

*In connection with the issued order of the Minister of Health, and in order to limit the dangers of infection COVID-19, I cancel instruction №020-46/28.10.2020 and of the CEO of Nu Boyana Film JSC, and for the purpose of limiting the hazard from contamination from COVID-19m I, hereby cancel the provisions of the instruction 020-17/14.01.2021 for safety at COVID-19 of "NU BOYANA FILM JSC" and issue the following:*

**INSTRUCTION**  
**№ 020-47/01.11.2021**

**FOR SAFETY AT COVID-19 OF NU BOYANA FILM JSC AD**

*The rules below will be periodically updated in accordance with the latest instructions of the World Health Organization, the European Center for Disease Prevention and Control, and the Bulgarian Health Authorities.*

**Definition:**

*People who are in a state of infection (interaction of the infected person's body with the virus that causes CoV-SARS2 infection) can be in two conditions: sick and healthy carriers (asymptomatic). In turn, patients are divided into mild, moderate and severely ill. All the listed categories of infected people carry the COVID 19 virus and can infect other uninfected people.*

*A sick and healthy carrier (asymptomatic) of COVID-19 is considered a person who has given a positive PCR result or a rapid antigen test, when a test has been performed by IMDL / Independent Medical Diagnostic Laboratory /, registered Art. 8, para.1 item 3 of the LME/ Law on Medical Establishments /, as well as in case of a positive fast antigenic result, in case of a test performed by a medical center.*

I. The territory of NU BOYANA Film JSC shall be entered by persons who:

1. are vaccinated or of former COVID-19 illness, certified through a valid, digital COVID EU Certificate of vaccination or a former illness, or a similar document, and a valid pass for the territory of Nu Boyana Film JSC.

2. present a negative result from a test made per the method of the polymerase chain reaction for COVID-19, within 72 hours prior the entry into the site/event (or a rapid antigen test made within 48 hours prior the entry into the site/event), certified by a valid document and a valid pass for the territory of Nu Boyana Film JSC.

3. Of a negative PCR result within 75 hours or a rapid antigen test within 48 hours, with a test performed by IMDL / Independent Medical Diagnostic Laboratory/, registered in Article 8, paragraph 1, item 3 of the LME. / Law on Medical Establishments /, as well as in case of a negative fast antigenic result, when a test was performed by a medical center indicated by NU BOYANA Film JSC and with issued valid pass.

*II. An exception is allowed for admission per items 1, 2 and 3 to:*

- i. Teams of Centers for emergency medical care, fire protection, representatives of emergency teams for emergency localization and elimination of accidents.
  
- i. State control bodies, as well as others, but when they are accompanied by an employee of NU BOYANA Film JSC and their stay is for a short time.
  
- i. Drivers of vehicles who shall loan on and off on the open and in close proximity to the vehicle.

**III. SPECIFIC RULES FOR THE STAFF OF NU BOYANA FILM JSC**

1. One of the provisions per item II hereof shall apply for the entire NU BOYANA Film staff.
2. The temperature of **each person** who should enter the studio should be measured beforehand.
3. Maintain a distance of **2 meters**, unless it is absolutely necessary to reduce it.
4. Frequently perform hand hygiene as specified in Annex №3.
5. Clean your workplace after the end of your task and / or at the end of the working day.
6. The staff of NU BOYANA Film shall wear masks or helmets when in the common areas of the premises and use them in accordance with Annex №4.
7. Units with rented equipment should disinfect all equipment. Each piece of equipment should be delivered to the customer disinfected.
8. Heads of the facilities and transport department should have provided disinfection of the premises before renting to the client. The client is obliged to return the rented areas cleaned and disinfected.
9. The items from the Wardrobe, Props (including Prop Vehicles), Decorating and Weapons departments should be quarantined for at least 24 hours between their use, and if more frequent use is needed, such items should be disinfected.
10. Office staff should clean their desks at the end of each working day in accordance with Annex №2.
11. Avoid the use of paper, encourage the use of digitally distributed files. All mail and parcels should be disinfected upon receipt or quarantined for 24 hours before opening.
12. Each department head should draw up specific disinfection protocols, ensure that staff members are instructed and comply with it.

