

Four.

PRODUCTION LOGISTICS

The good application of these recommendations will be the responsibility of each producer.

4.1.

Crew awareness and training

4.1.1.

An audiovisual industry platform will be set up with training in video, infographics, signs to have healthy habits, lifestyle, dress hygiene and this document for the whole community audiovisual.

4.1.2.

A webinar will be given to raise awareness and explain this document which will remain on the audiovisual industry platform available to the whole community

seguridadaudiovisual.mx

4.1.3.

In addition, all workers must carry out IMSS training at the Portal:<https://climss.imss.gob.mx/index.php>

4.1.4.

Safety and signaling messages will be placed visibly on set the official infographics as well as on the industry platform and industry media the official information from the return to activities strategy and New Normality. Available in the following links:

Communication materials Pan American Organization of the Health

<https://www.paho.org/es/covid-19-materiales-comunicacion>

Materials of query government of Mexico

<https://www.gob.mx/salud/documentos/covid-19-materiales-de-consulta?state=published>

4.2.

Preproduction

4.2.1.

Briefs, Visualizations, Meetings in pre-production and storyboard; Remote way through existing platforms. (Applies to advertising)

4.2.2.

Activities such as: script reading, work plans, capture, budgets, designs, purchasing planning, contracting, requests from budgets to suppliers and other activities of the personnel that start hiring, it must be done remotely.

4.2.3.

Production meetings. They are carried out remotely. It is recommended to schedule production meetings with enough time to pre-production and enough time before shooting, in order to plan approvals from each and every department.

4.2.4.

Casting; Stock casting and self-recorded casting will be prioritized by the talents under the guidelines of the casting director

4.2.4.1.

NO face-to-face castings, to avoid the concentration of people.

4.2.4.2.

The Casting director will be responsible for the talents complete the health questionnaire as well as the letter release liability and deliver them to the home producer.

4.2.4.3.

The talents by themselves or through the casting director, will have than send these documents scanned through your mail personal and with autograph signature to the production house, and present them physically on the day of the call.

4.2.5.

Callbacks; Only remote callbacks are allowed. Director can direct talents remotely through existing platforms.

4.2.6.

Scouting; Director Scoutings Must Happen If Strictly necessary. All scouting assistants must have personal protective equipment mandatory and must arrive individually on location prioritizing use private car or application. Use of public transport with guide implementation described in this protocol (see section 3.4). During technical scouting, the temperature of the assistants will be taken. **NO** Food and drinks.

4.2.7.

Wardrobe tests.

4.2.7.1.

They must happen in large venues with good ventilation and **is** They must plan and meet staggered schedules .

Remaining the least amount of people in space (wardrobe and talent), and as little time as possible, always using the personal protective equipment (see section 3.5). always keeping social distance. Each garment must be disinfected before and after the casting of the actor.

4.2.7.2.

It is recommended that photographs be taken by the wardrobe department. The clothes changes will be individual (clothing cannot be exchanged between talents). The garments must be sheathed and labeled for each talent and they should be kept isolated from the rest of the garments of the other talents.

4.2.8.

Previous readings and tests

4.2.8.1.

It is recommended to try to do them online.

4.2.8.2.

In the event that it is required to do them in person, They should take place in a spacious and ventilated place keeping a healthy distance, with security measures described in this document.

4.2.8.3.

Only the necessary people should attend.

4.3.

Recommended non-attendance parameters

4.3.1.

People at risk and vulnerable; Over 60 years, people with cardiovascular diseases and high blood pressure, people with chronic lung diseases, diabetes and immunosuppressed, cancer and pregnant women.

4.3.2.

People with symptoms: fever, **dry cough** , **headache** , pain joint and / or muscle pain , **malaise** , pain or burning throat, red eyes, runny nose, difficulty breathing (severe).

4.3.3.

People who in recent days have had contact with a patient of the virus.

4.3.4.

Each producer in case of detecting risk will be responsible for not allow entry, isolate and seek immediate medical attention.

4.3.4.1.

You must work under the principle of "Non-Discrimination" towards people who have had COVID-19 or have lived with any family member who has or has had it, and upon presentation to your workplace has been tested negative for the virus.

4.4.

At the beginning of each production day

4.4.1.

In each set or location there will be entrance and exit accesses for separated, if not possible it will be divided with physical barriers to clearly mark the circulation of entry and exit. At the entrance there will be an income filter where the following points must be met:

4.4.1.1.

