



NU BOYANA FILM STUDIO SAFETY GUIDELINES UNDER COVID-19

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It was first identified in December 2019 in Wuhan, China. Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock, and blood clots. The virus is primarily spread between people during close contact, (less than 2 meters) most often via small droplets produced by coughing, sneezing, and talking. The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face. It is most contagious during the first three days after the onset of symptoms, although **spread is possible before symptoms appear, and from people who DO NOT SHOW ANY SYMPTOMS. Therefore, it is that DANGEROUS.** There are no available vaccines nor specific antiviral treatments for COVID-19 yet.

THE FOLLOWING RULES WILL BE PERIODICALLY UPDATED IN ACCORDANCE WITH THE LATTES "WORLD HEALTH ORGANIZATION", "EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL" AND THE "BULGARIAN HEALTH AUTHORITIES" GUIDELINES.

STUDIO SPECIFIC RULES

STUDIO PERSONNEL

- Whole studio personnel should be tested on each 8th day by a certified laboratory.
- **Each person** that is to enter the studio premises must undergo temperature measurement before entering.
- Maintain **2 meters**¹ apart unless absolutely necessary.
- Sanitize the hands frequently.
- Clean and sanitize work space when you are done with a task and/or at the end of the work day.
- Personnel must wear a mask or shield when using indoor common areas.
- Equipment rental departments should maintain disinfection of the whole equipment. Each piece of equipment should be delivered to the client disinfected.
- Facilities and transport rental department heads must make sure that the space has been disinfected before renting to the client. Client is obliged to return the used space clean. It is Studio obligation to disinfect the spaces after they have been returned.
- Costume, Props (incl. Picture vehicles), Set dressing and Armory items to be quarantined for minimum 24 hours between use, if usage is required sooner the named item should be disinfected.
- Office personnel, should sanitize the work desks at the end of each work day.

¹ 1 meter = 3.28 feet

- Avoid usage of paper, encourage digitally distributed files. All mail and parcels should be disinfected when delivered or quarantined for 24 hours before opening.
- **Each studio department head should prepare a department specific sanitation protocols and ensure that the personnel are instructed and are following them.**
- **Catering and craft areas- Eliminate** self-serve (includes coffee). All food should be given by the craft personnel to the client. The food and the catering/ craft personnel should be separated by a plexiglass or similar transparent, but solid separator. Disinfection of the craft/ catering areas must be performed hourly. If tables and chairs are available at the area: **tables to be positioned 2 meters apart.** Not more than 4 persons at a table are allowed, if the table is bigger a plexiglass separator should divide the area, disinfection of the tables and chairs should be performed after each visitor/client. Avoid using or sharing items such as menus or condiments such as salt and pepper shakers. These items should be disposable and single serve.

RENTAL SPECIFIC

- **Office areas-** shared usage of an office is allowed when a minimum of 6m² (furnished area)² is allowed for each person.
- **Make up/ hair and sewing, postproduction facilities** should allow minimum 2 meters between the workstations.
- **Client must be instructed and agree to follow the prescribed here procedures** by signing them as an attachment to the contract. Clients (productions) are obliged to fulfill the “Bulgarian Film Industry guidelines under COVID 19” while prep, shoot/wrap and post described in Appendix 1 of current document. The client is allowed to maintain more restrictive rules in the premises rented for his production.
- **Clients must ensure** that the usage of the rented facilities and areas is organized in a way that allows the maintenance of the social distancing rule.
- **The client must prepare** a plan-map of the rented premises in order to avoid mixing of the people from the different productions. The plan must contain also the common areas that the production would like to use.
- **Equipment, items, vehicles and facilities** should be rented to the client **clean and disinfected.**
- **The client is obliged** to return the rented clean. As a guarantee the studio will get a deposit from the client upon signing of the contract, that will be returned after signing a receiving protocol at the end of the rental period. The studio will disinfect the equipment, facilities and items rented when returned.
- The client must declare to the studio that **the weekly testing of his and cast crew are performed by a certified lab. As an attachment to the declaration, the client applies a list of the tested people verified by the lab.** Studio sanitizing officer will oversee the following of the protocols and it will report the studio management if any of the personnel or production crew member is systematically violating the requirements.
- The studio will be allowed to terminate a contract with a client if after the first notice by the Studio it is again proved that the client and his subcontractors do not follow the guidelines.

