

REPUBLIC OF COLOMBIA
MINISTRY OF HEALTH AND SOCIAL PROTECTION
RESOLUTION No. 000957 OF 2020
(JUNE 16, 2020)

Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted

THE MINISTER OF HEALTH AND SOCIAL PROTECTION

Exercising the legal powers, and especially those conferred in article 1 of the Legislative Decree 539 of 2020, and

WHEREAS

Article 2 of the Political Constitution provides that authorities of the Republic are established to protect the lives, honor, goods, beliefs and other rights and freedoms of all persons living in Colombia, as well as to guarantee compliance with social and particular duties.

Law 1751 of 2015, Article 5, sets that the State is responsible for respecting, protecting and guaranteeing the effective exercise of the essential right to health. Also, Article 10 sets that people's duties regarding the essential right to health include "self-care promotion, as well as family and community care" and "acting in a supportive manner when facing situations that jeopardize the lives and health of people."

On March 11, 2020, the World Health Organization - WHO declared the coronavirus COVID-19 outbreak as a pandemic, mainly due to its speed of transmission and urged the States to take urgent and determined actions to identify, confirm, isolate and monitor the potential cases and provide treatment to confirmed cases, as well as the dissemination of preventive measures, all of which should result in the contagion mitigation.

Based on the pandemic declaration, the Ministry of Health and Social protection, by means of Resolution 385 of 2020, has declared a health emergency in the entire national territory with a view to preventing and controlling the spreading of the coronavirus COVID-19 throughout the national territory and mitigate its effects. This measure was extended by Resolution 844 of 2020 until August 31 of the same year.

The International Labour Organization – ILO, by means of a statement dated March 18, 2020, urged States to adopt urgent measures for: i) protecting employees and employers and their families from the risk to health produced by the coronavirus COVID-19; ii) protecting employees at the workplace; iii) stimulating the economy and employment, and iv) keeping employment positions and income for the purpose of respecting labor rights, mitigating negative impacts and achieving a quick and sustainable recovery.

Evidence shows that the coronavirus COVID-19 has continued to spread in spite of the State and society's efforts and, in consequence, due to the absence of pharmacological measures such as a vaccine and anti-viral medicines, the non-pharmacological measures have resulted of higher cost/effectiveness. These measures include respiratory hygiene, social distancing, voluntary self-isolation and quarantine, measures that should be kept.

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 2

Continuation of the resolution “Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted”

With Decrees 457, dated March 22; 531, dated April 8; 593, dated April 24; 636, dated May 6; and 689, dated May 22, all of them in 2020, the National Government ordered, by virtue of the health emergency produced by the pandemic, a mandatory preventive isolation of all the population within the national territory, but allowed the freedom of movement for persons therein detailed.

Through Decree 749, dated May 28, 2020, the National Government repealed the aforementioned Decrees 636, dated May 6; and 689, dated May 22, ordered a mandatory preventive isolation and authorized governors and mayors to implement such measures within the framework of their powers, and also to allow the freedom of movement for people under the cases and activities provided in article 3 of the aforementioned administrative act with the purpose of guaranteeing the right to life, health and survival.

The Legislative Decree 539, dated April 13, 2020, sets that, during the term of the health emergency, the Ministry will be the pertinent entity to issue protocols on biosecurity required for all the authorized economic, social and sectoral activities in order to mitigate, control and prevent spreading of the pandemic and conduct a proper management thereof.

The Ministry of Health and Social Protection issued the Resolution 666, dated April 24, 2020, “whereby the general biosecurity protocol for all economic, social and sectoral activities within the public administration and its corresponding technical annex is adopted”

Paragraph 28, Article 3 of Decree 749, dated May 28, 2020, sets that freedom of movement is allowed to people engaged in the following activities: “(...) 28. The operation of postal services, courier services, radio, television, press and distribution of mass media.” Also, article 5 lists the in-person activities that are not allowed, which will not be authorized in any case, among which paragraph 5 specifies “Movie cinemas and theaters” and, therefore, in no way these activities will be understood as included in the biosecurity protocol, which is the subject matter of this administrative act.

According to information provided by the Ministries of Industry and Commerce and Culture, the special biosecurity protocol was prepared to be applied to the different activities within the cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90, which is adopted through this resolution and is complementary to the general protocol adopted by means of Resolution 666 of 2020.

