

## A Contingency Plan for the ESCAC, an affiliated school of the UB

### 1. Introduction

The serious health crisis caused by the spread of Covid-19 has forced the ESCAC to draw up this plan, based on the knowledge of and the recommendations by the competent health and labour authorities (general guidelines from the Ministry of Health and the Ministry of Employment, and specific guidelines for occupational risk prevention departments). It will therefore be duly updated whenever these recommendations vary.

### 2. Purpose

The purpose of this document is to define the safety conditions under which and the procedures through which on-site activity at the ESCAC facilities and buildings must be resumed.

The Contingency Plan must be modified and adapted in line with the evolution of the pandemic and of the recommendations by the competent authorities.

<https://www.mschs.gob.es/en/profesionales/saludPublica/ccayes/alertasActual/nCovChina/documentos/PrevencionRLLCOVID-19.pdf>

### 3. Scope

This document will be made available to the entire ESCAC community, including students, teachers, administration and services personnel, and companies, school collaborators and, in general, all individuals entering the ESCAC facilities.

### 4. Definitions

Confirmed case with active infection:

- A case with or without clinical symptoms and with positive PCR (or other appropriate molecular diagnostics technique).
- Where the clinical criteria are met, with negative PCR (or other appropriate molecular diagnostics technique) and positive IgM results from serology testing (not rapid tests).

Suspected case: a case that meets clinical criteria, until results of the PCR are obtained

Close contact: a person who has been in the same place as a confirmed case, at a distance of less than 2 metres for at least 15 minutes.

Probable case: a case of severe acute respiratory infection with clinical criteria and radiology compatible with an unconfirmed Covid 19 diagnosis. Case diagnosed due to an epidemiological link to confirmed cases, either in enclosed locations or in the family environment.

Vulnerable groups: with the scientific evidence available as of 18 May 2020, the Ministry of Health has defined vulnerable groups due to Covid-19 as being those with cardiovascular

disease, including high blood pressure, chronic lung disease, diabetes, chronic kidney failure, immunosuppression, cancer at the phase of active treatment, severe chronic liver disease, morbid obesity (BMI > 40), pregnancy, and those over the age of sixty.

Personnel with access permission: ESCAC personnel and other personnel expressly authorised by the corresponding persons of the ESCAC who can access the buildings.

Site, unit or department manager: the person controlling or coordinating the site, unit or department. If reference is made to the prevention manager, this will be the person at ESCAC who has been assigned specific duties and responsibilities regarding prevention, in line with the Prevention Plan.

Especially sensitive personnel (ESP): personnel who, given their personal characteristics or their known biological status, including anyone recognised as having a physical, mental or sensory disability, is especially sensitive to the risks arising from their work. These aspects must be considered in the risk assessments, and the appropriate preventive and protective measures will be adopted depending on these assessments.

Especially vulnerable person: a person with risk factors relating to their health who, according to epidemiological and clinical criteria, is more likely to develop Covid-19 if exposed to SARS-CoV-2 or have an unfavourable or more serious clinical evolution if suffering from the disease. This person requires specific care to avoid the risk of infection.

## **5. Responsibility**

The headmaster is responsible for guaranteeing the health and safety of the community members, adopting the necessary measures to ensure effective protection. His activity specifically involves the following tasks:

- Preparing the draft of the Contingency Plan so that it can be analysed by those responsible for applying it and by the social agents before it is approved by the appropriate body.
- Informing ESCAC personnel.
- Assessing the general risk in accordance with the provisions of the health authorities and the risk of the activities that might specifically be affected by SARS-CoV-2 whenever they are identified.
- Coordinating prevention activities with external companies.
- Generally and, where appropriate, specifically determining the collective and personal protective equipment necessary, in line with the instructions from the health authorities and with the specific risk assessments conducted.
- Establishing the standards to be met by the protection material (PPE, hygiene and/or sanitary material), under the advice of the Prevention Department so that the corresponding Department may provide it.
- Detecting and acting, from a health and technical viewpoint, in relation to ESP and the vulnerable groups defined by the Ministry of Health.
- Preparing documents to inform the personnel entering the sites (specifically referring to evacuation or the alarm in the event of an emergency).
- Preparing leaflets and posters.