² 1 m²=10.7639 square feet

ENFORCEMENT

- The studio will designate sanitizing officer to oversee the follow of the COVID-19 protocols.
- **Studio cleaning team** will frequently disinfect the common areas.
- **Face masks or shields** - Every person is **obliged** to have his own and wear it in **indoor common areas** in a way that covers its mouth and nose. The studio will provide PPE to those studio personnel and visitors that do not have one.
- Limit visitors to a minimum.
- Encourage online communication and meetings when possible.
- Each studio staff or filming crew member should wear a badge with written Name, Department and Production on it.
- Visitors should receive a numbered badge on the gates. Their names, purpose of visit and department/ production/ person visiting should be written in a protocol containing the number of the badge given also date and hour of entry and exit. Visitors should receive a **flyer with the Basic Studio COVID 19 Safety rules. Visitors should sign a document before entering where declaring they are aware and will follow the rules.**
- Non-studio owned filming trucks and subcontractors' vehicles will be allowed to enter the studio with a visitor card or with a production card.
- Visitors with personal cars will be allowed in the studio premises up to 3 hours.
- Loading and unloading crew are not allowed to enter the studio with their personal cars, unless they load/unload in that specific vehicle. When loading in a personal car that vehicle will be allowed to stay in the territory of the studio up to 3 hours.
- **All departments to Maintain good ventilation.** Keep windows and doors open when possible, but open at least periodically to cycle the air.
- Studio has placed hand sanitizers in multiple areas to encourage hand hygiene.
- Studio is providing sanitizing materials to each studio department.
- **Studio cleaning team should periodically sanitize the frequently used surfaces in the common areas** including high touch surfaces (fixtures, light switches, appliance handles, and buttons, etc.) on every 1 hour while work, as well as at the end of each work day.
- **Studio cleaning team should sanitize common areas such** as corridors, staircases frequently during the day.
- **Studio departments personnel should periodically sanitize the common used surfaces in the department areas** including high touch areas (fixtures, light switches, appliance handles, and buttons, etc.) on every 1 hour while work, as well as at the end of each work day. It is also their responsibility to implement the COVID -19 protocols in their departments.
- Cleaning personnel will refill the sanitizing stations in the common areas. Cleaning team should clean and disinfect common used toilets hourly.
- Sanitizing officer will perform inspections on all areas of the studio. He will remind people to keep the social distancing rule and follow the protocol.
- Storages and facilities, should designate a separate sanitizing/cleaning / quarantine area in the named space.
- The disinfection detergents are described in detail in a document issued by the Bulgarian Health Authorities.
- **WATERTANK** – has their COVID 19 Protocol, that is subsidiary to the current, but department specific. Each client that is to rent the tank will be instructed additionally.

- **Reduce Transmission Among Employees:**

Sick people to stay home!

People who have symptoms (i.e., fever, cough, or shortness of breath) should notify the Head of the department or the studio management and stay home. Sick people should not return to work until the criteria of home isolation are met, in consultation with Bulgarian Health Authorities. Said person will not be allowed to return to work until the Bulgarian Health Authorities report him as healed. Even though a negative PCR test document verified by the studio medic will be required in order to start work again.

People who are well but who have a sick family member at home with COVID-19 should notify the Head of his department and the studio management.

Separate sick people:

People who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other personnel and sent home.








If a person from the studio personnel is confirmed to have COVID-19 infection, the studio should inform the Bulgarian Health Authorities, the studio personnel and the productions of their possible exposure to COVID-19. The studio should perform immediately tests to the whole personnel. The studio should close and disinfect all areas that have been in contact with the Positive to SARS-CoV-2 person, according to the prescription of the Bulgarian Health Authorities.

- **Waste management** - disposable face masks, gloves, etc. must be treated as hazardous waste. The studio has in place pedaled bins in the common areas labeled with a biohazard sign on them.



