



Annex II, part of Decree No. 59,600, of July 9th, 2020

PROTOCOL FOR FILMING AND RECORDING IN PUBLIC SPACES

1. Object

a) This document aims to determine complementary actions for filming in municipal public locations, including open and closed spaces, and/or that occupy the land and/or interfere with the flow of passers-by and / or vehicles in the City of São Paulo.

b) Filming and recording should also follow the rules provided for in a sectorial protocol approved under the terms of Decree No. 59.473, of May 29th, 2020, and the health protocols applicable to municipal public facilities.

2. *Preproduction procedures*

a) **Meetings:** Between productions and the São Paulo Film Commission (SPFilm), as well as other municipal public bodies, will be held, if necessary, remotely. No face-to-face meetings will be held during this phase.

b) **Municipal public spaces:** In this first moment, some spaces will not be able to receive productions: spaces under the Municipal Secretariat of Health, as well as those under the Municipal Funerary Service and others that have been analysed by the management as risky for contamination. Other spaces that are not yet open to the public will be consulted on a case by case basis by SPFilm with its respective administrations.

c) **Location visits:** They are suspended in this phase - to get to know the municipal public facilities, the productions may request photos from the public management with communication mediated by SPFilm, who will provide them if available. Productions can also access the FILMESP application.

d) **Technical visits:** They will be analysed case by case and carried out only in situations of extreme need, with a team of up to 5 (five) people. If there is a need for a bigger team, the production must communicate with SPFilm, who will inform how the visit must be carried out - considering the possibility of it not being approved, or of the visit being carried out in shifts. The names of the people who will carry out the technical visits must be sent in advance. When scheduled, the visit must follow the distance measures of 2.5 metres per person and the use of personal protective equipment determined by the management, which may differ depending on the space. In addition, the team must strictly follow management guidelines. We recommend that the contracting production company arrange the displacement of the team members to avoid public transport.

e) **Information to SPFilm:** It will be mandatory to send the "Declaration of Civil and Criminal Liability," duly signed by the legal representative (individual and/or corporate entity), which includes the obligation to comply with the actions in the current protocols; in addition to this, the production must send a list of names of the people who make up the team (technical team, cast and outsourced) previously. Employees who are not on the list will not have authorised entry into the space.

f) **Preparation:** The filming will need to have additional days and/or periods (pre and post-production) for cleaning the place. It is the production company's responsibility to hire the team that will provide the service (specialised cleaning team). In open spaces, prior isolation will be necessary.



g) **Communication:** The production must distribute, in digital form, leaflets, and/or guidebooks on appropriate preventive measures concerning Covid-19, as well as a copy of the current protocols and contingency plans developed.

3. External filming in the Road System and Public Squares

- a) Filming should preferably happen at times with less traffic.
- b) Arterial and high-flow roads in the city of São Paulo cannot be obstructed and / or blocked entirely in order not to hinder the access and / or traffic of health and safety professionals.
- c) Team on the set of 15 (fifteen) to 20 (twenty) people at most or according to the guidance of the responsible public management depending on the location.
- d) Safe social distancing measures and hygiene measures must be complied with, as provided for in the sectoral health protocols.
- e) The maximum time for each shooting day is 12 hours or according to management's determination, considering the specificities of the location.
- f) Isolate the shooting area and create channelling at least 2.5 metres wide for pedestrians, even if it is necessary to reserve a track for the procedure.
- g) The professional hired by the production company must carry out security markings that must be requested in advance from the agencies.
- h) The production must guarantee that there is no presence of passers-by who are not part of the team authorised to remain in the space. The production is responsible for avoiding agglomerations.
- i) The recommendations and obligations presented in this document must be known by the entire crew and cast.

The main recommendations and/or requirements of the current protocols must be set up in visible places.

4. External camera-car filming

- a) The scenic vehicle must be properly sanitised.
- b) Inside the vehicle, the minimum number of professionals must remain - if possible, only cast. In case this is not possible, the other professionals inside the vehicle must follow the measures of safe social distancing and hygiene as provided for in the "Health and Safety Protocol for Audiovisual Production," obviously respecting each vehicle's capacity and the Brazilian Traffic Code (CTB).
- c) Filming, preferably, cannot take place with total blockage of the road. This will be established according to road classification, analysis by SPFilm, and the local administrator.
- d) The maximum time for each shooting day is 8 hours or as determined by management, considering the specificities of the location in question.
- e) The production must guarantee that there is no presence of passers-by who are not part of the team authorised to remain in the space. The production is responsible for avoiding agglomerations.
- f) The recommendations and obligations presented in this document must be known by the entire team.