## **6. Safety distance and capacity in spaces**

The minimum rule for social distancing is set at 1.5 metres. This distance may not be less than 1 metre in enclosed spaces, except where practical work requires as such.

The capacity of any area will be defined by the equivalent of a safety space of 2.5 m<sup>2</sup> per person, except where a more restrictive value must be applied due to the type of activity. In enclosed spaces and in outdoor areas, the interpersonal safety distance of 1.5 metres must generally be guaranteed.

The necessary organisational adjustments must be made to avoid the risk of overcrowding involving employees or other people. This risk of overcrowding will be deemed to exist whenever there are no reasonable expectations that minimum social distancing can be respected. Along these lines, classes will be organised so that they start and end at different times to ensure students are not all on site at the same time.

Video conferencing must be prioritised for meetings, whenever possible.

On-site examining boards can be constituted, although examining boards or evaluation committees, the expounding of theses, and interviews will preferably take place on line. Where they take place on site, the social distancing and capacity rules indicated in this Plan must be respected.

Type of space	minimum interpersonal distance	mask must be worn in the space	attendants must be registered	Maximum occupancy
classrooms	1.5 metres	YES	NO	In general terms, guarantee 2.5 m <sup>2</sup> of the space available per person, provided no more restrictive regulations are in force
	1 metre	YES	YES	
practical work	1.5 metres	YES	NO	
	Can be <1 metre if the practical work requires as such	YES	YES	
Study rooms, libraries, canteens and similar	1.5 metres	YES	NO	
Conference rooms	1.5 metres	YES	NO	
	1m <sup>2</sup> per person if certain measures are met	YES	YES	

The physical interpersonal distance can be decreased to a minimum of 1 metre, although a register of those present must be taken when this occurs for more than 15 minutes, and movement restrictions must be implemented to avoid conglomerations at intersections or areas of highest traffic.

The person responsible for the activity or for the corresponding area of action will ensure the registering and taking of contact details of those present in each specific space. In teaching activities, this must be performed by the person responsible for each

activity, and the register will be taken according to the teaching groups or the actual students present.

## **7. Organisational measures**

### *a. General considerations for the return to activity*

The return to on-site activity is to take place gradually and considering the principles indicated in the Lockdown Lifting Plan. This return involves taking preventive measures to minimise the risk of infection due to SARS-CoV-2 exposure either when working or due to interpersonal contact.

Considering the needs for the service, and once the corresponding organisational measures have been proposed and agreed, the person responsible for the unit will establish the gradual return of personnel in such a manner that ensures the preventive and social distancing measures are met.

Under no circumstances may the following return to work:

- People with symptoms.
- People who have been confirmed as being actively infected, until the safety period recommended by the health authorities has been completed.
- People who live with or have been in contact with people with symptoms of acute respiratory infection (fever, cough, breathing difficulties, etc.) over the past 14 days, until the safety period recommended by the health authorities has been completed.
- Especially sensitive personnel and personnel belonging to vulnerable groups, until the Medical Service determines their fitness for work and, where applicable, the appropriate preventive measures have been taken.

Personnel who are to return to work on site and are included in any of the groups vulnerable to Covid-19, as defined by the Ministry of Health, or who have been declared personnel requiring special protection, must contact the Medical Service and complete the vulnerability to Covid-19 questionnaire provided by the ESCAC Services Area before they return to work, so that the appropriate assessment may be made. These people may only return to work once this assessment has been made and, where appropriate, the corresponding preventive measures have been taken.

Each individual is responsible for truthfully informing of any of the aforementioned conditions and, in the event of doubt, must contact the Medical Service.