- **Information boards such as below are placed at the common areas as well as in the workshops and storages.**

Prevention is the best way to protect yourself and the film community from **COVID-19**

 <p>WASH Wash your hands frequently - for at least 20 seconds</p>	 <p>MASK OR SHIELD Wearing of face mask or shield is mandatory indoors</p>	 <p>DISTANCE Maintain 2 meters apart, practice social distancing by not shaking hands, hugging, etc.</p>	 <p>COVER Use tissue when you cough or sneeze and dispose of them immediately, use your elbow if a tissue not available</p>	 <p>AVOID Do not touch surfaces and then your mouth, eyes or nose</p>	 <p>CLEAN Disinfect frequently touched objects and surfaces</p>	 <p>ISOLATE Stay home if you become ill and prevent the spread of the illness</p>
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Necessary documentation - each client/production and subcontractor should have these measures implemented the contract, and they should instruct their crew/personnel before entry of the studio.

Before entering, production and suppliers need to become familiar with the risks and rules and measures (not only in terms of the risk of infection). This familiarization must be confirmed in writing, for example by signing the attendance list during the briefing training or declaration.

Obligations to comply with these precautions and submit SARS-CoV-2 tests must be implemented in contracts with individual employees, as well as any sanctions and liability for damages in case of non-compliance.

All departments that are not specifically mentioned in the current document should apply the same basic rules described above. Both documents, the current and Appendix 1 are valid bidirectionally.

The studio is allowed to exclude from work or ban the entry on the premises of a person that does not follow the guidelines.

Appendix 1 PRODUCTION SPECIFIC:

BULGARIAN FILM INDUSTRY SAFETY GUIDELINES UNDER COVID-19

*This document provides the basic methods for establishing technical and organizational measures for contagion prevention. Each filming is different, hence specific risk-based measures need to be established **BEFORE** it begins. This measure is implemented according order № RD-01-262/14.05.2020. of the Bulgarian Health Authorities. http://www.mh.government.bg/media/filer_public/2020/05/13/rd-01-262.pdf Order №1/05.01.2018 pub. in NN 7/2018 of the Bulgarian Health Authorities <https://www.mh.government.bg/bg/informaciya-za-grazhdani/informaciya-otnosno-noviya-koronavirus-2019-ncov/>*

TESTS

Tests for the acting and related professions - all actors, stuntmen and possibly extras who come into contact with the actors should prove their state of health with a negative SARS-CoV-2 test performed in a certified lab no more than 3 days prior to the start of the first work day.

It is mandatory to test the **all crew members**, due to a suspected infection could endanger the entire project.

For the tests to be relevant, it is essential that actors after testing adhere to the quarantine rules. In this context, it will be important to consider testing when scheduling filming.

It is mandatory to test the Cast and crew members **every 8th day** since they started work.

DISTANCE

NO VISITORS: Absolutely no personnel should be permitted on set, the production office, any stages, or construction mills that does not need to be there. Only essential cast and crew will be allowed on the premises.

Limit physical presence to essential personnel.

Maintain **2 meters** (6 feet) apart unless absolutely necessary.

Increase **physical space between cast and crew** members. No crew member should be near cast, unless they are part of the Hair, Make Up, Sound, Props, or Wardrobe Departments. All should be masked and gloved when interacting with the talent.

Discourage handshaking – encourage the use of other noncontact methods of greeting.

Remind cast and crew to consider social distancing guidelines outside the production (e.g. refrain from traveling, visiting crowded places such as bars, restaurants, movie theaters, supermarkets, shopping malls, etc.)

SANITATION

It is mandatory to follow the rules of personal hygiene during the filming!

Hand hygiene - cast and crew should wash their hands with water and soap for at least 20 seconds, when they are dirty, after sneezing or coughing, before eating, after using toilets, etc. described in Attachment 2 of order № RD-01-262/14.05.2020. of the Bulgarian Health Authorities. If washing is not possible, use hand disinfectants.

Hand disinfectant stands - stands with hand disinfectant gel need to be placed near the facilities, catering and directly on the set.

Personal disinfection - if the scene being shot is extensive, crew members must carry pocket disinfectant wipes or a small bottle of personal disinfectant so they don't have to leave during filming to hand disinfectant stands.

Disinfection on locations or outdoor lots - when filming in a public space in the city and/or in a place with a high concentration of people, it's recommended to consider space disinfection by spraying. **World Health Organization does not recommend disinfection of streets and sidewalks**, as a measure against COVID-19, due to the quick deactivation of the disinfectant used and the porous structure of this surface.

