



## **Portaria No. 06/2021/SPCINE**

São Paulo, September 23rd, 2021

Updates the sanitary protocols for filming and recordings referred to in Municipal Decree No. 56.905/2016.

The President Director of the Empresa de Cinema e Audiovisual de São Paulo S.A. (Spicine), in the use of her legal and statutory attributions and based on article 2 of Municipal Decree No. 59.600/2020, CONSIDERING the need to update the protocol for filming and recordings in public spaces in the current context of the Covid-19 pandemic, RESOLVES:

### **1. Object**

a) The purpose of this document is to make official the update of complementary actions for filming in municipal public locations, including public spaces, and/or that carry out land occupation and/or interfere with the flow of pedestrians and/or vehicles in the City of São Paulo, given the new conditions faced by the city, considering the current situation of reduction in hospitalizations, cases and deaths as a result of COVID-19, as well as the progress in vaccination.

b) Any and all use of public spaces by productions (whether for filming, filming support, location visits, or the like) must also follow the guidelines provided in the sectorial protocol approved in the terms of the Decree No. 59,473 of May 29th, 2020, and the concerning updates/adaptations, as well as the sanitary protocols applicable to municipal public spaces.

c) All procedures indicated in this document must be carried out in accordance with the deadlines stipulated in the Film in São Paulo Guide, available on the website filmesp.com.

### **2. Pre-production procedures**

a) In-person meetings: In the event of a return to face-to-face activities, the feasibility of in-person meetings will be analyzed on a case-by-case basis, considering context and relevance.

b) Consultations for filming in municipal public spaces: Due to the readjustments in view of the new operating conditions, some locations may not be able to receive filming activities and the management team will be in charge of analyzing the feasibility of the filming in question, considering the protocols and conditions of each space. Locations considered by the concerning management as having a high risk of contamination may not be authorized for use as filming locations.

c) Location visits and/or technical visits: may be requested subject to the availability of local management and compliance with the sanitary rules provided in the protocols listed in item 1b. When requested, the production must send a list with the names of all team members present at the visit. The management team will be able to determine the maximum number of people, as well as any other necessary adjustments.

According to the Film in São Paulo Guide mentioned in item 1c, the time limit for scheduling visits is 1 (one) business day for location visits, and 2 (two) business days for technical visits.



d) Mandatory documentation: The submission of the “Declaration of Civil and Criminal Liability” duly signed by the legal representative (Individual and/or Legal Entity), which includes the applicants' commitment to complying with the actions present in the protocols in operation, remains mandatory. In addition, when requested, a list must be sent with the teams' names (technical team, cast and outsourced) that will be present on the set. Members whose names do not appear on the list may be prevented from accessing the filming location.

e) Preparation: The production must carry out the preparation and cleaning of the spaces when indicated in the Protocols mentioned in item 1b, as well as specify to SPFilm which are the shooting and preparation times.

f) Communication: The production must distribute, to the entire team, guidelines on the appropriate preventive conduct concerning Covid-19, as well as the protocols in force.

### 3. Outdoor filming on 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 may be completely obstructed and/or blocked as long as authorized in advance by the competent bodies and without impediment to the passage, access and/or transit of health and safety professionals.

c) Productions are authorized to film in sets without the prior limitation of the maximum number of crew members, except in cases where there is a limit imposed by the management of a certain space.

d) Measures of safe social distancing, as well as hygiene protocols, as provided for in the sectoral health protocols, must be complied with.

e) The production must ensure that there is no presence of passers-by who are not part of the team authorized to remain in the space. The production is responsible for avoiding agglomerations.

f) The recommendations and requirements presented in this document must be known to the entire team. The information must be displayed in visible places or sent digitally with the main recommendations and/or obligations of the protocols in force.

### 4. Camera-car outdoor filming

a) The scenic vehicle must be properly sanitized.

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 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) The production must ensure that there is no presence of passers-by who are not part of the team authorized to remain in the space. The production is responsible for avoiding agglomerations.



d) The recommendations and requirements presented in this document must be known to the entire team. The information must be displayed in visible places or sent digitally with the main recommendations and/or obligations of the protocols in force.

#### 5. Filming in Municipal Public Spaces

a) The management of the venue is authorized to apply, when it judges necessary, the protocols specific to the space requested for filming.

b) Safe social distancing and hygiene measures must be complied with as provided for in the "Health and Safety Protocol for Audiovisual Production". The orientations defined by the local management must also be followed.

c) The production must ensure that there is no presence of passers-by who are not part of the team authorized to remain in the space. The production is responsible for avoiding agglomerations.

f) The recommendations and requirements presented in this document must be known to the entire team. The information must be displayed in visible places or sent digitally with the main recommendations and/or obligations of the protocols in force.

e) Upon prior authorization from the public bodies, filming in public spaces under the administration of the Municipal Health Department and the Municipal Funeral Service of São Paulo is once again permitted.

#### 6. Reservation of parking spaces in external municipal public areas for filming

a) Parking spaces reservations must be made by the specialized team (from production and/or outsourced professionals) from purchased materials that are properly sanitized and/or sterilized.

b) Parking space reservations' materials must only be handled by one person of the team in charge. If manipulation by more than one person is necessary, cleaning must be carried out in accordance with the guidelines of safe social distancing and sanitation as provided for in the "Health and Safety Protocol for Audiovisual Production", and the guidelines of the local management, if any, must also be followed.

c) If the reservation of parking spaces is destined for the camera or for filming on the road, the guidelines in the items "Outdoor Filming" of this document, as well as the local management guidelines, are applicable.

#### 7. Support base in municipal public spaces for filming (whether indoors and/or outdoors)

a) If necessary, the production must apply the use of interspersed periods in order to avoid agglomerations in the space. Such information must be formalized to SPFilm in advance.

b) Safe social distancing and hygiene measures must be complied with as provided for in the "Health and Safety Protocol for Audiovisual Production". The orientations defined by the local management must also be followed.

c) There can be no food preparation on site. It will be possible to consume only food destined for immediate consumption, with properly sanitized packaging and in a place reserved for this purpose



only. All materials and/or utensils must be disposable, individual and handled only by professionals intended for this function. If necessary, interspersed meal times should be stipulated.

#### 8. Monitoring

In the event of non-compliance with sanitary protocols applicable to filming, the São Paulo City Hall (PMSP) must be notified through the following channels:

PMSP Service Channel: 156

São Paulo Film Commission: [filmesp@spcine.com.br](mailto:filmesp@spcine.com.br)