### *b. Duty of self-protection*

All members of the university community must take the necessary measures to avoid any risks involving the spread of the Covid-19 infection, along with their own exposure to these risks, taking the personal and collective protective measures based on:

- Frequent hygiene of hands with soap and water or hydroalcoholic gel.
- Hygiene of respiratory symptoms (avoiding coughing directly into the air, covering your nose with your bent elbow, and avoiding touching your face, nose and eyes).
- Ensuring social distancing of at least 1.5 metres.

- The compulsory use of a valveless face mask.
- Wearing personal protective equipment, depending on the activity (gloves, safety goggles, etc.).
- Prioritising the use of documents in electronic format.
- Avoiding crowds by adapting entrance and exit times.
- Completing procedures by prior appointment.
- Preference for outdoor areas to conduct activities.
- Natural ventilation for as long as possible in the spaces occupied.
- Self-cleaning of shared surfaces and equipment.

All personnel must have soap and water, or authorised hydroalcoholic or disinfectant gels with virucidal efficacy available at all times in the workplace to clean their hands.

The following areas must be provided with soap and water or with hydroalcoholic sanitising gel: at the entrance of all buildings (dispensers must be provided); the public service areas, and all areas where packages, or technical material, etc. are handled, such as information desks, libraries, technical material storerooms; areas with material used by more than one operator, such as multi-user photocopiers, printers, hand trolleys, etc., and units where teams work in shifts, along with areas where the washroom facilities are at a distance.

A sufficient supply must be provided, especially of surgical masks. The Management is responsible for the purchase, the characteristics and supply of the protective equipment to the centres; the managers of each unit are responsible for ordering the material from the centre manager and controlling its use, and the personnel are responsible for maintaining the material and ensuring its responsible use.

In areas where equipment must be shared, the unit manager must appoint the person or persons who may use it, aiming to keep the number to a minimum. The equipment or parts of the equipment that are handled must be disinfected with an authorised virucidal product every time there is a change in user. The person who is to use the equipment will make sure he/she disinfects his/her hands before using it.

The use of material and equipment belonging to others must be avoided wherever possible. In the case of shared material (photocopiers, telephones, art machinery, technical equipment, etc.), the contact area must be thoroughly cleaned and disinfected after each use.

### *c. Cleaning*

Cleaning personal work tools and organising areas for general cleaning.

- Each person is responsible for ensuring his/her work environment is clean and tidy.
- The work of the cleaning staff must be made easier at the end of the working day, clearing surfaces (tables, shelves, etc.) whenever possible.
- Any waste (such as paper towels and other personal hygiene items) must be disposed of into the general waste bins (preferably with a lid).
- Any material frequently used by personnel must be cleaned before the start of the working day.

The cleaning of all areas will be reinforced, paying special attention to the more congested areas and high-touch surfaces: windows, door handles, chairs, tables, computers, telephones and, in general, all commonly used material.

The cleaning of areas, furniture and tools used over two shifts will be intensified. This cleaning will take place after each use in shared spaces. In certain places (animal facilities, laboratories, etc.), the manager of these areas will establish the specific needs with the corresponding authority.

A specific general waste bin, preferably with a lid, will be provided in each area and will be cleaned once a day for the appropriate management of waste (tissues, cleaning cloths, etc.).

*d. Buildings: access, routes, signage*

A single entrance that is different to the exit must be established whenever possible. These routes will be appropriately marked with signs, along with the preferential routes of movement around communal areas that are used by a significant number of personnel. During Phase 2, there will be just one access point that will serve as an entrance and an exit.

The evacuation routes must remain passable while there are personnel in the building. Where appropriate, deterrent systems will be set up to prevent any undue use of these routes.

The manager of each centre must decide on the appropriate procedures for supplying surgical or hygienic masks and other material. The supply point (clean point) will be adequately identified.

The upper floors of the buildings must be reached using the stairs. In the case of narrow stairs, a single or preferential direction must be established and signposted, wherever possible. The lift will be used as little as possible, and the maximum number of occupants will be one person, except in cases where assistance is required. People with a disability are given priority in using the lift.

Signs will be posted in the centre to indicate the new capacities of the classrooms in order to maintain social distancing and meet the demands of the Health Authorities, to remind people to wear a mask, the disinfection - hydroalcoholic gel points, which way to go up and down the stairs, and the spaces/chairs that cannot be used so as to respect the minimum distance of 1.5 metres between people.