13. Entry into restaurants, cafes and entertainment facilities located onto the territory of Nu Boyana Film JSC, per the terms of art. 124, shall be conducted following the provisions of art..II., items 1 and 2 hereof.

14 Catering and buffet zones shall work per the provisions of art..II., items 1, 2 and 3 hereof.

Eliminate self-service (including coffee). Food should be provided by the customer's staff. Catering / snacking staff should be separated by Plexiglas or another transparent but solid separator. Food / snack areas should be disinfected every hour. Each visitor / client the tables and chairs should be disinfected. Avoid sharing items such as menus or seasonings such as saltines and pepper flavorings. Such items should be disposable.

#### **IV.SPECIFICS OF THE RENT**

**1. Office areas** - it is allowed to share office space when there is a minimum of 6 m<sup>2</sup> (furnished area) for each person.

1 meter = 3.28 feet

1 m<sup>2</sup> = 10.7639 square feet

**2.** There should be a minimum of 2 meters between **workstations in the Makeup / Hairstyles, Tailoring and Postproduction** departments.

**3. The clients immediately after their admission on the territory of NU BOYANA Film JSC are instructed according to the requirements of Ordinance ПД-07-2 / 16.12.2009. on the terms and conditions for conducting periodic training and briefing of employees on the rules for ensuring healthy and safe working conditions and a valid order for conducting briefings on Nu Boyana Film, as a mandatory topic is this instruction and Annexes №1, 2, 3 and 4 to it.**

**4. The client must obtain their consent to comply with the procedures prescribed** by this instruction by providing their signature in an annex to the contract.

**5.** The customer has the right to maintain stricter measures in the premises rented for his production.

**6. The client should ensure** that the use of the rented areas is organized in a way that allows the maintenance of the rules for social distance.

**7. Equipment, belongings, vehicles and areas** should be provided to the customer **cleaned and disinfected.**

**8. The client undertakes** to return the rented - cleaned. As a guarantee, the studio will receive a deposit from the client upon signing the contract, which will be returned after signing a protocol for acceptance at the end of the rental period. The studio will disinfect the rented equipment, areas and belongings upon their return.

**9.** The client should declare to the studio that **testing of the cast and crew is performed according to the instructions of Annex №1 of this instruction.**

**10. Each production will have a special working group for COVID on the studio territory.** It will ensure that the whole team follows the correct protocols and will report to

the studio management in case a staff member or a member of the production team systematically violates the requirements. The size of the working group will depend on the size and specifics of the production.

**11.** The Studio will have the right to terminate a contract with a client in the event that after the first notification by the Studio, it is proved again that the client or its subcontractors do not follow the instructions.

#### **V.IMPLEMENTATION OF THE MEASURES FOR NU BOYANA FILM JSC**

**1.** The studio will appoint disinfection staff and teams to monitor compliance with COVID-19 protocols.

**2.** The cleaning / disinfection team of the studio will perform frequent disinfection of the common areas.

**3.** The staff of NU BOYANA Film JSC is obliged to have its own mask or shield and to wear them in the common parts of the premises in a way that covers its mouth and nose according to Annex №4. The studio is obliged to provide personal protective equipment to that part of the staff, who do not have their own.

**4.** Reduce the number of visitors to the minimum possible.

**5.** Encourage online communication and meetings whenever possible.

**6.** Each member of the studio staff or a member of the film crew should wear a badge with his name, department and production.

**7. Visitors** on the territory of Nu Boyana Film JSC shall enter observing the provisions of art. II hereof. The visitors should receive a flyer with the basic rules for safety under COVID 19 of the Studio. Visitors should sign a document before entering that they are familiar with and will abide by the rules.

**8.** Vehicles for photos that are not owned by the studio will enter its territory only with passes for a visitor or production.

**9. Visitors with personal vehicles** will be allowed in the studio only for a period of up to 3 hours and upon **an issued valid pass.**

**10** Loading and unloading personnel shall not be allowed to enter the studio with their own vehicles, unless the loading and unloading activity is performed in / from the very vehicle. The vehicle has the right to stay in the studio for up to 3 hours upon the provisions of at least one of the terms of art. I **and an issued valid pass.**

**11.** All departments should maintain good ventilation. Doors and windows should be kept open whenever possible, but at least periodically, for air cycling.

