Foresee, for the direction, the relevant departments in each individual scene; -Adequate logistics for performers and extras; -Increase division of tasks within every single department in order to: reduce / prevent an individual from entering in contact with multiple performers and / or extras; reduce the sharing of the different equipment and / or materials that enter in contact with the performers and / or extras. -Prefer separate work phases between the different departments.

	-possible close contacts of the technical departments for the use of certain specific equipment and fittings; -close contacts of less than one meter with the use of personal protective safety provisions with performers and / or generics / figurations; -close contacts of less than one meter without the use of personal protective safety provisions for some persons: performers and / or generics / figurations; - materials that come into contact with performers and / or generics / figurations and which will be reused; - materials that come into contact with performers and / or non-reused generics / figurations; -set closing operations: make-up removal; undressing; microphones, etc.; recovery of materials, accessories and equipment; predisposition for the day after of accessories, materials and equipment that need sanitization; disassembly and restoration of location.	-Individual preparation spaces for performers; -Definition of the operating procedures for the departments that need to interact with each other and with the performers in close contact. - Definition of operating procedures for heavy equipment that must be constantly shared; -Between one scene and another, sanitization of the objects on stage That come into contact with multiple performers and / or extras. -Definition of the operating procedures relating to the more demanding end-of-set operations. - Possible dismantling and restoration carried out by second teams with particular regard to the precautions to be taken: preventive sanitation; appropriate PPE.
Post-Filming, during and at the end of photographic shots (restorations, closings, returns)		
Location Restoration; Disassembly of scenography; Returns	-activities that require moving to multiple set-locations - Use of transport means to move material; - equipment shared also outside the premises of the work place; - handling heavy objects; - disassembly, loading, transport and unloading of equipment and / or materials; - possible close contacts.	- When dismantling-restoring, particular attention to: preventive sanitization; appropriate PPE. - Increase division of labour to reduce the sharing of different equipment. - Whenever possible, encourage the use of mechanical means for the movement of heavy materials, of an individual type or capable of ensuring a minimum distance between operators. -Sanitization of areas for all movements coming from the outside, of materials and for the replacement of PPE.
Post-Production		
Meetings for post-covid organisations	Several units: photography, sound, publishing, special effects, editing, etc. meet to organise the transfer of materials.	-Closed work/office spaces and PPE per general measures; -Prefer conference calls; -Prefer the transfer of audio/video materials by electronic means; -Apply the principle of maximum precaution and proceed with sanitization when all materials arrive.

Editing phase; Review of material with Director and musician; Editing live takes; Creating soundtrack effects; Mix room	-Several persons in a closed space. -Shared spaces.	-Closed work spaces and PPE per general measures; -Prefer the most adequate screening rooms; -Eliminate/reduce shared spaces; -Eliminate/reduce the use of shared equipment and/or materials.
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Rome, 27 May 2020