A complete and accurate list of the personnel present will be made. in production, with contact details (name, position, number cell phone, email, emergency contact, type of blood and insurance data. Always attached to the [Federal Protection Law Personal Data Held by Private Parties](#)). **If you detect** an existing risk of contagion will be communicated

to the surveillance immediately and the process will be implemented established (see point 6).

4.4.1.2.

The temperature and vital signs of each person will be taken involved when entering and leaving production. Registering the temperature on the attendance list and requesting the signature of the interested. If you have a fever, cough and / or shortness of breath, do not allow admission and request immediate medical attention.

4.4.1.3.

Each person should fill out a health status questionnaire at start each project to carry out; Documentation of Quarantined history: Have you had symptoms of COVID-19?

How long have they been without leaving home? When was your last project accomplished? Are you on another side project? What kind of outings have they made? (supermarkets, markets, family visits, other stores or supplies, social

How have your transfers been?). Have you gone on a trip in the last 15 days ?. No the entry of personnel at risk will be allowed and will be channeled to health care.[Link](#)

4.4.1.4.

Each production participant must sign at the beginning of the I draft a letter with real faith confirming the no presence of symptoms and no presence of cases of COVID-19 in your environment as well as a letter of release from liability towards the producer. Each assistant must have their own pen and / or production will have pens available that must be disinfected before and after each use.

4.4.1.5.

To each staff inspected and who meet the parameters of participation will be awarded a color label to delimit access to permitted perimeters.

Circumference One, colored **red** . Set.

Perimeter two, color **yellow** . Costumes, makeup and areas provide perimeter service one permanently.

Perimeter three colored **blue** . Catering, equipment, art and areas provide service to perimeter one and two so intermittent.

Perimeter four, color **green** . Base camp and parking.

4.4.1.6.

Performing a COVID-19 PCR test on all participants in the production, after acceptance letter or contract signature that establish and the collaborator agrees.

4.4.2.

A trained team or company will be appointed to be responsible for the good application of security protocols. The equipment can be conformed by one or more people according to the size of the production, by duly trained or medical personnel to carry out the tasks supervision.

This team must complete the training or present the supporting documentation and will follow the procedures described in your technical guide as well as protocol compliance documents (check list and report).

4.5.

In production

4.5.1.

Before and after each day of production, they must be disinfected all equipment and transportation of suppliers.

4.5.2.

Disinfection in location of spaces, objects and surfaces prior and after each day of shooting. The Set must be treated as a perimeter of extreme care.

4.5.3.

The dress code for those attending the production day must be; closed shoes, long sleeve blouse / shirt, long pants, hair collected. Avoid using any type of accessories such as earrings, rings, etc...

4.5.4.

Avoid taking out cell phones, wallets, keys and any personal items. Of If necessary, doing so must have a prior disinfection process and later.

4.5.5.

At all times the personnel present in the production must have your personal protective equipment, and it will only be removed to eat under the equipment removal instructions detailed above. (See point 3.5)

4.5.6.

In each set, the existence of disinfection stations with consumables dispatch; face masks, masks, scarves, alcohol in gel, as well as disinfectants (Chlorine, Isopropyl alcohol, gel, soap) specifying the purpose of use of each (surfaces, equipment, personal use).

All the material will be available individually.

4.5.7.

In addition, they must be made available to everyone in the production, areas for hand washing.

4.5.8.

At the entrance to each location, a diagram of the location with color-delimited areas for operation control of the crew. If possible, apply disinfectant mats with sodium hypochlorite concentrations of at least 0.5%, ensuring that they are clean and with disinfecting liquid

4.5.9.

Have permanent health personnel on admission and on set to crew monitoring.

4.5.10.

Prior to the start of any shoot, the executive producer as a whole with AD and line producer will form a return to work committee where they will plan the necessary actions for the correct protocol implementation and you should perform the following actions:

- Review the information in this document constantly to keep the information that will be arrangement of work teams, ensuring that always come from official sources.
- Review together, in order that the Work Plan consider recommendations or actions by consensus.
- Disseminate information through talks, the use of emails electronic, bulletins etc.
- The committee should consider that the information provided to workers contribute to maintaining loyalty and trust, to that can be identified with the actions that derive from this information.
- Pursue the common good of the company, in this case safeguard its main asset, the workers, issue action statements specific to prevention and control measures
- Hold security meetings, emphasizing the protocol in your execution during production day (s). This same talk has to happen in the ppm instance and you must have attention total of all present, and it is recommended to be documented.

4.5.11.

On location there must be clear and synthetic signs regarding the protocol and its execution on set.

4.5.12.

According to the location of each location, you must have telephone and address of the closest hospital centers to the location.

4.5.13.