Therefore, by virtue of the above,

RESOLVES

Article 1. Purpose. Adopt the biosecurity protocol for preventing transmission of the coronavirus COVID-19 in the different activities of the cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 contained within the technical annex being integral part of this resolution.

Paragraph 1. This protocol does not include in-person activities not allowed and included in article 5 of the Decree 749, dated May 28, 2020.

Paragraph 2. Observance of Protocol Compliance. Observance of compliance with this protocol is responsibility of the municipal or district secretariat or entity corresponding to these economic activities in the municipality or district where these are developed, without

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 3

Continuation of the resolution “Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted”

prejudice of the observance of compliance with the obligations of employers made by the Ministry of Labor or the competencies of other authorities.

Article 3. Term. This resolution will enter into force as of the date of publication.

LET IT BE PUBLISHED AND FULFILLED

Given in Bogota D.C., on June 16, 2020

(Illegible signature)

FERNANDO RUIZ GOMEZ

Minister of Health and Social Protection

Approved by:

Directorate of Promotion and Prevention

Office of the Deputy Minister for Public Health and Service Provision

Legal Department

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 4

Continuation of the resolution “Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted”

TECHNICAL ANNEX

1. PURPOSE

Guiding, within the framework of the pandemic caused by the new coronavirus COVID-19, the general biosecurity measures to be adopted by the different activities of the cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90, for the purpose of reducing human to human virus transmission risk.

2. GENERAL BIOSECURITY MEASURES

The general biosecurity measures are set forth in Resolution 666 of 2020 “whereby the general biosecurity protocol to mitigate, control and properly manage the pandemic caused by the coronavirus COVID 19 is adopted.”

3. ADDITIONAL BIOSECURITY MEASURES FOR PEOPLE RESPONSIBLE FOR ACTIVITIES WITHIN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES

3.1 Adequation Locative Measures

1. Guarantee physical and social distancing providing at least two meters of distance between persons.
2. Establish a work plan including staff, protection and cleaning elements required in every area or workplace, to be updated according to the evolution of the pandemic.
3. Make available 60% minimum glycerin alcohol in parking, access and common areas.
4. Make available restrooms permanently and sufficiently provided with toilet paper and potable water, anti-bacterial soap dispenser and disposable tissues for handwashing, according to the number of employees and visitors at the workplaces.
5. Define every locative space and their capacity crowd according to the useful area per person, without exceeding the amount of people determined by the National Government in other provisions, guaranteeing a 2-meter physical distancing between persons.

3.2 Measures in the Areas where Activities are Developed

3.2.1 Handwashing

Guarantee that all persons within the facilities comply with the water and soap handwashing process.

3.2.2 Personal Protection Elements – PPEs

Provide facemasks, disposable gloves, 60% minimum alcohol glycerin and disinfectants to the staff engaged in activities within and outside the facilities.

3.2.3 Maintenance and disinfection

1. Have a hygiene, cleaning, disinfection and maintenance protocol for the facilities and other areas, including products to be used, procedures to be applied, personal protection elements of employees and implementation hours.

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 5

Continuation of the resolution "Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted"

2. Clean and disinfect common areas, corridors, doors, elevators, restrooms, locker rooms, handrails, tables and chairs, among others, before the beginning of activities with disinfectants that eliminate viruses with lipid layers.
3. Provide 70% antiseptic alcohol for disinfecting surfaces frequently, and 60% minimum alcohol glycerin dispensers, especially at the entries.

3.2.4 Tools, materials and work equipment

Clean and disinfect tools, materials and equipment with disinfectants that eliminate viruses with lipid layers.

3.2.5 Waste Management

1. Define and inform the people responsible for this activity about the measures for proper waste separation.
2. Collect and store waste frequently, according to the volume of production, and engage, when possible, only one person for controlling and disposing waste.