*e. Preventive measures in public service areas*

The public service areas require special attention. Specific measures must be established to avoid infection among employees, classmates and users.

Administrative staff dealing with the public will be provided with a transparent protective screen.

Measures prior to contact with the public:

- Only work-related visitors may be seen.
- Only visitors requiring some kind of procedure that is only possible on site (and not by telephone, on-line, etc.) may be seen.
- Visits by ESCAC personnel who do no work in the specific area are treated in the same manner as external visitors.

- The visits must be scheduled in shifts, so that the visiting public or personnel can ensure the distance of 1.5 metres (an announcement must be posted on the centre's website and a notice sent via general e-mail to indicate that prior appointment is required).

General organisational measures:

- Guarantee social distancing of at least 1.5 metres.
- Establish a maximum capacity in the space to ensure social distancing, controlling access to the entrance wherever possible and posting the corresponding signs to ensure those waiting respect the interpersonal distance. Whenever applicable, measures will be established to organise the users waiting outside to enter whenever the capacity allows as such. All users, including those waiting outside, must maintain social distancing.
- Establish collective protection measures: separation screens or other systems. Access by users to unauthorised areas will be prevented using barriers, whenever appropriate.
- Provide personal protective equipment and other protective healthcare items whenever necessary.

*f. Media Library*

The media library will remain open to students for internal procedures and to exchange borrowed material or similar (handing in books or other materials or items).

A separation screen will be installed at the point where the public is attended to.

Whenever material from outside is being exchanged, the safety measures must be intensified, especially regarding the mandatory wearing of gloves and disinfection using a hydroalcoholic solution after each item from outside has been handed in. The procedure, which may be completed with a specific contingency plan, will be as follows:

- The material will be requested by the user and handed over by the personnel.
- Once the works have been consulted, they will be placed separately in a previously set up isolated area for at least 14 days. Paper books and publications will not be disinfected.
- Freely accessible collections will remain closed.
- Signs and other documents informing of hygiene and healthcare measures for the correct use of the library services will be visibly installed in the different areas of the library.

*g. Toilets*

The maximum occupancy of the toilets will be 1 person for spaces of up to 4m<sup>2</sup>. In larger spaces with more than one booth or urinal, the maximum occupancy will be one third their number, and social distancing of 2 m must be maintained while they are in use.

Washroom facilities will be appropriately signposted and will include informative posters.

The cleaning and disinfection of toilets will be reinforced to guarantee their health standards and hygiene at all times.

*h. Ventilation of areas*

Natural ventilation: wherever possible during everyday activity, the cleaning personnel must ventilate the areas for as long as necessary to renew the air inside.

Forced ventilation: ventilation must be reinforced using HVAC systems to renew the air in the areas. Maintenance personnel must clean the air filters as frequently as possible.

The Maintenance Unit may decide on other measures deemed appropriate to guarantee effective ventilation, increasing the renewal of outdoor air in the system whenever necessary.

*i. Food and water*

Until it is known how events will develop, café services throughout the ESCAC campus will be temporarily closed.

Personnel and students are asked to limit any consumption of food and beverages in communal and work areas to a minimum.

## **8. Personal protective equipment (PPE)**

The need to wear PPE is determined by the risk assessment corresponding to the activity performed and, given the current risk of infection by Covid-19, by the health authorities.

A mask must be worn whenever you are inside any of the ESCAC facilities. In activities in which, despite wearing a mask, the minimum social distance cannot be guaranteed, a register of those present must be taken and movement measures must be set up to avoid crowding.

Use of a mask will not be obligatory for people with breathing difficulties that might be made worse by wearing a mask or whenever it could lead to behavioural alterations. Please ask the ESCAC Service Area should you have any queries.

Use of a mask will not be obligatory in the cases established by the competent authorities.