Personnel who are not carrying out a task on set cannot stay in the. You must wait in an adjacent area designated by production.

4.5.14.

It is recommended not to share any working tools such as computers, electronics, cameras, view finders, tools in general etc ... The use must be personal at all times.

4.5.15.

Priority will be given runnings with a work plan **unextended** , because, fewer hours of exposure, less risk of contagion.

4.5.16.

You cannot rotate crew within the same project.

4.5.17.

At the discretion of the production, cakes may not be broken in the festivities of birthdays, they will not be able to carry out traditions such as "toads", "baptisms", or celebrations of " *wrap up* " or other meeting locations or forums, while health measures and meeting quantity are activated people in the country or state.

4.5.18.

In case someone shows symptoms during production you should immediately isolate yourself and follow the procedure described in this document.

4.5.19.

The department heads will be jointly responsible for the correct one execution of all recommendations by your team.

4.5.20.

Each provider will be responsible for following the security protocol in their own workspace in order to take care of everyone.

4.6.

Agency / client (Applies to advertising)

It is important to sensitize advertisers and agencies to the existing risk during the process of production, therefore, the projects to be developed must be able to comply with the following recommendations:

4.6.1.

It is recommended to reduce taxi times in order to minimize the risk of contagion.

Therefore, explain to customers that calls should be of shorter duration from opening trucks to closing them. Since this mitigates the risk of contagion **more hours increased risk by** exposure and tiredness.

4.6.2.

1 agency person and 1 client are recommended to attend the filming with the ability to decide on the project. Of being more assistants, will be deducted from the physical personnel allowed in production.

4.6.3.

It is recommended to avoid projects with crew transfers and various locations in the same day. (At all times attached to Government criteria)

4.6.4.

Finalize creative decision making during production meetings, in order to avoid last minute changes before and / or during filming.

4.6.5.

Avoid scenes with physical crowds of people, kiss scenes, and physical contact in general.

4.6.6.

In the first instance, favor ideas in open spaces, spaces controlled as forums, multiforums, and spaces that favor characteristics described in this protocol.

4.6.7.

Encourage remote work at all stages of pre-production and post production.

4.7.

Locations.

All the personnel of locations must favor the correct application of the protocol, by applying the measures presented in this document and the specific guide in your area.

4.7.1.

At all times encourage remote work, the search for stock and reduction of work teams that the project in development and the production allow.

4.7.2.

As far as possible, avoid moving to different locations the same day.

4.7.3.

All location selection must privilege distance compliance social of work teams as well as proper ventilation of it.

4.7.4.

Location Staff Guide

4.8.

Production Generals

4.8.1.

It is recommended that Producer and 1 AD evaluate which production staff what is needed on set and what staff can do office work. Is Selection of personnel will be based on a list that will be shared with executive production to report to the entire team.

4.8.2.

Production or the heads of each area, will notify the monitoring committee in case any member of the crew is not applying the protocol of correctly and they may ask you to leave the set / location.

4.8.3.

The walkies to be distributed must be disinfected before and after use. They are for personal use and with hands-free accessories. In no the equipment must be removed at this time. At the start of filming they will be delivered to minus 2 extra batteries to: Producer, 1st. AD., Gaffer and staff, 2nd. AD and whoever it takes.

4.8.4.

It is recommended that all monetary operations be carried out digital by transfer, avoiding the circulation of paper money and checks. In case any physical procedure is required, this will be done What to do with no more than 1 person and with all the necessary measures of protection and healthy distance.

4.8.5.

Production expendables must be handled by 1 single person in charge of them. These must be disinfected before and after use.

4.8.6.

All production must designate a remote meeting point and / or lacing different from the accesses of the crew, so that, in case of requiring the delivery of an item by a person outside the production, can perform. This work will be assigned to a single production person.

4.8.7.

The Handling of Hard Disks / Dummies and all material flow must be disinfected upon arrival and upon delivery. Under the principle that any person or object may be contaminated.

4.8.8.

Every location must have access and / or space available to designate independent entry and exit point (s). Keeping on everything moment heals away.

4.8.9.

In all locations, the existence of stations must be guaranteed disinfection and covered garbage containers that can be handled without the use of hands, where the used consumables. Cleaning staff will collect constant containers and waste will be placed in an area delimited and cordoned off where only the personnel of cleaning.

4.8.10.

Access to any person outside the production is prohibited.

4.9.

Address

All management personnel must promote the correct application of the protocol by the implementation of the measures presented in this document and the specific guidance of its area.

4.9.1.

At all times promote remote work and reduction of equipment of work that the project in development and production allows.