**12.** The studio has placed hand sanitizers in a number of areas to promote hand hygiene.

**13.** The studio provides disinfection materials to each department.

14. The studio cleaning / disinfection team cleans and disinfects frequently used surfaces in common areas, including frequently touched surfaces (taps, ignition keys, handles, knobs, buttons, etc.) every 1 hour during operation, as well as and at the end of each working day.
15. The cleaning / disinfection team of the studio cleans and disinfects the common areas such as corridors, benches, and stairs twice a day.
16. Studio staff clean and disinfect frequently used surfaces in department areas, including frequently touched surfaces (taps, ignition keys, handles, knobs, buttons, etc.) every 1 hour during operation, as well as in the end of each working day according to Annex №2 of this instruction. Their duty is to introduce the COVID-19 protocols in their departments.
17. The cleaning / disinfection team refills the disinfection stations in the common areas. The cleaning / disinfection team cleans and disinfects public toilets every hour.
18. The person in charge of cleaning / disinfection inspects all parts of the studio.
19. Reminds people about following the rules of social distance and following the protocol.
20. Warehouses and areas should define a separate area for cleaning / disinfection / quarantine in the respective warehouse / area.
21. The disinfection materials are described in detail in a document issued by the Bulgarian Health Authorities.
22. UNDERWATER PHOTO STUDIO - has its own COVID 19 Protocol, which is subject to this, but with more specifics for the department. Every client who rents this studio will be additionally instructed.

#### **I. Restricting the spread among workers:**

**The main action is the current Orders of the MH/ Ministry of Health /, procedure for organization and action in case of a COVID-19 patient diagnosed on the territory of Nu Boyana Film JSC and short steps for action.**

##### **1. Sick people shall stay at home!**

People who have symptoms (i.e. fever, runny nose, cough or shortness of breath, etc.) should notify their department head or studio management and stay at home. Infected persons must not return to work until the criteria for home isolation have been met in accordance with the provisions of the Bulgarian Health Authorities. Such a person cannot return to work until the Bulgarian Health Authorities accept him as cured. However, he will be required to have a negative PCR test document or a negative rapid antigen result in order to be re-employed.

Individuals who are healthy but have a COVID-19 family member at home should notify their department head or studio management and stay at home as close contact persons.

##### **2. Separation of infected persons:**

Persons who show symptoms (e.g. fever, runny nose, cough or shortness of breath, etc.) on arrival at work or during the working day should be immediately separated from the rest of the team and sent home.

If it is confirmed that a person from the studio staff is infected with COVID-19 infection, an effective procedure for organization and action is applied in case of a COVID-19 patient found on the territory of Nu Boyana Film JSC and short steps for action.

1. **Waste management** - disposable face masks, gloves, etc. must be treated as hazardous waste. The studio places containers with pedals on its territory, a sign with a sign for biological danger.



**Information boards for prevention against COVID-19:**

Information boards such as the ones below are placed in the common areas, as well as in the workshops and warehouses.



**МИЙ**  
Мийте ръцете си често – поне за 20 секунди



**МАСКИ**  
Носенето на маски в закрито пространство е задължително



**ДИСТАНЦИРАЙ СЕ**  
Спазвайте дистанция помежду си, най-малко 2м. Не се здрависвайте, прегръщайте и т.н.



**ПОКРИЙ**  
Използвайте кърпички, когато кашляте или кихате за да покриете устата си и я изхвърлете веднага след употреба. Използвайте вътрешната част на лакътя, ако нямате налична кърпичка



**ИЗБЯГВАЙ**  
Не докосвайте повърхности и след това очите, уста или носа си



**ЧИСТИ**  
Чистете и дезинфекцирайте често докосвани от вас предмети и повърхности



**ИЗОЛИРАЙ СЕ**  
Останете у дома, ако се разболете и спрете разпространението на заразата

**Required documentation** - each client / production and subcontractor must have implemented these measures under contract, and they should instruct their team / staff before entering the studio.

Before entering, products and suppliers must be familiar with the risks, rules and safety measures (not only in terms of the risk of contamination). This acquaintance must be confirmed in writing, for example by signing the attendance list during the briefing or a declaration of briefing.

