



Operating procedures for managing the risk of COVID-19 during the XV Rome Film Fest

The present paper has been updated today. As the health situation is constantly evolving, changes to this paper may be required, and they will be promptly communicated according to the indications provided by the competent Authorities.



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1. PREMISE

The purpose of this document is to illustrate the safety measures that will be adopted to prevent the risk of infection from SARS-CoV-2/Covid-19 (hereafter Covid-19) to protect the people who in various capacities are involved or are interested in participating in the activities programmed by the Fondazione Cinema per Roma during the XVth Rome Film Fest, which will take place from the 15 to 25 October 2020.

This document was written on the basis of the provisions of the decree DPCM 11 June 2020 and on the indications provided by the Regione Lazio in ordinance no. Z00056 dated 10/08/2020 section CINEMA AND LIVE PERFORMANCES.

The activities that make up the programme of the Rome Film Fest include screenings, encounters and press conferences and will take place:

1) Inside the Auditorium Parco della Musica

- Theatres for the film screenings, press conferences, encounters and conferences (Sala Sinopoli, Sala Petrassi, Teatro Studio Gianni Borgna, Sala Meeting).
- Auditorium Arte: Rai space and Regione Lazio space with editorial activities.
- Spazio Risonanze to be used as a national and international press room.
- Red carpet.
- Cavea Superiore to watch the Red Carpet with reservation required on the website or on the Rome Film Fest App.
- Food services and bars: Bar Central inside the Auditorium, Ristorante Spartito, the Kiosk in front of the Auditorium.

Please note that in compliance with the 1-meter social distancing required by law, the capacity of the theatres are as follows:

- Sala Sinopoli: ~~900~~ 424 + 3 seats for disabled visitors
- Sala Petrassi: ~~525~~ 192 seats + 2 seats for disabled visitors
- Teatro Studio Gianni Borgna: ~~288~~ 146 + 2 seats for disabled visitors
- Cavea Superiore: ~~2202~~ 600 seats

Furthermore, maximum capacity for each area reserved for the press is as follows:

- Press room, 25 seats
- Photographers area, 27 seats
- Interviews on the Red carpet, 37 stations - each with two operators
- Internal photocall, 6 seats
- Red carpet photocall, 25 seats
- Press office reception room, 10 seats
- Meeting room, 7 seats
- Studio2 and Studio3, 10 seats
- Spazio Auditorium Arte, 34 seats (17 Lazio Region seats, 17 Rai seats)
- Casa Alice: a space set up by the section Alice nella Città, reserved for Press and Conferences/Meetings, 60 seats

2) Locations outside the Auditorium Parco della Musica

- Maxxi, Casa del Cinema, Cinema Europa, Cinema Savoy (theatres 1,2,3,4), Macro, Palladium, Palazzo Merulana, Cinema Caravaggio (Alice nella Città sidebar), Nuvola-Roma Convention Center (Alice nella Città sidebar), Teatro Tor Bella Monaca.

Please note that in compliance with the 1-meter social distancing required by law, the capacity of the theatres are as follows:

- Maxxi: ~~199~~ 76 seats + 1 seat for disabled visitors
- Casa del Cinema: ~~124~~ 42 seats + 1 seat for disabled visitors
- Cinema Europa: ~~687~~ 341 seats + 4 seats for disabled visitors
- Savoy - Sala 1: ~~323~~ 133 seats + 1 seat for disabled visitor
- Savoy - Sala 2: ~~320~~ 162 seats + 1 seat for disabled visitor
- Savoy - Sala 3: ~~140~~ 54 seats + 1 seat for disabled visitor
- Savoy - Sala 4: ~~98~~ 49 seats + 1 seat for disabled visitor
- Macro: ~~150~~ 49 seats + 2 seats for disabled visitor
- Palladium: ~~500~~ 179 seats + 2 seats for disabled visitors
- Palazzo Merulana: ~~120~~ 45 seats + 2 seats for disabled visitors
- Cinema Caravaggio (sezione Alice nella Città): ~~157~~ 76 + 1 seat for disabled visitor
- Platea Auditorium Nuvola-Roma Convention Center (sezione Alice nella Città): ~~1250~~ 424 posti
- Teatro Tor Bella Monaca: open-air arena erected specifically for the Rome Film Fest 2020 with social distancing of at least 1 meter.