4.9.2.

The assistant director must always keep the set with the staff which is indispensable in it. In case someone is not necessary you will ask you to come out.

4.9.3.

The assistant director must indicate to his talent the constant hand disinfection and use of personal protective equipment whenever possible. As well as supervising that the rest of the crew complies with the instructions when you get close to talent.

4.9.4.

Guide for management personnel

4.10.

Photography, camera staff and staff.

4.10.1.

The photographer and his team should favor the correct application of the protocol by implementing the measures presented in this document and guide specific to your area.

4.10.2.

Guide for photography staff

4.11.

Video Assist and DIT

4.11.1.

All video equipment must be disinfected before and after each shooting day. As far as possible the use of equipment should be encouraged wireless.

4.11.2.

No person outside this department may manipulate the equipment.

4.11.3.

The data manager station must remain off set.

4.12.

Bursar

4.12.1.

The bursar department will have an exclusive and isolated space for its operation and will only leave said space when it is required. No person outside the department of treasurer may stay or enter this area.

4.12.2.

The raw material and materials of the economy must be disinfected with rigorous care. No raw material or equipment tool Treasurer can be manipulated by personnel from another department.

4.12.3.

At all times the treasurer team must have a team of personal protection.

4.12.4.

Food from kitchen to set must be transferred covered and not exposed to air.

4.12.5.

If there is consumption by any talent, the team of The treasurer must guarantee that his processes comply with the corresponding disinfection and sanitation.

4.13.

Talent and extras

Talents and extras should favor the correct application of the protocol by implementation of the measures presented in this document and the specific guidance of your area.

4.13.1.

A COVID-19 PCR test will be performed on all the talented talent with the long enough to avoid the risk of canceling production. After once the test has been carried out, it must be transferred and kept in isolation with strict adherence to the recommendations described in this document.

4.13.2.

There must be BACKUP of each role in the piece in case of that a selected lead talent exhibits symptoms of COVID-19 or confirm a positive test.

4.13.3.

They must have at all times their personal protective equipment and keeping healthy distance. Personal protective equipment will be removed only to eat and when entering the scene under the instructions of the staff in charge of the protocol. Protective equipment care personal is the responsibility of talent.

4.13.4.

The amount of talent that will participate in the production will be defined by the production with strict adherence to government indication.

4.13.5.

When interacting talent with production staff it should be done only if they have their personal protective equipment.

4.13.6.

If there is consumption in any scene, the talent must be informed at the casting stage and notify that the product you are handling and consuming complies with disinfection and sanitation measures corresponding.

4.13.7.

In case of scenes with physical contact between actors and / or objects in contact with them, they must take extreme precautions such as disinfecting hands and objects before and after the scene. You should inform the talent at the casting stage and notify the protocol that talent follows with which they will have interaction for the approval of the parties. I know recommends avoiding multi-contact scenes.

4.13.8.

Talent and extras guide

4.14.

Picture cars and chase vehicles

4.14.1.

If they have vehicles on the scene, they must be disinfected before and after use. Just as during filming in the times that so allow.

4.14.2.

At all times they must be manipulated by the owner and only be manipulated by the actor / driver when it's time to get into scene.

4.14.3.

Companions are not allowed to shoot on the part of the owners.

4.14.4.

Guide to Picture cars and chase vehicles

4.15.

Prop

4.15.1.

The prop master will always remain in his area of operation and exclusively will abandon it when required.

4.15.2.

No other crew member will have access to the work area of the prop.

4.15.3.

The prop is responsible for receiving the dummies and interaction props, carry out the disinfection process for handling.

4.15.4.

Once dummies and props are approved they must be disinfected and delivered by the prop to the talent / staff who manipulate them. And be disinfected between feedings and / or after each contact.

4.16.

Renting

4.16.1.

Each equipment rental house will be responsible for the disinfection of its units and equipment before and after each day of shooting. You must present your disinfection protocol prior to filming.

4.16.2.

The rental house must promote hygiene and good habits described in this protocol.

4.16.3.

The number of people (managers) on the shoot must be reduced both as possible, according to the amount of equipment to be used and the type deployment of these teams on set. Production and Rent House they must agree a balance point to guarantee the minimum personnel required for the provision of the service safely. Always attached to Government indications.

4.16.4.

All new implementations should favor the reduction of interaction between people.

4.16.5.

Rental Guide

4.17.

Special team, Sfx.

4.17.1.

The special team must be called during the hours in which they will only participate in the filming. They must remain in a area close to the set and they will be allowed to enter only when necessary.

4.17.2.