3.2.6 Prevention and Management of Contagion Risk Situations

1. Check employees and visitors' temperature at the beginning of the working day, as well as at the end thereof. This information must be recorded in writing in a form used for such purpose. Likewise, temperature control must be guaranteed in all entries both pedestrian and vehicular through electronic mechanisms such as laser, digital, thermographic and others, in such a way as to avoid congestion of people or crowding.
2. Develop a surveillance process to detect sick or symptomatic persons.
3. Report to the health authorities if any employee or service provider has any symptoms and suspend them from their activities.
4. Do not allow access of people with any of the following symptoms: fever over or equal to 38°C, cough, respiratory distress, sore throat or fatigue.
5. Identify in coordination with the Labor Risk Administrators (ARL in Spanish) the risk sources and the plan with mitigation measures in order to provide people with the required protection implements according to the risk profile set per each economic activity.
6. Include in the identification of hazards, risk assessment and evaluation, the biological risk factor for contagion of the coronavirus COVID-19 as to determine when the staff is more exposed according to their activities and establish controls.
7. Train staff through virtual channels on the protocols for preventing COVID-19.
8. Keep an updated database with the employees and other staff providing services in the company with observance to the standards on personal data treatment.
9. Have an employee census detailing people who live with persons older than 70 years or persons with pre-existing morbidities subject to the contagion effects of COVID-19 or who live with persons providing health services.

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 6

Continuation of the resolution "Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted"

10. Immediately report to the Health Provider Entity (EPS in Spanish) or the District or Municipal Health Secretariat or the entity fulfilling their role any suspicious case, as well as make available an area for isolation of suspicious cases of coronavirus COVID-19.

11. Vehicles engaged in production must be disinfected every day at the beginning and end and after every use during the work day, especially those parts in contact with users, such as handles, doors, seats, windows, security belts.

12. Promote the use of the same vehicles by the same groups of persons. The driver will be responsible for keeping strict record of movement and passengers transported every day. In general, comply with all the protocols provided by the Ministry of Transportation as applicable for transportation of cargo and staff.

3.2.7 Labor Organization Alternative

1. Privilege work under distance modalities, such as telework and home office.

2. Identify employees with pre-existing morbidities subject to the effects of contagion of the coronavirus COVID-19, such as type 2 diabetes, lupus, cardiovascular disease, HIV, cancer, use of corticoids or immunosuppressors, chronic obstructive pulmonary disease – COPD, pregnant women and persons older than 60 years, who must be in preventive isolation at home and will be assigned, where possible, work activities or tasks to be developed from home.

3. Minimize visits of contractors, clients and suppliers.

4. Forbid the access of clients, suppliers or users without facemasks.

5. Establish a person responsible for the Occupational Health and Safety Management System (SG-SST in Spanish) for the implementation, training and strict compliance with this protocol in every locative space, who must be able to answer to doubts and promote self-care among members, employees and contractors, as well as the care of others and observance of compliance with this protocol.

6. Have a database of people occupying every locative space, registering name, identification, temperature when accessing and contact information.

7. Every person to be hired must fill a form registering the persons living with him/her, the labor activity of those persons and if that person lives with high risk persons. Self-exclusion must be promoted so every person, under his/her own responsibility and knowing his/her activities and contacts, may determine the possibility of his/her admission.

8. Implement flexible working hours to reduce social interaction among the staff; have a lower concentration of people in workplaces, better air circulation and reduce exposition risk related to the use of public transportation during rush hours or heavily frequented areas.

9. Establish working groups as to keep the same people within the same groups in order to guarantee the 2-meter physical distance.

10. Ensure a clear and sufficient communication with the different service providers external to the company as to make sure these providers observe the protocols set by health authorities and provide all implements disinfected.

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 7

Continuation of the resolution "Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted"

11. Introduce this protocol to external suppliers for them to adjust their procedures to the compliance therewith.

12. The operation of technical equipment will be only and exclusively executed by qualified people per area within the locative space.

3.3 Communications Plan

A communications plan should be developed, where each one of the cultural companies or institutions, entities and spaces must appoint a person responsible for developing the professional activities regarding the coordination of spreading, implementation and verification of this protocol, and whose functions are, among others:

1. Define the way information will be transmitted among all levels and what the information means will be and report if any person has symptoms or thinks to be at risk of being sick.
2. Deliver recommendations to be followed at home to the entire staff and insist in avoiding to attend heavily frequented public places and any place other than the production office or location during production.
3. Hold a conversation with employees about the establishment of personal hygiene habits as a company's culture.
4. Appoint leaders among the employees for the strict observance of good hand hygiene practices.
5. Spread among employees, visitors and interested parties attending the facilities all the information with the preventive measures set by the health authorities. For that purpose, the use of notebooks, brochures or leaflets is not allowed.
6. Observe the assistance and response protocols for confirmed or suspicious cases among the staff or a third party related to the company, in conformity with the guidelines provided by the Ministry of Health and Social Protection.
7. When dealing with activities of the ISIC classification, 62 division, requiring an in-situ visit, clients must be informed about the measures and protocols to be observed by the staff that will be visiting their domiciles before every visit. Likewise, clients must share in advance the biosecurity protocol to be observed within the facilities of the client in case they do not have one.
8. A communication channel must be provided for clients and/or other allies alert on a mismanagement of the protocol in-situ or any other event that may jeopardize their life or moral integrity.