Disinfection of Sound stages - at end of each shooting day, surface disinfection should be performed by spraying. If time permits and if safe it is advisable such disinfection to be performed during the work day too.

Clean and sanitize all surfaces including high touch areas (fixtures, light switches, appliance handles, and buttons, etc.) on every 1 hour while works, as well as at the end of each work day.

Filming in vehicles etc. - Production should provide the disinfection of all vehicles, as well as the production should secure disinfection of the fleet that carries the crew and cast on set.

Workspace disinfection - Make-up/Hair and Costume department should disinfect their working stations and chairs for actors.

Office crew should disinfect their working desks and common used surfaces.

Equipment disinfection- Camera, Grip, Electric, Sound and other crew that are using shared equipment should undergo regular disinfection. The frequency will be dependent on the individual risk assessment.

Costume and Props disinfection - it is important that the costumes and props undergo regular disinfection. The frequency will be dependent on the individual risk assessment.

PERSONAL PROTECTIVE EQUIPMENT

Face mask (protects others), Every crewmember **should be obliged** to wear mask or shield on set (indoors) in a way that covers its mouth and nose in accordance with Attachment 3 of order № RD-01-262/14.05.2020. of the Bulgarian Health Authorities. Applies to every person present on the shoot, including external contractors. It is recommended to wear the masks in outdoor areas while at work.

Cast, Stuns and Extras **must** wear mask or shield when not on camera.

Encourage people to supply their own Masks, especially if they have specific preferences.

Production will provide Face mask to all personnel that do not have their own.

PREVENTION

Production must ensure that proper sanitary measures are being taken by the departments and corresponding equipment and space, with the assistance of the producer, department heads and managers.

Production will designate individual(s) for overall housekeeping.

Make-up /Hair artists must use separate set of make-ups for each main cast.

Day players will be asked to bring their own make up and costume if possible.

Extras will be asked to bring their own make up, costume and props if possible.

Reduce Transmission Among Employees:

Sick people to stay home!

People who have symptoms (i.e., high fever, runny nose, cough, or shortness of breath and other) should notify the production and stay home.

Sick people should not return to work until the criteria of home isolation are met, in consultation with Bulgarian healthcare authorities.

Said person will not be allowed to return to work until the Bulgarian health authorities report him as healed. Even though a negative PCR test document verified by the production medic will be required in order to start work again.

People who are well but who have a sick family member at home with COVID-19 should notify the production.

Separate sick people:

People who appear to have symptoms (i.e., high fever, runny nose, cough, or shortness of breath and other) upon arrival at work or who become sick during the day should immediately be separated from other crew and sent home.

If a person from the crew is confirmed to have COVID-19 infection, production should inform the Bulgarian Health Authorities, as well as the crewmembers of their possible exposure to COVID-19. The production should perform immediately tests to the whole cast and crew. Production should disinfect all areas that have been in contact with the Positive to SARS-CoV-2 person, according to the prescriptions given by the Bulgarian Health Authorities

ENFORCEMENT

Production should organize **testing by a certified lab** of the cast and crew once on every 8th day.

NO VISITORS: The Production company should follow closed set protocols at all times and limiting participation to only the minimum necessary cast and crew.

During filming - it will be important to ensure a consistent and a secure lock-up to prevent any unauthorized personnel from entering.

Temperature measurement - every crew/cast member should undergo temperature measurement with a contactless thermometer before the start of the shooting day and before entering the shooting location. Any new incoming subcontractors undergo temperature measurement upon arrival. Human body temperature limits must be with accordance to the country specific health regulations.

Daily temperature measurement results of every crew/cast member should be written in a document.

On-site organization - it is necessary to take into account - especially in the first months - more space requirements for the use of locations in a public space, so that crew members can be separated. At the same time, sufficient space must be available for the crew to eat so they can be spaced from each other. It is advisable to give priority to portable chairs over standard benches.

Separation of specific crew groups - key crew members, actors and other professions that are difficult to replace should be separated from the rest of the crew (e.g. they should have their own costume room, facilities, make-up room, catering area etc.).

Specific measures may vary from project to project and must be processed in an individual risk assessment.