In the case of small space booths as equipment for filming cars, they should be as few people as possible guaranteeing social distance.

4.18.

Catering

Catering staff must take the correct application of the protocol by means of the implementation of the measures presented in this document and the specific guidance of your area.

4.18.1.

Constant review and monitoring of the feeding area. Keep going disinfection of own transport and spaces such as: tables, chairs, surfaces.

4.18.2.

On-site food preparation will not be allowed. The food has to be prepared in catering kitchens and can only be heated in location individually, closed and without any subsequent exposure to its packaging. At all times seeking ecological criteria.

4.18.3.

No buffet or open food stations are allowed. In no food can be left out in the open. Use is not allowed of shared seasonings.

4.18.4.

The feeding will take for periods of at least 30 min at times staggered or the implementation of 2 areas of food consumption. He catering space must be planned foreseeing rigorous healthy distance and avoiding concentrations.

4.18.5.

The feeding areas must have physical barriers in front and side of each diner ensuring social distance (1.5m), in case of not having barriers the schedules should be staggered guaranteeing always social distance.

4.18.6.

People who feed will have to follow the specific instructions to the removal of gloves, face masks and mask. When finished you should replace the mouthpiece. (See point 3.5.6)

4.18.7.

Any food or drink outside the catering area is prohibited.

4.18.8.

Guide for catering

4.19.

Transport

4.19.1.

Prioritize private and individual transportation. If necessary, use of mobile apps.

4.19.2.

Production vans must carry one person per row with equipment personal protection at all times, sitting at opposite ends and be disinfected prior to boarding the vehicle.

4.19.3.

They will have to carry the number of people allowed in each transport.

4.19.4.

Encourage transportation through location access perimeters.

4.19.5.

Avoid as much as possible the use of public transport and in case of use continue to strictly refer to the transfer recommendations. (See point 3.4)

4.20.

Sanitary

4.20.1.

The existence of 1 toilet for every 10 people must be guaranteed. The toilet must have sinks and personal hygiene items.

4.20.2.

Disinfection after each use of bathrooms. The manager of the disinfection of these spaces must be carried at all times with your mandatory personal protective equipment.

4.21.

Art, props, and tools.

Art staff must encourage the correct application of the protocol by implementation of the measures presented in this document and the specific guidance of your area.

4.21.1.

Each Art Director and his team will be responsible for the disinfection of your transports, as well as all your equipment and previous props and after each day of filming. You must submit a disinfection process made prior to filming.

4.21.2.

It is recommended that the assembly of the set be prior to entering the production.

4.21.3.

Guide for Art staff

4.22.

Makeup and materials

Makeup staff should encourage the correct application of the protocol by implementation of the measures presented in this document and the specific guidance of your area.

4.22.1.

Makeup teams must exercise extreme caution during their work and permanent use of personal protective equipment.

4.22.2.

Makeup materials and equipment must be used individually for each talent to make up. As far as possible use the material and talents.

4.22.3.

Guide for Makeup staff

4.23.

Locker room

Clothing personnel must promote the correct application of the protocol by implementation of the measures presented in this document and the specific guidance of your area.

4.23.1.

Always and at all times in the makeup and wardrobe spaces the smallest number of indispensable persons must remain, thus as quickly as possible, implementing rigorous measures of safe distance and use of mandatory personal protective equipment.

4.23.2.

The costumes must be for individual use by talent. Cannot be shared wardrobe or accessories between one talent and another.

4.23.3.

If there is a wardrobe in continuity that prevents its washing or disinfection should be ventilated outdoors for at least 6 hours.

4.23.4.

Guide for wardrobe staff

4.24.

Sound

Sound personnel must promote the correct application of the protocol by implementation of the measures presented in this document and the specific guidance of your area.

4.24.1.

The use of boom will be prioritized, in case you need a lavalier it must be of personalized use (cannot be exchanged between talents) and be disinfected before and after use. Cautions must be taken by doing the placement and removal of the team in the talents. The team cannot be manipulated by anyone outside the department.

4.24.2.

The use of personal headphones (own) and sound is recommended it will only provide signal receiver.

4.24.3.

Sound staff guide

4.25.

At the end of each production day

4.25.1.

Maintain safety measures and a healthy distance on the way home.

4.25.2.

Removal of safety equipment until you reach your home or vehicle if you are traveling from individually.

4.26.

After production

4.26.1.

Production monitoring to the crew for 14 days after review that no person has symptoms of COVID-19 after a production.

4.26.2.

If someone has symptoms (see section 2.2) should notify the producer so that it can take the necessary measures to avoid spread of the virus