4. ADDITIONAL BIOSECURITY MEASURES FOR EMPLOYEES OR STAFF PROVIDING SERVICES FOR THE ACTIVITIES PERFORMED IN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES

4.1 Interaction within the Facilities

1. Guarantee the 2-meter physical distance between persons in common, rest and circulation areas.

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 8

Continuation of the resolution "Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted"

2. Mandatorily use facemasks in all working spaces where interaction between employees and collaborators may be produced.
3. Comply with the respiratory etiquette, including covering the nose when coughing or sneezing, avoiding to touch the face, mouth, nose and eyes.
4. Handwashing with potable water and soap at least every three hours when hands are contaminated with respiratory secretion, after coughing or sneezing, before and after going to the restrooms or when they are visibly dirty. Consider that handwashing must be practiced for at least 20 to 30 seconds. In case there is no place for handwashing, a kit containing a 60% minimum alcohol glycerin or disinfecting tissues must be available for rubbing and disinfecting hands.
5. Have 70% antiseptic alcohol for disinfecting surfaces on a frequently basis.
6. Refrain from going to work when having fever, cough, nasal secretion, fatigue, respiratory difficulty or malaise. In this case, the employee must communicate with the assistance lines of the EPS and inform the direct supervisor about his/her condition and return to work after being recovered and presenting the corresponding medical records.
7. Avoid physical contact, do not shake hands, kiss or hug anyone, unless this is required by the script or screenplay for the work under production. Producers, directors and/or scriptwriters will reduce as much as possible those cases in which the script or screenplay makes necessary for the plot or storyline of the work any type of physical contact.
8. Keep clean and disinfected all documents, archives, desks, tables, chairs and objects such as phones, cellphones and keyboards, as well as keeping the workplace free from unnecessary objects.
9. Keep windows and doors open and fans on. When using air conditioning without High Efficiency Particulate Air (HEPA) filters, these must be cleaned, disinfected and maintained. If the air conditioning has HEPA filters, their maintenance and change according to the technical sheet of those filters must be guaranteed.
10. Properly and efficiently use the hygiene, cleaning and disinfection elements, such as anti-bacterial gel, alcohol, paper, disposable tissues.
11. Avoid attending to and interacting in heavily frequented places.
12. Avoid consuming food in workplaces, the set and in general in all areas not intended for such purpose.
13. Inform the person responsible for SG-SST if any of these prevention measures are not complied by cultural companies, producers or scenes or other organizations.
14. Do not share mobile devices, phones, radios, offices and other working tools and equipment of personal use. If necessary, these will be cleaned and disinfected before and after their use.

4.2 Measures for Coming Out Home

1. Visit only those strictly necessary places and avoid heavily frequented places.
2. Do not greet other people by kissing or hugging them or by shaking their hands.

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 9

Continuation of the resolution "Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted"

3. Use facemask in public transportation, supermarkets, banks and other places.

4.3 When Coming Back Home

1. Disinfect with alcohol or wash with water and soap the elements you have handled outside home.

2. Take off your shoes and wash the soles with a disinfecting agent.

3. Before having contact with the other members of the family or residence, bath with abundant water and soap, change clothes and avoid greeting with kisses, hugs or shaking hands.

4.4 Recommendation for Remote Work or Home Office

1. Notify the direct supervisor about the presence of respiratory symptoms and/or fever equal to or over 38°C.

2. Adopt information security procedures as to minimize computer disasters, loss or falsification of clients, suppliers or proprietary information. These procedures must include, but not be limited to, the following aspects: antivirus services, back up, secure access through VPN (Virtual Private Network), multi-purpose authentication (especially when on line with the network of the company or client), and restricted and defined access to applications depending on their roles and responsibilities.

3. These security standards (confidentiality, integrity, availability, authentication) must be adopted for both processes under test version or environment and client's production environment. In this last case, these shall be in line with the protocols of the client so as to minimize computer and information security risks.

4. Establish a direct channel and immediate access to deal with disaster recovery or high risk in the physical and digital infrastructure where employees may receive technical assistance during their working hours.