Personnel working on site will receive a surgical mask (UNE-EN 14683: 2019 + AC: 2019) or a non-reusable hygienic mask (UNE-0064-1) to be worn in the workplace and, where necessary for their job, gloves (UNE-EN ISO 374-5: 2016.) This material will be replaced according to needs and availability. Where such material is not available, the task must be reviewed to determine whether the work can be continued or whether it must be stopped or changed to avoid the risk. Each employee is responsible for the use and maintenance of this material.

Personnel are allowed to wear their own masks, but they will be responsible for ensuring they meet the quality guarantees.

Personnel dealing with the public and, in general, anyone handling documents, books, packages, or other external or shared material must be provided with gloves - at a specific, centrally located point- that must be worn whenever necessary.

As well as the equipment usually worn by personnel when performing their work, the specific protective material used in the ESCAC for Covid-19 is as follows:

- FFP2 masks with no exhalation valve (UNE-EN 149). For activities in which you must be in the same space as people who are unable to wear a mask (actors, for example).
- Safety goggles or face shields. For activities in which you must be in the same space as people who are unable to wear a mask (actors, for example).
- Type II or IIR surgical masks (UNE-EN 14683: 2019 + AC: 2019). For activities carried out in places where everyone is wearing a mask.
- Non-reusable hygienic masks (UNE0064-1). These can be worn if the UNE standards are met and if they are appropriately washed and disinfected. For activities carried out in places where everyone is wearing a mask.
- Gloves (UNE-EN ISO 374-5: 2016). In all public service units and where packages, books, tools, etc. are handled, such as information points, the library, and material storerooms.

## **9. Action in the event of confirmed or suspected cases or new outbreaks.**

The Management, along with the advisors of the Occupational Risk Prevention Department, are responsible for establishing the mechanisms for detecting, investigating and monitoring suspected and confirmed cases and those of close contact in their area of authority, in coordination with the public health authorities.

The goal of this monitoring is the early detection of any case that might involve active infection and, therefore, can transmit the disease. This is based on the detection of suspected cases of infection due to the specific symptoms associated to Covid-19. In all suspected cases, the close work-related contacts must be studied and monitored for early diagnosis among the contacts and to avoid transmission during the asymptomatic period.

If a person at ESCAC has symptoms that are compatible with Covid-19, he/she must wear a surgical mask, inform his/her head/teacher, leave the workplace/place of education, isolate at home, and inform the Services Area at [covid@escac.es](mailto:covid@escac.es) and the corresponding health authorities (primary health care centre, 061) and follow their instructions. All contacts will be tracked and managed.

In the case of ESCAC employees, a report will be prepared to accredit temporary incapacity (TI), where appropriate, in order to streamline the procedure for the primary care services in suspected or confirmed cases and those of close contact with confirmed cases occurring in the ESCAC. The personnel involved must also be informed that they must preventively isolate, of the way in which the sick leave and confirmation reports are issued, and of the general preventive measures.

Each individual is responsible for controlling their temperature and general health, despite the fact that the temperature of all those entering the ESCAC facilities will be initially taken. Do not attend the centre if you have any of the symptoms associated to Covid-19 (cough, fever, breathing difficulties, etc.). Contact the Services Area at [covid@escac.es](mailto:covid@escac.es) and the corresponding health authorities (primary health care centre, 061) and follow their instructions.

You must also not attend the centre if you do not have any symptoms but have been in close contact with someone with Covid-19 (having been in the same place as a confirmed case at a distance of less than 2 metres for at least 15 minutes). Contact the Services Area at [covid@escac.es](mailto:covid@escac.es) and the corresponding health authorities (primary health care centre, 061) and follow their instructions.

Breach by personnel or students of the ESCAC of any of the obligations stipulated in the procedure will be deemed as serious breach and could lead to the relevant disciplinary liability being claimed

### **Annex A. Especially sensitive personnel and groups vulnerable to Covid-19**

This annex is especially aimed at structural personnel from the ESCAC in compliance with current occupational risk prevention regulations. However, should any member of the community be in any of the situations described herein, we recommend you write to the e-mail address set up for such purposes for more information: covid@escac.es.