Employee contracts should impose obligations to comply with these measures, as well as consent to periodic testing for SARS-CoV-2, and mention the responsibilities and sanctions they will incur in the event of non-compliance.

All departments not explicitly mentioned in this document must apply this instruction.

The studio has the right to exclude from work or prohibit the entry into its territory of a person who does not comply with the regulations.

YARIV LERNER  
CEO  
NU BOYANA FILM JSC

## Annex №1

### ADDITIONAL SAFETY INSTRUCTIONS FOR COVID-19

**This document provides, in addition to the basic methods for establishing technical and organizational measures to prevent infection with COVID-19. Each production is different, so specific risk measures should be established BEFORE it starts. These measures have been introduced in accordance with current Ministerial Orders of the Ministry of Health and additional measures taken by Nu Boyana Film JSC.**

#### **I. For projects shot on the territory of the studio:**

1. Any production is different and specific risk measures should be established thereto PRIOR its start.

2. The list of all teams and the entire cast must be presented in advance to ensure access to the studio. The list should be sent to Tsvetomira Vasileva: [lab@b2yproductions.com](mailto:lab@b2yproductions.com) and Milena Harachereva: [milena.harachereva@nuboyana.com](mailto:milena.harachereva@nuboyana.com) shall be cced. Lists shall be attached to a copy of a document per art.II. items 1 and 2 or to be coordinated for conduct per art.II. item 3 for setting the time for appearance of the applicant with the certified laboratory or the medical center as approved by the studio. The Studio shall organize a mobile unit for making test from the mobile lab or the medical center. The mobile block shall be located onto the parking 300 area or onto another pre-set location.

Persons from a production entering upon the provisions of art. II, item 3 hereof after their negative results shall receive badges to be issued to each member of the team of each production, which will be valid only for the period of this production.

4. After the approval is received, the list of all crews and cast shall be presented by production coordinators to the security.

**5. Any production may undertake additional measures besides those as set in art..II, applying art.II, item 3 in an intensity than the one as set therein.**

6. In order to separate the productions from each other, each production must present a plan of all the premises that will be used during the access for the production. The plan will be prepared with the assistance of the working group for COVID of Nu Boyana Film JSC.

7. Each production will have a special working group for COVID on the studio territory. It will ensure that the whole team follows the correct protocols. The size of the working group will depend on the size and specifics of the production. The prices for its team are applied separately.

8. Cleanliness is one of the keys to reducing the spread of the virus. The studio introduces a deposit for "cleaning" for each location, which the production uses and which deposit will be returned after the completion of the shooting and after signing an acceptance protocol by a

representative of Nu Boyana Film JSC. The amount of the deposit will depend on the space used by the production. We expect that each production will leave the premises in the condition in which it was received; otherwise the deposit will cover the costs on behalf of the production.

9. All teams must use approved masks (KN-95 and surgical masks). Headbands and scarves are not approved for the set.

## **II. For projects renting equipment, props, costumes, vehicles or other studio services:**

1. A list of all teams that will enter the premises to prepare and load equipment must be provided in advance so that access to the studio is provided. The list should be sent to Tsvetomira Vasileva: [lab@b2yproductions.com](mailto:lab@b2yproductions.com) and Milena Harachereva: [milena.harachereva@nuboyana.com](mailto:milena.harachereva@nuboyana.com) shall be cced. Lists shall be attached to a copy of a document per art.II. items 1 and 2 or to be coordinated for conduct per art.II. item 3 for setting the time for appearance of the applicant with the certified laboratory or the medical center as approved by the studio. The Studio shall organize a mobile unit for making test from the mobile lab or the medical center. The mobile block shall be located onto the parking 300 area or onto another pre-set location.

2. The equipment will be prepared by the departments of the studio for rent and will be located in a buffer zone designated for each department, from where the team will be able to pick it up.

3. A disinfection fee will apply depending on the type and size of equipment rented. All equipment is released from the warehouses disinfected and will be disinfected again for the next customer upon its return.

4. If you are unable to provide a person to perform the requirements as set in art. II hereof, we will do our best to deliver the equipment to you. The delivery fee will be pre-approved based on the specifics of the delivery.