5. Establish a consultancy plan with the ARL for reviewing and issuing recommendations to promote residence places as safe and healthy places.

6. Employees must report daily on their health status and temperature condition by e-mail or telephone to their direct supervisor or security and health area at work according to the company's organizational structure.

7. If telework modality is adopted, all procedures to comply with the provisions of the Law 1221 of 2008 will be applied.

8. Review and adoption of other quality standards is recommended, as well as legal provisions set regarding security management and information privacy.

5. MAIN LOCATIVE SPACES AND ACTIVITIES WITHIN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES

The main locative spaces and activities within this industry are classified as follows:

5.1 Production Base: Space used to place technical and technological elements regarding audiovisual or logistic activities related to the filming.

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 10

Continuation of the resolution “Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted”

5.2 Storehouses and Workshops for Technical Equipment and Art Material: These spaces serve to prepare and store equipment such as cameras, lights, sound equipment and art materials such as staging, furniture, wardrobe, make-up, special effects, etc. to be used during filming. In these spaces, specialized staff from every area will disinfect equipment and materials before they are sent to the filming set.

5.3 Live Room: This is the space within the film or recording studio where voices and/or instruments are performed to be recorded in both audio and video.

5.4 Control Room: This is the space within the film and audiovisual post-production studios where producers and sound engineers receive, monitor and control sound produced in the recording cabin or control room.

5.5 Rehearsal for Artistic Performances or Performing Arts: Preparation exercise for artistic performances or performing arts.

5.6 Performing Arts Shows: These are performances of artistic expressions in theater, dance, music, circus, magic and all their possible practices derived or created based on the imagination, sensitivity and knowledge of the human being that gather people to be broadcasted remotely. This definition includes the following dimensions: i) artistic and cultural expression and ii) entertainment, encounter and civil coexistence space.

5.7 Pre-Production: This is the production phase where planning, preparation and obtaining of equipment, elements and human talent for the filming occur.

5.8 Artistic or Performing Arts Performances: These will be allowed to be broadcasted remotely through digital or analog channels to reach the audience, including artistic expressions in theater, dance, music, circus, magic and all their possible practices derived or created based on the imagination, sensitivity and knowledge of the human being.

5.9 Production: This is the production’s phase where the audiovisual work is filmed with actors or characters on the set and equipment for lighting and capture of images and sounds.

5.10 Film Rooms and/or Studios/ Editing Services/ Mixing/ Mastering and Audiovisual Production: Soundproof and acoustically adjusted room for recording of audio and video. Such adjusted space has a set of technological devices for recording and processing audio and video for the aesthetical result of music and images. Recording studios are for both musical projects and audiovisual projects from cinema, advertising, television and entertainment.

5.11 Rehearsal Rooms, Theaters or Studios for Artistic Performances, Audiovisual Productions and/or Performing Arts: These are cultural places for audiovisual productions or performing arts with spaces specially prepared for artists to rehearse the staging of their shows for live performances and/or filming.

5.12 Artistic Services for Performing Arts Shows: These are the activities where creativity and art are essential and applied to perform a show of performing arts to be remotely broadcasted.

5.13 Film and Audiovisual Services: Specialized activities directly related to pre-production, production and post-production of film and audiovisual works including artistic

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 11

Continuation of the resolution “Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted”

and technical services provided by Colombian natural persons or legal entities residents of or domiciled in the country.

5.14 Post-Production Services: Editing, mixing and mastering processes that comprise all elements of audio and video production.

5.15 Film Sets/Stages: It is the space exclusively devoted for audiovisual filming.

5.16 Common Areas: Entries, reception, common areas, restrooms, archive, dining areas, kitchens, dressing rooms and backstage.

The following measures are organized according to the professional activities included within the ISIC 59, 62 and 90, particularly activities to remotely broadcast artistic and audiovisual works within the distribution chain. Each one of these sections comprises measures designed considering the most important stages and processes for each type of activity.

6. AUDIO, VIDEO AND PERFORMING ARTS CONTENT PRE-PRODUCTION, PRODUCTION AND POST-PRODUCTION SERVICES

For this kind of professional activities both interaction within the facilities and the development of activities will be taken into account during the three pre-production, filming or recording and post-production stages, which involve dynamics different from the above.

6.1 Planning, Pre-Production, Rehearsal and Filming

1. The **lyrics and music composition** stage (individual or collective) and **writing of scripts and screenplays** can be 100% virtually or distance performed. Whether writing and composition activities are developed collectively or individually and meetings for consultancy, co-authorship or collaborative creative proposals with members of the band, producers, managers or any other actor that may be involved in the process are conducted, this stage must be in an advanced status when arriving to the film or recording studio or set.