In line with the regulations in force, specific measures must be adopted to minimise the risk of transmission to personnel considered especially sensitive (ESP) and who must work on site.

ESCAC personnel already considered especially sensitive and those who form part of one of the groups vulnerable to Covid-19, as defined by the Ministry of Health, and given their prior conditions, medically identified and diagnosed by their general practitioners and/or specialists and who are unable to work remotely, must not attend the workplace. They must contact the Management and complete the vulnerability to Covid-19 questionnaire so that the prevention department can make the appropriate assessment.

Being considered a vulnerable person does not automatically mean you cannot work on site in your usual workplace. The Medical Service must ascertain, in view of the criteria of the Guide for Action in the management of vulnerability and risk in non-sanitary or socio-sanitary environments, and, where applicable, in coordination with the prevention officers, whether the person is fit enough to return to work and must issue a report on the prevention, adaptation and protection measures. The details of the medical and technical questionnaire, the personal medical history, the current health condition and the work conditions will be taken into account, along with the current phase of the pandemic at that time. To this end, the existence or non-existence of conditions that allow for the work to be performed without increasing the risk to the employee's health must be considered. These people may only return to work on site once this assessment has been conducted and, where appropriate, the corresponding preventive measures have been adopted.

With the scientific evidence available at 22 May 2020, the Ministry of Health has defined those in any of the following situations as the main groups vulnerable to Covid-19:

- Diabetes
- Cardiovascular disease, including high blood pressure
- Chronic lung disease
- Chronic kidney failure
- Severe chronic liver disease
- Morbid obesity (BMI 40)
- Immunodeficiency
- Cancer at the phase of active treatment
- Pregnancy
- Those over the age of 60

According to the criteria of the Ministry of Health, these vulnerable groups are considered ESP (Art. 25 of Act 31/1995 on Occupational Risk Prevention) and, therefore, the appropriate action must be taken to avoid their exposure to the risk, by adopting organisational measures and the use of collective and personal protective equipment .

The communication process with each person considered especially sensitive or belonging to any of the vulnerable groups is in line with the following protocol:

- RISK XXI Prl & Services prepares the questionnaire on the vulnerable groups, which includes technical questions to help define the job being performed and the working conditions, as well as different questions referring to their medical situation.
- The ESCAC will inform all personnel, through the appropriate body, of the situation and the need for all personnel within a vulnerable group to inform the Medical Service by completing the questionnaire established for this purpose.

This questionnaire is sent to the Medical Service, which guarantees the protection of the medical data provided at all times. Having taken the action deemed necessary, the Medical Service will do the following:

- Assess the possible consideration of Especially Vulnerable Personnel in relation to the risk of SARS-CoV-2 infection.
- Establish the nature of the special sensitivity.
- Issue the corresponding report, indicating whether preventive measures must be taken, such as the adaptation of the workplace, or any other deemed appropriate.
- Provide the person with the corresponding information and whether that person is deemed unfit to return to work on site, while also informing the units affected, the Management, and Human Resources.

## **Annex B. Protocol for filming in practical sessions**

The provisions of the ESCAC Contingency plan will be respected and those included in this specific document will also be taken into account during filming and other practical activities of a similar nature within the corresponding subjects in both official and in-house qualifications.

- Wherever possible, remote work will be chosen during pre- and post-production phases.
- Printing on paper of all types of document (work programmes, filming schedules, scripts, etc.) will be reduced to a minimum. The shared use of digital devices to consult documents will also be avoided.
- Access will be strictly limited to the team on the film set. The workforce must only be formed by those people who are essential for filming.
- A register of those taking part in the filming will be taken, making sure the contact details of people who are not ESCAC students are recorded, where appropriate.
- All those taking part in filming must have PPE (personal protective equipment). An essential part of the PPE will be the mask. Provided all members of the team are wearing the mask at all times, a surgical mask may be worn. Where any team member (actors, for example) must remove it at certain times, FFP2 masks must be worn by the entire team. In this latter case, the PPE of all those present on set will also include safety goggles.