All these fees are applied in a minimum amount so that we can service the productions in the best way and not add additional costs to the budgets without the absolute need for it.

The studio reserves the right to refuse access on its territory to productions and persons who do not comply with national rules and regulations and those of the studio to limit the spread of SARS 2 / COVID-19.

Although these measures are taken by the studio itself, we strongly recommend that you follow them in all your productions. The goal is to make Bulgaria a safe working environment, not just Nu Boyana Film JSC.

## **III. DISTANCE**

1. **WITHOUT VISITORS:** **No persons** who do not need to be in these places should be allowed on the set, in the office or in the production workshops. Only participants and the main team should be allowed on the set.

2. The physical presence of the team should be limited to the most necessary.

3. Keep a distance of **2 meters (6 feet)** between people, unless it is absolutely necessary to break it.
4. To increase the **physical space between the actors** and the team members. No member of the team should be close to the actors, unless he is part of the departments - Hairstyles, Makeup, Sound, Props or Wardrobe. Everyone should wear masks and gloves when interacting with participants.
5. **Handshake is prohibited** - the use of other non-contact greeting methods is encouraged.
6. Participants and the team are reminded to maintain social distance outside the workplace (for example, to refrain from unnecessary travel or visits to crowded places such as bars, restaurants, cinemas, supermarkets or shopping malls, etc.)

#### **IV. DISINFECTION**

**It is mandatory to follow the rules of personal hygiene at work!**

1. **Hand hygiene** - the cast and crew should wash their hands with soap and water for at least 20 seconds when contaminated, after sneezing or coughing, before eating, after using the toilet, etc., as described in Annex 3 of current instructions when washing is not possible, use hand sanitizers.
2. **Hand sanitizer stands** - Disinfectant gel stands should be placed near workshops and offices, dining areas and on the set.
3. **Personal disinfection** - if the scene to be filmed is long, team members must carry small pocket bottles of disinfectant or disinfectant wipes so that they do not have to leave the field to go to the disinfectant stands.
4. Disinfection of locations or outdoor scenery - when photographing a public place in the city and / or a place with a high concentration of people, it is recommended to consider disinfection of the space by spraying. The World Health Organization does not recommend disinfection of streets and sidewalks as a measure against COVID-19, due to the rapid deactivation of disinfectants used and the permeable structure of these surfaces.
5. **Disinfection of shooting studios** - at the end of each shooting day, disinfection of surfaces should be performed by spraying. If there is time and it is safe, it is recommended that such disinfection be performed during the shooting day.
6. **Clean and disinfect all surfaces**, including frequently touched ones (sink taps, light switches, handles, locks, buttons, etc.) every 1 hour during operation, as well as at the end of each working day according to Annex №4 of this instruction.
7. **Shooting in vehicles** - The production must ensure disinfection of the vehicles, as well as of the vehicles that transport the film crew and participants to the field.
8. **Workplace Disinfection** - The Makeup / Hairstyles and Costumes departments must disinfect their worktops and acting chairs.  
The office team must disinfect their work desks, as well as surfaces that are often used.

**9. Disinfection of the equipment** - the people from the teams of the Departments Camera, Make Up, Lighting, Sound and others, who use common equipment, must regularly disinfect it. The frequency depends on the individual risk assessment.

**10. Disinfection of costumes and props** - it is important that the costumes and props are subjected to regular disinfection. The frequency will depend on the individual risk assessment.

## **V. PERSONAL PROTECTIVE EQUIPMENT**

**1. Face mask** (protects others). Each member of the team is **obliged** to wear a face mask according to Annex №5 of this instruction, **the approved masks are (KN-95 or surgical masks).**

This also applies to anyone present on the set, including external suppliers or subcontractors. It is recommended that masks be worn outdoors during work.

**2. Bandanas are not approved for productions.**

**3.** Actors, Stuntmen and Extras must wear **approved masks (KN-95 or surgical masks)** when not in front of the camera.

**4.** People should wear their own masks (**KN-95 or surgical masks**), especially if they have specific preferences.

**5.** The production will provide masks to people who do not have their own.

## **VI. PREVENTION**

**1.** The production must ensure that appropriate and compulsory sanitary measures are taken in each department, with the assistance of the producer, heads of departments and managers.