2. **Demo and/or preview services** are provided individually, virtually or remotely. If in-person collaborations are required, the work must be structured individually and remotely in order to make the collective work in studio more specific, efficient and productive, in which case measures provided in paragraph 3 “ADDITIONAL BIOSECURITY MEASURES FOR PEOPLE RESPONSIBLE FOR ACTIVITIES WITHIN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES” and 4 “ADDITIONAL BIOSECURITY MEASURES FOR EMPLOYEES OR STAFF PROVIDING SERVICES FOR THE ACTIVITIES PERFORMED IN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES” in this annex must be taken into account and applied.

3. During the **rehearsal of individual roles** each one of the members and artists from a collective, band or production must rehearse or practice at home or in their studio in order to make an effective use of the time during the filming, recording or assembly process. During in-person sessions, they will take into account and apply measures provided in paragraph 3 “ADDITIONAL BIOSECURITY MEASURES FOR PEOPLE RESPONSIBLE FOR ACTIVITIES WITHIN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES” and 4 “ADDITIONAL BIOSECURITY MEASURES FOR EMPLOYEES OR

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 12

Continuation of the resolution “Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted”

STAFF PROVIDING SERVICES FOR THE ACTIVITIES PERFORMED IN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES” in this annex.

6.2 Recording Services:

1. This process must guarantee that all physical spaces such as recording cabins are used by artists in an individual manner. If recording requires two or more people to be located in the same space, the area must guarantee compliance with the 2-meter minimum distance between artists.
2. Before and after using the space, cleaning and disinfection protocols must be applied in accordance with the provisions issued by the Resolution 666 of the Ministry of Health and Social Protection.
3. Compliance with the provisions of paragraphs 3 “ADDITIONAL BIOSECURITY MEASURES FOR PEOPLE RESPONSIBLE FOR ACTIVITIES WITHIN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES” and 4 “ADDITIONAL BIOSECURITY MEASURES FOR EMPLOYEES OR STAFF PROVIDING SERVICES FOR THE ACTIVITIES PERFORMED IN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES” of this annex must be guaranteed.
4. The production schedule must be designed per staff blocks, avoiding pauses between activities that may imply socialization or contact among them.
5. Remote tests for member selection of the production will be prioritized. People participating may use self-recorded videos at home and/or perform videocalls (casting/auditions/interviews).
6. Scenes implying crowding of extras such as in bars, night clubs, classrooms, parties and concerts will be eliminated. In case scenes in these places are required, post-production effects will be used to multiply people attending, who will be keeping the required 2-meter minimum security distance.
7. It will be promoted that artists install their microphones, do their make-up, style their hair and dress themselves.
8. All the staff in the set/stage must mandatorily use the PPEs and wash their hands before and after wearing gloves. Actors and other performers are allowed not to use the PPEs only during filming or staging.
9. Transportation for artists and production staff must be guaranteed where possible by the production company in a safely and efficient manner, guaranteeing use and cleaning and disinfection protocols for transportation, taking into account the budget and type of production. Additionally, the use of alternative transportation means will be promoted, including walking and riding bicycles or skateboards. In any case, staff will be highly prevented from using public transportation and, if public transportation becomes necessary, they must follow the recommendations provided by the Ministry of Health and Social Protection and local authorities.
10. It is possible to consider developing audiovisual projects from the artists’ homes, being supported by the required technical staff and equipment, guaranteeing compliance with paragraphs 3 “ADDITIONAL BIOSECURITY MEASURES FOR PEOPLE RESPONSIBLE

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 13

Continuation of the resolution “Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted”

FOR ACTIVITIES WITHIN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES” and 4 “ADDITIONAL BIOSECURITY MEASURES FOR EMPLOYEES OR STAFF PROVIDING SERVICES FOR THE ACTIVITIES PERFORMED IN THE CULTURAL, RADIO, TELEVISION AND MASS MEDIA INDUSTRIES” in this annex, when applicable.

11. Artistic productions may be performed and adapted to be remotely broadcasted.

12. Assembly and disassembly of technical resources, staging, setting, lights and other elements must be made in the days before or following the artistic work days.

13. All materials, equipment and elements used must be cleaned and disinfected before being moved to another set, stage or filming or recording space.