- ESCAC personnel will hand over previously disinfected filming material and will also be responsible for its cleaning and disinfection once it has been returned by the students.
- Every attempt will be made to reduce the number of people using a certain piece of equipment to a minimum. Where a material item must be used by more than one student during filming, the person handing over the item must be responsible for disinfecting it before it is given to his/her classmate.
- Where filming lasts for more than one day, the team members will disinfect the material for which they are responsible and ensure its safekeeping at the start and at the end of the day's activity, according to their post.
- The school will provide disinfectant liquid wherever necessary. The material must be cleaned in line with the instructions given by ESCAC personnel.
- Computers, mobile phones, tablets and walkie-talkies will always be used individually.
- All make-up, hair and wardrobe products and material will be disposable whenever possible. Where they must be handled by more than one person, the individual handing over the material is responsible for its prior disinfection.
- The decorative items and props must be disinfected before they are installed on the film set and whenever they are to be handled by more than one person.
- Social distancing must be respected whenever eating or drinking, and this must take place outdoors whenever possible. No type of utensil may be shared (cups, plates, forks, etc.)
- Under no circumstances may the following attend filming: 1) people with symptoms and 2) people who live with or have been in close contact over the past 14 days with a positive case of Covid-19.
- Whenever a person from the team has symptoms that are compatible with Covid-19, he/she must leave the film set, contact the Public Health Service (hotline 061 or the corresponding primary care centre) and follow their instructions. He/she must also inform the ESCAC Services Area by writing to covid@escac.es.

### **ANNEX C. ESCAC Films filming protocol**

This document is a useful guide of the steps to follow to be able to film on sets, in studios, and in private areas and/or locations.

#### *General measures*

- The health and safety conditions during filming must comply with the health and safety regulations relating to the Occupational Risk Prevention Act and all royal decrees implementing it. The measures defined by the Health Authorities must also be followed, along with the guide of good practice drawn up by the Ministry of Health: <https://www.lamoncloa.gob.es/serviciosdeprensa/notasprensa/presidencia/Documentos/2020/GUIACENTROSTRABAJOCOV19b.pdf>
- Should you have any symptoms (cough, fever, breathing difficulties, etc.) that might be associated with COVID-19, you must call the hotline set up in your Autonomous Community or your primary care centre. You must not return to work until it has been confirmed that there is no risk to you or to others.

- You must not return to work for at least 14 days, if you have been in close contact or have shared space without social distancing with a person affected by COVID-19, even if you have no symptoms. You must monitor your symptoms for signs of the disease during this period.
- Do not attend filming if you are vulnerable due to your age, because you are pregnant, or because you have a prior medical condition (such as high blood pressure, cardiovascular disease, diabetes, chronic lung disease, cancer or immunosuppression). If you are unable to work remotely, you must ask your doctor to certify that you must remain in isolation.
- All personnel will be informed that, in the event of symptoms associated with the COVID-19 disease or suspected infection, the hotline set up by the Autonomous Community or the primary care centre of the person affected must be contacted, as well as ESCAC.

#### *Healthcare measures prior to filming*

##### Remote Work

- Work will be performed remotely during all pre- and post-production phases of the projects in order to avoid infection and minimise any risk, wherever possible.
- Printing on paper of all types of document, including work programmes, filming schedules, scripts, etc. will be reduced to a minimum.

##### Serological Test

- A rapid serological test (IgG and IgM antibody detection) will be performed on the entire technical and artistic team as a preventive measure to guarantee health and safety during filming. A PCR test will be performed immediately on anyone who tests positive for IgM antibodies (considered recently infected) in order to confirm the positive result.
- The serological test is not necessary on people taking part in filming but do not attend the film set.

##### Health questionnaire

- Escac Films will provide the entire technical and artistic team with a COVID 19 Health questionnaire that must be completed, signed and handed in before joining filming.

##### Mutual Insurance

- ESCAC FILMS will provide all personnel forming part of production with information on the corresponding mutual insurance company.