**2. Nu Boyana Film JSC appoints a team of COVID-19 inspectors to be hired by productions, for the full compliance with the measures.**

**3.** Make-up artists / hairdressers must use an individual set of make-up for each of the main actors.

**4.** Actors in cameo roles will be asked to bring their own makeup and costumes if possible.

**5.** Extras will be asked to bring their own makeup and costumes and props if possible.

## **VII. Restricting the spread among workers:**

**The main orders are the current orders of the MH / Ministry of Health /, "Procedure for organization and action in case of a COVID-19 patient diagnosed on the territory of Nu Boyana Film JSC" and short steps for action.**

**1. Sick people to stay at home!**

People who have symptoms (i.e. fever, runny nose, cough or shortness of breath, etc.) should notify their department head or studio management and stay at home. Infected persons must not return to work until the criteria for home isolation have been met in accordance with the provisions of the Bulgarian Health Authorities. Such a person cannot return to work until the Bulgarian Health Authorities accept him as cured. However, he will be required to have a negative PCR test document or a negative rapid antigen result to be re-admitted.

Individuals who are healthy but have a COVID-19 family member at home should notify their department head or studio management and stay at home as close contact persons.

**2. Separation of infected persons:**

Persons who show symptoms (e.g. fever, runny nose, cough or shortness of breath, etc.) on arrival at work or during the working day should be immediately separated from the rest of the team and sent home.

If it is confirmed that a person from the studio staff is infected with COVID-19 infection, an effective procedure for organization and action is applied in case of a COVID-19 patient found on the territory of Nu Boyana Film JSC and short steps for action.

**3. Waste management - disposable face masks, gloves, etc. must be treated as hazardous waste. The studio places containers with pedals on its territory, a sign with a sign for biological danger.**

**VIII. Separation of infected persons:**

**The main action is the current Orders of the MH / Ministry of Health /, acting "Procedure for organization and action in case of a patient diagnosed with COVID-19 on the territory of Nu Boyana Film JSC" and short steps for action.**

Persons who show symptoms (e.g. fever, runny nose, cough or shortness of breath, etc.) on arrival at work or during the working day should be immediately separated from the rest of the team and sent home.

If it is confirmed that a member of the team is infected with a COVID-19 infection, the production is obliged to inform the team members about their possible exposure to COVID-19. The production must perform immediate tests on the entire cast and crew. The product must disinfect all areas that have been in contact with the person positive for SARS-CoV-2, according to the instructions of the Bulgarian Health Authorities.

**IX. IMPLEMENTATION OF THE MEASURES**

**1. The territory of Nu Boyana Film JSC shall be entered by individuals**

1.1. are vaccinated or of former COVID-19 illness, certified through a valid, digital COVID EU Certificate of vaccination or a former illness, or a similar document, and a valid pass for the territory of Nu Boyana Film JSC.

1.2. present a negative result from a test made per the method of the polymerase chain reaction for COVID-19, within 72 hours prior the entry into the site/event (or a rapid antigen test made within 48 hours prior the entry into the site/event), certified by a valid document and a valid pass for the territory of Nu Boyana Film JSC.

1.3. Of a negative PCR result within 75 hours or a rapid antigen test within 48 hours, with a test performed by IMDL / Independent Medical Diagnostic Laboratory/, registered in Article 8, paragraph 1, item 3 of the LME. / Law on Medical Establishments /, as well as in case of a negative fast antigenic result, when a test was performed by a medical center indicated by NU BOYANA Film JSC and with issued valid pass.

**1.4. Any production may undertake additional measures besides those as set in art..II, applying art.II, item 3 in an intensity than the one as set therein.**

**2. NO VISITORS:** The production must work in a "closed field" and limit the presence to a minimum of the necessary actors and team.

**3. During the filming** - to ensure the separation of the terrain to prevent the entry of unauthorized team or persons.

**4. Measurement of body temperature** - each participant and team member must undergo a temperature measurement with a non-contact thermometer before the start of the shooting day and before entering the set. All persons arriving after the start of the working day, including subcontractors, are subject to a temperature measurement on arrival. Body temperature limits should be in accordance with country-specific health regulations.