6.3 Post-Production Services (applies for film and recording studios and audio and video post-production)

1. Distance and virtual work will be promoted for editing, mixing, mastering and post-production processes of musical productions and audiovisual projects. In case of working at the studio, the 2-meter distance between persons will be guaranteed and cleaning and disinfection protocols will be applied before and after every use.

2. In case physical attendance is necessary to supervise or perform activities inherent to this stage the following actions must be performed:

a. Guarantee the area complies with the 2-meter minimum distance between artists and apply cleaning and disinfection protocols issued in accordance with the provisions of the Resolution 666 of the Ministry of Health and Social Protection before and after using the space.

b. Guarantee the use of facemasks permanently, as well as frequent handwashing or hand sterilization with 60% minimum 95% maximum alcohol glycerin.

c. The post-production schedule must be designed per staff blocks, avoiding pauses between activities that may imply socialization or contact among them.

d. Establish respiratory etiquette. Persons must sneeze and cough in the internal part of the arm or in a disposable napkin. Compliance with this protocol must be strictly guaranteed, as well as the promotion of social penalties in case of neglect. Likewise, persons must avoid touching their eyes, nose and mouth during the working hours.

e. All the production team members must wash their hands every three hours, after going to the restroom, before and after eating, handling working elements such as props and settings, after being in contact with surfaces or frequent contact elements, and before and after wearing gloves. The production will be in charge of making pauses for all the staff to follow these procedures.

f. Transportation of post-producers must be guaranteed by the production company. In general, the producer must guarantee transportation for the entire production staff in a safely and efficient manner and guaranteeing use and cleaning and disinfection protocols for transportation.

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 14

Continuation of the resolution “Whereby the biosecurity protocol for risk management and control of the Coronavirus COVID-19 in the different activities of cultural, radio, television and mass media industries as described in the International Standard Industrial Classification – ISIC 59, 62 and 90 is adopted”

- g. The use of alternative transportation means will be promoted, including walking and riding bicycles or skateboards.
- h. Staff will be highly prevented from using public transportation and, if public transportation becomes necessary, they must follow the recommendations provided by the Ministry of Health and Social Protection and local authorities.
- i. In the case of vehicles owned by the production, these must be disinfected every day at the beginning and end of the working day and after every use, especially those parts in contact with users (handles, doors, seats, windows, security belts, etc.).
- j. Promote the use of the same vehicles by the same groups of persons. The driver will be responsible for keeping strict record of movement and passengers transported every day. In general, comply with all the protocols provided by the Ministry of Transportation as applicable for transportation of cargo or staff.
- k. Avoid consuming food in workplaces, and in general in all areas not intended for such purpose.
- l. Clean and disinfect all materials, equipment and elements used for post-production processes.
- m. Promote the remote performance of activities by the supervision staff, such as producers or members of advertising agencies or representatives of clients or final audience.

6.4 Professional Activities of Development of Computer Systems (Planning, Analysis, Design, Programming, Tests), Computer Consultancy and Related Activities (ISIC 62)

6.4.1 Personal contact with clients, suppliers or allies must be avoided, resorting to remote management processes of all related activities.

6.4.2 When in-situ management and handling of computer systems of data processing installation requires the personal visit of a worker to the domicile of the client, it is absolutely necessary to observe all standards and protocols of the city which the client is resident of and the general biosecurity protocols regarding contact and the 2-meter physical distance, handwashing and use of facemask, as well as those exclusively established by the client, including the following:

- a. Apply alcohol in the soles of the shoes with a pocket spray before entering the domicile of the client.
- b. Ensure frequent handwashing and surface disinfection. Additionally, use latex or nitrile gloves before handling the computer assets involved in the process.
- c. Correctly dispose of the gloves after use and disinfect each one of the computer assets and furniture handled (with 70% alcohol) once the work is finished.

6.4.3 The worker must adopt the biosecurity protocols previously established by the client for in-situ handling, provided that these are different from the own or the general protocols which must be informed in advance.

RESOLUTION NUMBER 000957 OF JUNE 16 2020 SHEET No. 15

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6.4.4 Avoid personal visits to domiciles where senior persons over 70 years of age, pregnant women and/or persons with health risk conditions such as chronic diseases, orphan diseases or autoimmune diseases or having a respiratory disease other than COVID-19 (flu) live, for which the supplier must know this information before scheduling an appointment or visit.