##### Daily Activity Register

- ESCAC FILMS will appoint a person or a team responsible for keeping a daily register throughout the filming period, which will include the action taken.

#### *Measures to follow during travel*

##### Statement of Liability

- ESCAC or, where appropriate, ESCAC FILMS will provide a Statement of Liability, if required, to guarantee coverage during travel.

#### *Basic preventive measures on set*

##### Social distancing

- The work must be planned so that individuals can ensure 2 metres of social distancing at the entrance and exit, and while they are on set or location. Personnel must avoid crowding in communal areas.
- Entrance to the filming site will be forbidden to anyone who is not involved in it and is not essential for the organisation and viability of the work.

##### PPE material

- ESCAC will ensure that all members of the technical and artistic team taking part in filming are provided with approved disinfectants and personal protective equipment (PPE), consisting of masks, disposable antibacterial gloves, and face screens. It will also provide a thermometer (contactless) for temperature control.

##### Hygiene Rules

- Constantly wash your hands, especially when you enter or leave the set or location, use disposable tissues, and cover your mouth and nose with your elbow bent.
- Avoid touching your eyes, nose and mouth, as your hands make transmission easier. Do not wear contact lenses, and keep your nails short and well cared for and your hair tied back, wherever possible.

##### Disinfection

- High-touch surfaces (tables, chairs, door handles, surfaces in bathrooms and toilets, taps, keyboards, phones, etc.) must be cleaned with disposable material and disinfected as thoroughly as possible.
- Each team taking part in filming will disinfect and safeguard the material for which it is responsible at the start and end of the day's activity. For this purpose, ESCAC will provide disinfectant liquid and will duly inform of the procedure to follow.

##### Mobiles, Computers, Tablets and Walkie-Talkies

- The use of mobiles, computers, tablets and walkie-talkies will be strictly individual and their access or use by unauthorised persons is forbidden.

### *Measures for safe filming*

#### Limited Team

- Only the essential technical and artistic filming team permitted and correctly identified will have access to the film set.
- The maximum capacity established must allow for social distancing to be possible.
- The team will only remain on set when required.

#### Safety conditions

- Disinfectant gel and masks will be provided on the film set. Anyone without the corresponding PPE will not be allowed to enter. PPE must be worn at all times while on the film set. This material must be located at the entrance to the film set.
- The temperature of everyone present will be taken using a contactless thermometer (infra-red thermometer) on the same day of filming before they enter the set.
- The team must not remove their gloves or mask unless strictly necessary throughout the working day.
- Filming activities that require two or more people at a distance of less than the recommended 2 metres must be kept to a minimum and must last for as short a time as possible.
- The artistic team will only remove their masks at the last minute before standing before the camera and provided the safety distance of approximately 2 metres is respected.
- All instruments, work material and stage items must be disinfected whenever possible.
- Personnel must wash their hands and use disinfectant gel whenever necessary during filming.

#### Make-up, Hair and Wardrobe

- All make-up, hair and wardrobe products and material will be disposable whenever possible, and will be disinfected whenever necessary.
- Hygiene and disinfection measures will be increased with wardrobe material (racks, hangers, irons, etc.). During filming, the wardrobe of each actor or actress, walk-on actor and extra should be identified and separated using plastic covers.

#### Props, Cameras and Lighting

- The decorative items and props that are in contact with technical and artistic personnel will be disinfected before and after each scene, whenever possible.
- The Camera, Lighting and Grip material must reach the film set with the disinfection guarantee from the material supplier.
- It will be disinfected every day with approved liquid after each use and may only be used by authorised personnel.

#### Microphones and Sound

- ESCAC will duly inform of the disinfection measures to be applied to the sound material (clip-on microphones, headsets, earphones, etc.)

#### Scene Food and Products

- Any food and products in scenes must be protected and isolated after they are prepared and until filming begins.

#### Catering

- The food will be provided in individual boxes. Handling of the product on the film set will be reduced to a minimum.

#### Animals on Set

- When filming with animals, the presence of their handler and the disinfection of their paws will be required.

Terrassa, 1 September 2020