

COVID-19 EMERGENCY MANAGEMENT GUIDELINES IN-PERSON AND DISTANCE LEARNING

School of Cinema BA and MA short films shooting

PREMISE

The implementation of this procedure is to be considered optional. Students who decide not to proceed with the shooting of the short films will be evaluated on the basis of the program attended and will be evaluated as those who prefer to carry out the practical filming activities.

RUFA COVID-19 PREVENTION PROTOCOL SHORT FILMS SHOOTING

RUFA students who, for various reasons, are involved in educational activities that include filming outside of the Academy, are required to:

- get detailed and in-depth information on the regulations in force when the filming is scheduled;
- read all of the details of the guidelines that RUFA has adopted to prevent the spread of Covid-19, that are published on the official website of the Academy;
- indemnify RUFA - Rome University of Fine Arts from any direct and/or indirect consequence deriving from the use of the equipment of RUFA Cinema Service (ANNEX A) and from the correct compliance with the Covid-19 prevention measures (ANNEX B). ANNEX A must be signed by those who take responsibility for the use and return of the Cinema Service equipment. ANNEX B must be signed by the production members, and regards the correct compliance with the procedures;
- collect the equipment, finish the shooting and return the equipment to RUFA Cinema Service no later than 8 days after collecting it. Any delays in the returns must be safely agreed upon with the Cinema Service;
- observe a period of self-isolation of 10 days, starting from the last day of filming and/or the return of the equipment to the Cinema service. Students must monitor possible Covid-19 symptoms such as a temperature above 37.5 °, or the loss of taste or smell.

Taking into account that shooting short films is a laboratory group activity carried out outside of the Academy, students who create their own production groups are required to:

- comply with the anti-contagion regulations currently in force;
- adopt the anti Covid-19 guidelines used by film productions;
- select a Covid production contact among them.

The Covid production contact person is required to:

- 1) express a positive opinion on the choice of the location, verifying that there is also a stable and functional internet connection;
- 2) once on site, take the temperature or collect the daily self-certifications of the members of the group, demonstrating that they do not have a fever;
- 3) check the correct use of the masks;
- 4) ensure social distancing in all circumstances;
- 5) submit ATTACHMENT B to the front office of via Benaco 2. It must be signed by each member of the production group.

To express a favorable opinion on the choice of the location, the Covid-19 production contact person must take into account the regulatory aspects that are in force:

- It is possible to carry out laboratory activities-educational outings in wide open spaces where a limited amount of people are present, such as beaches.
- Unless otherwise specified by local authorities, access to parks and public gardens is allowed. Gatherings must be avoided, an interpersonal distance of more than one meter must be respected, masks must always be worn, hands must be disinfected often. Therefore educational outings that involve going to a park or a public garden to shoot films or take photographs are certainly allowed.

To shoot in indoor sets (homes), the legal provisions in force at the time must be observed. By way of example, in the worst operating scenario, marked by the color "red":

- a "curfew" is imposed from 10pm to 5am. During this time slot one may leave his/her house only for proven work needs, situations of necessity or health-related reasons (the shooting of short films does not apply);
- In addition to those already living together in a home, 2 people are allowed to join. The home must be in the same region as that of the visitors and the visit can be only once a day, between 5am and 10 pm (example: if 4 people reside in an apartment, another 2 can enter. If the residents are not in their home, in consideration of the fact that the decree does not specify otherwise, more visitors could enter the house. No more than 6 people can be in the house at the same time).
- hotel rooms can be used (in agreement with the hotel) according to their capacity. The prevention measures adopted by the hotel must be respected.

Filming cannot take place:

- In places that are off-limits at the time of the shooting (for example: gyms, cinemas, theaters)
- In indoor spaces where it is not possible to comply with the prevention measures in force.

The COVID coordinator of RUFA, together with a delegate from the Student Council, is available for a meeting/videocall to analyze any shooting problems that have arisen when drafting the script.

ATTACHMENT A

Indemnity declaration– Service cinema

I, the undersigned _____ born in _____ on the ___/___/___ fiscal code _____ resident in _____ n° _____ postal code _____ city _____ province _____ enrolled in the _____ year of the _____ Academic course in _____ at the Academy "Rome University of Fine Arts" (from here on indicated as RUFA or Academy) phone number _____ email _____ ID and number _____ in relation to the use of the equipment of the Cinema Service of RUFA

- acknowledge that the use of equipment owned by RUFA is available exclusively for exercises to be carried out mainly outside of the premises of the Academy, and that any other activity is prohibited;
 - acknowledge that the aforementioned exercises to be carried out individually are organized and carried out by the undersigned independently, without the presence of the teaching staff. RUFA - through its Service – will only make the necessary technologies available to the undersigned;
 - also acknowledge that it is solely my responsibility to adopt, both in the choice of the place and in the methods in which the exercises will be carried out, all suitable measures to ensure an adequate "social distancing" and in any case to comply with all current legal and regulation provisions on the containment of the COVID-19 virus;
 - I am aware of the measures to be adopted in compliance with the provisions of the law and regulations in force to protect public health. I declare that I am well aware of them and will comply with them promptly and correctly;
- hereby, the undersigned, for all legal purposes,

INDEMNATES and RELEASES

as of now RUFA Srl, in the person of its pro-tempore legal representative, from any direct and/or indirect responsibility and/or claim that should arise for any reason from third parties and/or from public authority related to carrying out the aforementioned exercise/s in all the different phases in which it is carried out and produced and also related to the consequences of a non-appropriate use of the technological equipment made available.
Rome,

In witness
(Full readable signature)

ALLEGATO B

Indemnity Statement - Short Films Protocol

I, the undersigned _____ born in _____ on the ___/___/___ fiscal code _____ resident in _____ n° _____ postal code _____ city _____ province _____ enrolled in the _____ year of the _____ Academic course in _____ at the Academy "Rome University of Fine Arts" (from here on indicated as RUFA or Academy) phone number _____ email _____ ID and number _____ in relation to the shooting of

the short films, to be considered as a laboratory group activity outside of the academic activities provided by RUFA - Rome University of Fine Arts

- acknowledge that the shooting of the short films takes place mainly outside of the of the Academy's premises and that this activity is to be understood as a voluntary exercise;

- acknowledge and recognize that the aforementioned exercises, to be carried out individually or in small groups, are organized and carried out in full autonomy, without the presence of the teaching staff. RUFA only provides indications on the containment of the Covid-19 emergency and, through its Cinema Service, only makes the necessary technological equipment available;

- also acknowledge that it is solely my responsibility to adopt, both in the choice of the place and in the methods in which the exercises will be carried out, all suitable measures to ensure an adequate "social distancing" and in any case to comply with all current legal and regulation provisions on the containment of the COVID-19 virus;

- I am aware of the measures to be adopted in compliance with the provisions of the law and regulations in force to protect public health. I declare that I am well aware of them and will comply with them promptly and correctly;

hereby, the undersigned, for all legal purposes,

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Rome,

In witness
(Full readable signature)