The results of the body temperature measurement of each team member and participants must be recorded in a document.

**5. Organization of space** - to take into account the requirements for more space in public places so that team members can keep the necessary distance. At the same time, there must be enough space for the team to eat so that they can be separated from each other. It is recommended to use portable chairs in front of standard benches.

**6. Separation of specific groups from the team** - key team members, actors and other positions that are difficult to replace should be separated from the rest of the team (e.g. they should have their own costume room, dressing room, catering area, etc.).

The specific measures may vary according to the project and must be tailored according to an individual risk assessment.

**7. Catering** - it is necessary to ensure that the food can be distributed in boxes so that each member of the team, after taking their food, can move away from the catering and follow the rule of social distance. *It is important to ensure that team members have enough space during meals to follow the rules of social distance (including during snacks). It is not necessary to have more than one place to eat, provided that all dishes, including the main ones, are packaged separately.*

8. Consider arranging food delivery to the relevant departments. Orders placed for catering at the beginning of each day or from the previous one.

**Eliminate** self-service areas (including coffee).

Do not provide bowls with unpackaged food or goods.

Do not provide fruit that is not individually packaged.

Do not provide the fabric for sharing (cheese and biscuits, etc.).

Avoid sharing items such as menus or seasonings such as salt and pepper flavorings. Such items should be disposable.

## **9. DISINFECTION MEASURES:**

9.1. Hand sanitizers must be visible and available on the set, offices and studios. **Remind participants and team to wash their hands frequently with soap and water**, according to Annex 3 of this instruction.

9.2. Production to provide disposable disinfectant wipes so that frequently used surfaces can be wiped by participants / team before each use.

9.3. Apply hand sanitizers in several places to promote hand hygiene.

9.4. Disinfectants must have a disinfectant approved by the Bulgarian Health Authorities, effective against COVID-19. Before disinfection, the surfaces should be cleaned. Floors can be treated with chlorine-based solutions.

**10 Maintain good ventilation.** Keep windows and doors open, if this is not possible - open periodically to allow air to circulate.

**11. Disinfect** vehicles.

**12.Refuse management** - disposable face masks, gloves, etc. should be treated as hazardous waste - used should be placed in separate sturdy plastic bags and collected with protective gloves and then disposed of.

**13. Required documentation** - each production must apply these measures according to its risk assessment, requiring the same from its suppliers.

**14.** Before filming begins, production and suppliers should be aware of the risks and safety precautions when taking pictures (not just in terms of the risk of contamination). This acquaintance must be confirmed in writing, for example by signing the attendance list, during the briefing or declaration of briefing.

15. All departments not explicitly mentioned in this document must apply the basic rules described above. Each head of department is obliged to prepare separate specific briefings for COVID 19 corresponding to the specifics of the department and the project. These briefings should be subject to the general rules described above, but describe the department-specific measures that will be taken based on the individual risk assessment

(e.g. materials that need to be sprayed, wiped or quarantined for 24 hours, etc.). Each department head is required to instruct team members from their department on these specifics.

**16.** The contracts of the participants and the team must impose an obligation to comply with these measures, as well as consent to perform periodic testing for SARS-CoV-2, as well as to mention the responsibilities and sanctions they will bear in case of non-compliance.

**It is recommended to place information boards on the set.**

**If one of the team members or subcontractors violates or refuses to comply with the prescribed security measures, he will be fired. Full support from producers will be crucial in implementing these measures.**

Up-to-date data are available on the following websites:

<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>

## **Annex №2**

### **Algorithm of disinfection events at workplaces or other sites in the conditions of epidemic spread of COVID-19**

#### **1. Choice of disinfectant**

1.1. The disinfectant to be chosen must be approved by the Ministry of Health.

1.2. Depending on the sites and surfaces to be treated, disinfectants must be authorized for Product Type 2 "Disinfectants and algacides not intended for direct use on humans or animals" and / or Product Type 3 "Veterinary Hygiene" and /or for Product-type 4 "Food and feed use area".

1.3. It is necessary to choose a disinfectant in the field of application of which is registered virocidal or limited / partial virocidal action.