The main recommendations and / or requirements of the current protocols must be set up in places that are visible to everyone.

5. External filming in Municipal Outdoor Spaces (such as Parks, Racetrack, Sports Centres, etc.)

- a) Team on the set of 15 (fifteen) to 20 (twenty) people at most or according to the guidance of the



responsible public management depending on the location.

- b) Safe social distancing measures, as well as hygiene measures, must be complied with, as provided for in the sectoral health protocols.
- c) The maximum time for each shooting day is 12 hours or according to management's determination, considering the specificities of the location in question.
- d) Isolate the shooting area and create channelling at least 2.5 metres wide for pedestrians, even if it is necessary to reserve a track for the procedure.
- e) The professional hired by the production company must carry out security markings that must be requested in advance from the agencies.
- f) The production must guarantee that there is no presence of passers-by who are not part of the team authorised to remain in the space. The production is responsible for avoiding agglomerations.
- g) The recommendations and obligations presented in this document must be known by the entire team.

The main recommendations and / or requirements of the current protocols must be set up in places that are visible to everyone.

6. Internal filming in closed Municipal Spaces (such as Libraries, Theatres and Galleries etc.)

- a) In these places, filming should preferably take place outside the public opening period or with the full reservation of the requested location - as long as there is a manager to accompany and upon space's availability.
- b) Team on the set of 15 (fifteen) to 20 (twenty) people at most or according to the guidance of the responsible public management depending on the location.
- c) Safe social distancing measures, as well as hygiene measures, must be complied with, as provided for in the sectoral health protocols.
- d) The maximum time for each shooting day is 6 hours or according to management's determination, considering the specificities of the location in question.
- e) Isolate the shooting area and create channelling at least 2.5 metres wide for regulars, if any.
- f) The professional hired by the production company must carry out security markings that must be requested in advance from the agencies.
- g) The production must guarantee that there is no presence of passers-by who are not part of the team authorised to remain in the space. The production is responsible for avoiding agglomerations.
- h) Provide external space for dispersion whenever possible.
- i) The recommendations and obligations presented in this document must be known to the entire team.

The main recommendations and / or requirements of the current protocols must be set up in places that are visible to everyone.

7. Reservation of car spots in external public areas for filming

- a) Car spot reservations must be signaled by the specialised team (from production and/or outsourced professionals) using purchased materials that are appropriately sanitised and/or sterilised.
- b) A team manager should only handle reservation materials. If the manipulation of more than one person is necessary, perform sanitation following the guidelines for safe social distancing and hygiene as provided for in the "Health and Safety Protocol for Audiovisual Production," as well as following the guidelines of the local manager, if any.
- c) If any public authority consults the production regarding the appropriate authorisations: a) in the case of an agent of the Traffic Engineering Company (CET): provide the CS (Request Code present in the



authorisation); b) in the case of other agents: present the authorisation from competent bodies remotely and respecting social distance. If the production has the authorisation printed in hand, only one member of the team must handle it.

d) If there are structures in addition to the standard materials in the area reserved for car spots, the production must specify to SPFilm the reason for these structures and how they will be used.

e) If the reservation of car spots is destined for the camera or for filming on the road, the production must follow the item "External filming" of this document, as well as the local management guidelines.

8. Support base in municipal public spaces for filming (whether internal and / or external)

- a) Team on the set of 15 (fifteen) to 20 (twenty) people at most or according to the guidance of the responsible public management depending on the location.
- b) If necessary, the use of interspersed periods must be applied to avoid agglomerations in the place. Such information must be formalised to SPFilm in advance.
- c) Safe social distancing measures, as well as hygiene measures, must be complied with, as provided for in the sectoral health protocols.
- d) The maximum time for each shooting day is 6 hours or according to management's determination, considering the specificities of the location in question.
- e) There may be no food preparation on the base. It will be allowed to consume only food for immediate consumption, with properly cleaned packaging, and in a place reserved for this purpose only. All materials and / or utensils must be disposable and individual and handled only by professionals intended for this function. If necessary, interspersed periods for meals should be stipulated.
- f) Cleaning must be carried out before and after using the site and, if possible, at each break and / or alternation of the team.
- g) Personal belongings of the professionals/technicians must be placed in plastic packaging before storage.

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