Catering - it is necessary to make sure that food can be distributed in a take-away fashion, when each crew member moves away from the catering after taking their food, so the social distancing rule can be adhered to. ***It is important to ensure that crew members have enough space when eating to follow rules of social distancing (including refreshments during the day). There is no need to have more than one catering place if all meals, including main meals are packaged separately.***

Consider meal delivery to individual departments. Orders placed with catering at the beginning of each day, or the day prior.

Eliminate self-serve areas (includes coffee).

Do not provide snack bowls or unpackaged goods.

Do not provide fruit that isn't individually wrapped.

Do not provide shared platters (charcuterie, cheese and crackers, etc.).

Avoid using or sharing items such as menus or condiments such as salt and pepper shakers. These items should be disposable and single serve.

SANITATION STATIONS: Hand sanitizer (at least 60% alcohol) should be visible and available in all areas of the set, the production office, and the stages. **To remind the cast and crew to wash their hands with soap and water frequently** in accordance with Attachment 2 of order № RD-01-262/14.05.2020. of the Bulgarian Health Authorities.

Cast and crew should also be required to wash their hands with soap and water periodically (recommended every hour). Productions will provide disposable, disinfecting wipes so that commonly used surfaces can be wiped down by cast/crew before each use.

Place hand sanitizers in multiple locations to encourage hand hygiene.

Disinfection products should be alcohol solutions with at least 70% alcohol and/or such as described in Attachment 1 of order № RD-01-262/14.05.2020. of the Bulgarian Health Authorities. Before disinfection the surface should be clean. Floors can be treated with bleach-based solutions.

Maintain good ventilation. Keep windows and doors open when possible, but open at least periodically to cycle the air.

Disinfect transport vehicles.

Waste management - disposable face masks, gloves, etc. must be treated as hazardous waste - the used ones to be put into separate solid plastic bags and to be handled with protective gloves and then disposed of.

Necessary documentation - each production should have these measures implemented in its risk assessments, and they should also require this implementation in risk assessments of their suppliers.

Before filming commences, production and suppliers need to become familiar with the risks and measures for filming (not only in terms of the risk of infection). This familiarization must be confirmed in writing, for example by signing the attendance list during the briefing training or declaration.

All departments that are not specifically mentioned in the current document should apply the same basic rules described above. Each HOD is obliged to prepare a department and project specific COVID 19 guideline. It should include measures that correspond the general rules and should describe the department specific measures that will be taken based on the individual risk assessment. (e.g. materials that should be sprayed or wiped or quarantined for 24 hours etc.) Each HOD is obliged to instruct the crew members from his department for these specifics.

Obligations to comply with these precautions and submit SARS-CoV-2 tests must be implemented in contracts with individual members of crew, as well as any sanctions and liability for damages in case of non-compliance.

Information boards such as below are recommended to be placed at the shooting locations.

Prevention

is the best way to protect yourself
and the film community from
COVID-19



WASH

Wash your hands frequently - for at least 20 seconds



MASK OR SHIELD

Wearing of face mask or shield is mandatory indoors



DISTANCE

Maintain 2 meters apart, practice social distancing by not shaking hands, hugging, etc.



COVER

Use tissue when you cough or sneeze and dispose of them immediately, use your elbow if a tissue not available



AVOID

Do not touch surfaces and then your mouth, eyes or nose



CLEAN

Disinfect frequently touched objects and surfaces



ISOLATE

Stay home if you become ill and prevent the spread of the illness

If one of the members of the crew or subcontractors has violated or refused to comply with the security measures taken, they would be excluded from filming. The full support from the producer will be crucial when implementing these measures.

More information and updates available at:

<https://coronavirus.bg>

<https://www.who.int>

<https://www.ecdc.europa.eu/en>

<https://www.mh.government.bg/bg/informaciya-za-grazhdani/informaciya-otnosno-noviya-koronavirus-2019-ncov/>

<https://www.nfc.bg>

Translation of Order № RD-01-262/14.05.2020

Translation from Bulgarian

REPUBLIC OF BULGARIA

Ministry of Health

Health Minister

O R D E R

No. **PD-01-262 / 14 May 2020**

On the grounds of Art. 63, Par. 4 and II and Art. 63b of the Health Law and Art. 73 of the Code of Administrative Procedure in relation to Decision No. 325 of the Council of Ministers of 14 May 2020 on declaring an extraordinary epidemiological situation, and based on a proposal of the Chief State Health Inspector

I O R D E R :

I. I introduce the following anti-epidemic measures on the territory of the Republic of Bulgaria, considered from 14 May 2020 until 14 June 2020:

1. All employers and employment services, depending on the specifics and possibilities of the relevant labour activity, shall organize remote working for their employees (working from home/teleworking).