1.4. It is advisable to choose a disinfectant that achieves effectiveness with a short exposure time (up to 15 minutes).

#### **2. Establishment of critical points and frequency of treatments**

2.1. **The critical points to be disinfected are determined for each site. Critical points are all surfaces related to the flow of people, as well as frequently touched surfaces (desks, door handles, windows, handles in public transport; lighting switches, elevator buttons, ATMs; railings; fitness equipment; counters for passenger / customer service; landline telephones and appliances, touch screens, toilet bowls, sinks, faucets and many other hand-touched surfaces, depending on the specifics of each site / workplace, floor coverings).**

2.2. Critical points are subject to periodic disinfection daily.

2.3. In the presence of a confirmed case of COVID-19 in the site/office cleaning and disinfection of surfaces in contact with the infected person, the workroom, common areas is performed.

### **3. Methods of application of disinfectants**

Disinfectants can be ready for use, which are applied directly to the surfaces or concentrates from which working solutions must be prepared before use.

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

3.1.1. It is recommended to use ready-to-use spray disinfectants.

3.1.2. Surfaces are sprayed directly or wiped with a clean cloth/swab pre-soaked in disinfectant.

3.1.3. Small surfaces can also be wiped with disinfectant wet wipes, and the disinfectant wipes used are collected and disposed of according to the manufacturer's instructions.

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

3.2.1. Disinfectants intended for large surfaces may be in the form of a concentrate from which a working solution must be prepared before use or in a ready-to-use form.

3.2.2. The working solution is prepared according to the manufacturer's instructions and / or according to the method of use indicated on the label.

3.2.3. The consumption rate and exposure time indicated on the label must be strictly observed.

3.2.4. The specific requirements, if any, indicated on the label, for the need for ventilation, subsequent wiping or rinsing of the surfaces with drinking water, time of access of people and animals to the treated premises, etc. must be strictly observed.

3.3. Surfaces to be disinfected can be treated in different ways, depending on the disinfectant chosen and the type of surfaces themselves, in strict accordance with the manufacturer's instructions.

4. Depending on the type of site, they can be used in addition to chemical methods of disinfection and physical methods (bactericidal lamps, etc.)

### **Annex №3**

#### **Instructions for proper hand hygiene**

I. Hands are always washed:

1. When visibly contaminated.

2. After sneezing or coughing.

3. Before, during and after cooking.

4. Before eating.
5. After using the toilet.
  
6. After contact with animals or their faeces.
  
7. In immediate care of the sick.

II. Wash hands for 20 seconds with soap and water.

III. If it is impossible to wash, use a hand sanitizer with virocidal or partial / limited virocidal action to wipe dry hands with duration according to the manufacturer's instructions, paying special attention to the thumbs, between the fingers, fingertips, back of the palms. ).

IV. If it is impossible to wash, use a hand sanitizer with virocidal or partial / limited virocidal action to wipe dry hands with duration according to the manufacturer's instructions, paying special attention to the thumbs, between the fingers, fingertips, back of the palms. ).

V. Allow hands to dry after the required contact time for skin treatment indicated on the disinfectant label.

#### **Annex №4**

##### **Instructions for proper wearing of a face mask**

1. The protective mask should completely cover the nose and mouth - from the base of the nose to the chin.
  
2. Before applying the mask, wash your hands with soap and water or shave with an alcohol-based hand sanitizer.
  
2. Remove the face mask from back to front by grasping its ties (elastics) and avoiding touching its front.
  
3. After removing the mask, wash your hands immediately with soap and water or wipe with hand sanitizer.
  
4. The disposable face mask shall be disposed of in a bio-waste bin immediately after removal.



6. Reusable textile masks need to be treated as follows:
  - a) by washing with hot water (thermo-disinfection) and detergent (detergent) at a water temperature of 60-90 ° C for not less than 20 minutes;
  - (b) by washing with lukewarm water at a temperature below 60 ° C with disinfectants (biocides) at a concentration according to the manufacturer's instructions (chemo-thermo-disinfection).
  
7. The protective mask is replaced with a new one as soon as it is moistened.
  
8. Disposable protective masks are not reusable.