2. Where remote working is not possible, the employers/employment services are obliged to implement the following anti-epidemic measures in the business premises:

a) Disinfection, in accordance with the algorithm specified in Annex No. 1;

b) Denying access to the business premises of persons with symptoms of acute respiratory diseases (increased temperature, coughing, head cold, etc.);

c) Briefing of the staff on correct hand hygiene in accordance with the instructions contained in Annex No. 2, and providing of soap and water and disinfectant;

d) Organization of measures to provide physical distance of at least 1,5 m between persons

e) Providing of personal means of protection to the staff, depending on the work specifics and the risk assessment of the workplace (protective face mask, face shield, gloves, etc.).

3. In case of direct client servicing requiring distance of at least 1,5 m., using of protective face mask or face shield is mandatory. As an exception, no protective face mask or face shield may be used where glass or another type of mechanical barriers have been installed, and they permit wet cleaning or disinfection.

4. All physical and legal persons that own or manage premises for public use, trading or other business centers providing services to citizens, apart from the measures under par. 2 and 3 above, shall also apply the following anti-epidemic measures :

a) Organize their activity in a way providing for a distance of at least 1,5 m. between the persons to whom the relevant services are provided in the premises and the open areas belonging to them;

b) Provide hand disinfectant at the business unit entrance;

c) Provide organization for entry control to the premises as regards the number of persons admitted in order to prevent overcrowding and keeping of distance;

d) Put in place visible information boards or otherwise inform the service users of their obligation to observe physical distance, hand hygiene and wearing of a protective face mask when visiting the relevant business unit.

5. All persons in closed public spaces are obliged to wear a protective face mask - single-use or reusable, or other means of protection covering the nose and mouth (incl. scarf, shawl, face shield, etc.), that are used in accordance with the recommendations specified in Annex No. 3.

6. Within the meaning of this Order “public spaces” are places generally accessible to all persons, as public transport, trading, sport and cultural centers, administration offices, places of worship, and places providing public of other services.

7. The anti-epidemic measure to keep a distance of at least 1,5 m. between persons that do not belong to the same family/household shall be observed by all persons that are in open public spaces (incl. parks, streets, bus stops).

II. The anti-epidemic measures under par. I, 1-4 are mandatory for all employers/employment services and physical and legal persons that own or manage premises for public use, trading or other business centers providing services to citizens, and whose activity has not been suspended by an act of a governmental body for the duration of the extraordinary epidemiological situation declared.

III. The persons under par. II are responsible for the organization and implementation of the anti-epidemic measures adopted by this present Order.

IV. The Ministers and Managers of other institutions, in line with their functional competence, give instructions on the application of the anti-epidemic measures adopted by this present Order, in the controlled by them premises and activities, and provide organization of their implementation and control.

V. This Order takes effect as on 14 May 2020.

VI. This Order is to be published on the website of the Ministry of Health.

This Order can be contested within one month from its publication on the website of the Ministry of Health, in front of the relevant Administrative Court under the provisions of the Code of Administrative Procedure.



KIRIL ANANIEV

Minister of Health

Round seal: R. Bulgaria, Ministry of Health, Sofia

Annex No. 1 to par. 2, letter "a"

Algorithm of disinfection measures at the workplaces, sites for public use or trading and other business premises that provide services to the citizens in the conditions of epidemic spread of COVID-19

I. Selection of disinfectant

1.1. The disinfectant selected must be permitted by the Ministry of Health.

1.2. Depending on the premises and surfaces to be treated the disinfectants must be permitted for Product Type 2 "Disinfectants and algacides not intended for direct use on people or animals" and/or Product Type 3 "Veterinary hygiene" and/or Product Type 4 "Scope of use connected with food and feed".

1.3. The disinfectant selected should be with scope of use covering virucidal or limited/partially virucidal action.

1.4. It is recommended to select a disinfectant achieving its effect over a shorter period (up to 15 minutes).

2. Establishing critical points and treatment rate

2.1. The critical points that need to be disinfected should be identified for each site. Critical points are all surfaces connected with flow of people, and frequently touched surfaces (writing desks, handles of doors, windows, of public transport vehicles; light switches, elevator buttons, bank cash machines, railings, fitness equipment, counters for serving passengers/clients, stationary telephones and apparatuses, touch-sensitive screens, toilet seats, wash basins, water taps and a variety of other frequently touched by hand surfaces depending on the specifics of each site/workplace, floor coverings).

2.2. The critical points are subjected daily to periodic disinfection.

2.3. In case of a confirmed COVID-19 case at the site/office, the surfaces that have come into contact with the injected person, the workplace and the common areas should be cleaned and disinfected.

3. Route of administration of the disinfectants

The disinfectants can be ready for use, in which case they are directly applied to the surfaces, or can be concentrates, in which case working solutions should be prepared prior to use.

3.1. Small surfaces (handles, buttons, keyboards, writing desks, etc.)

3.1.1. It is recommended to use disinfectants in the form of spray, which are ready to use.

3.1.2. The surfaces are directly sprayed with the disinfectant or wiped with a clean cloth soaked in the disinfectant in advance.

3.1.3. Small surfaces can be also wiped with disinfectant wet wipes, where the wet wipes used are collected and disposed in accordance with the manufacturer's instructions.

3.2. Large surfaces (walls, floors, worktops, etc.):

3.2.1. The disinfectants intended for large surfaces can be in the form of concentrates, from which working solutions should be prepared prior to use, or in a ready to use form.

3.2.2. Working solutions are prepared as instructed by the manufacturer or as specified on the label depending on the intended use.

3.2.3. The exact quantities and period of effect specified on the label must be strictly observed.

3.2.4. The specific requirements, if such have been specified on the label as regards any necessary ventilation or subsequent wiping or rinsing the surface with drinking water, and times for access of people or animals to the treated premises, must be strictly observed.

3.3. Surfaces subject to disinfection can be treated in different ways depending on the disinfectant selected, and on the surface type, by strict observance of the manufacturer's instructions.

4. Depending on the premises type, as an addition to the chemical methods a number of physical methods of disinfection can be used as well (bactericidal lamps, etc.)

Annex No. 2 to par. 2, letter “c”

Instructions on correct hand hygiene

1. The hands must be washed always:

- a) when visibly dirty
- b) after sneezing or coughing;
- c) before, during and after preparing food;
- d) before meals;
- e) after using the toilet;
- f) after touching animals or their excrements;
- g) during direct care for sick persons.

2. The hands should be washed for 20 seconds with soap and water.

4.1. Where to wash the hands is not possible, hand disinfectant with virucidal or limited/partially virucidal action for wiping of dry hands should be used for a period as instructed by the manufacturer, and special attention should be paid to the thumbs, areas between the fingers, the fingertips, and the back of hands).

3. The hands are left to dry after the period of contact with the skin prescribed on the disinfectant label has elapsed.

Annex No. 3 to par. 4

Instructions for correct wearing of face masks

1. The protective face mask must cover completely the nose and mouth – from the base of the nose, to the chin.

2. Before putting the mask on the hands are washed with cold water and soap or wiped with alcohol-based hand disinfectant.

3. The protective face mask is taken off from back to front by holding it by the strings (elastic) and contact with the front of the mask is avoided.

4. After taking the face mask off the hands must be immediately washed with cold water and soap or wiped with hand disinfectant.

5. Single-use protective face masks are discarded in a waste bin immediately after taking them off.

6. Textile protective face masks need to be treated as follows:

a) by washing in hot water (thermal disinfection) and washing detergent at water temperature of 60-90 °C for a period not less than 20 minutes; or

b) by washing in tepid water at temperature below 60°C with preparations with disinfecting action (biocides) in concentrations as instructed by the manufacturer (chemical thermo-disinfection).

7. The protective face mask is replaced by a new one immediately when it gets wet.

8. Single-use protective face masks are not worn a second time

I, Emilia Mihaylova Petrova (holder of License No. 01047-1 issued on 27.04.2018 by the Consular Relations Directorate at MFA, Bulgaria), do declare I have faithfully and accurately translated from Bulgarian into English language the contents of the attached document.

The translation consists of 6 pages.

Translator: Emilia Mihaylova Petrova