2. MEASURES FOR THE PREVENTION OF COVID-19

In order to contain Covid-19, the measures adopted to protect the Rome Film Fest are specified below:

- **Body temperature will be checked, using specific instruments to measure the temperature of all persons entering the Fest area:**
 - ✓ In the Auditorium, for the public at the entrance under the canopy, and for the delegations before their arrival at the entrance to the red carpet.
 - ✓ In the locations of the Fest outside the Auditorium at their respective entrances.

Access will be denied to anyone whose body temperature reading is above 37.5°C, and these persons will be invited to leave.

- **Requirement for all persons entering the Fest areas to wear a mask that covers the nose and mouth** in every area of Fest activities and for the entire duration of the event, including all outdoor areas.
- **Compliance with the minimum social distancing of 1 m** between all people who enter the Fest area (both outdoor and indoor) for the entire duration of the event.
- **Hand sanitizing** at the distribution points of sanitizing gel. Specifically, the gel dispensers will be located in the entrance areas, near the ticket office, in the areas with the greatest risk of gathering, and on the primary circulation routes.
- **It is forbidden to bring food or drink** into the theatres and the entire Auditorium area, including the Cavea. Food and drink may be consumed only in the dedicated food service areas in compliance with the current regulations in the matter of COVID-

19 contained in ordinance n. Z00056 dated 10/08/2020 of the Regione Lazio in the section **Food Services (Ristorazione)**.

The safety measures inside the Auditorium continue as follows:

- There will be no cloakroom service. A baggage check area for large objects will be provided that will accept motorcycle helmets, bicycle helmets, trolleys and suitcases, all of which before being handed over to the personnel must be placed inside plastic bags provided by the Fondazione Cinema per Roma.
- A “courtesy service” will be available for the public.
- A health management system will provide assistance at the Infirmary. If during the event a spectator, while initially testing negative for high body temperature, shows symptoms or signs of sudden illness comparable to those of COVID-19, the stewards in the venue, once alerted to the presence of a potentially positive person, will lead that person to the infirmary supervised by a doctor, where an isolation room will be available, making certain that the person and the “rescuers” put on a mask if they are not already wearing one; the competent health authorities (ASL) will be alerted immediately, and will provide the instructions and recommendations about what to do and how to behave.

For all the other locations, should a case similar to the one described above arise, the stewards will handle the potentially positive person, making certain to isolate him/her, and led them out of the room. Once isolated, the operative contact for the Fondazione on the premises will alert the competent health authorities (ASL). One steward will remain outside the isolation area, making certain that no one comes close, and will maintain constant communication with the person inside to monitor the state of their health.

Participants in the events of the Rome Film Fest (public and delegations) will be notified of the anti-Covid-19 regulations and of the required containment measures by means of signage in Italian and in English, posted in many different locations inside all the Fest areas, by means of audio announcements, announcements on the website and specific communication to all accredited visitors and to the delegations.

Compliance with the above-described dispositions will be enforced by the security staff of the Fest.

3. MANAGING ACCESSES AND CROWD FLOW

3.1 Access to the Rome Film Fest area at the Auditorium Parco della Musica

Access to the Rome Film Fest area at the Auditorium, will be controlled at the following entrances:

- Entrance and exit of the public/accredited visitors to the theatres: from the main gate always and, where possible, from the Red Carpet
- Entrance and exit of the public to the Cavea Superiore: from the gate in Viale Maresciallo Pilsudski only on October 17th and 18th; from the main gate on all the other days.
- Entrance of the delegations: from the Red Carpet (exit from a reserved route)

The entrances will be monitored by security personnel who will check the body temperature of all the above-mentioned categories and their tickets or passes to the events of the Fest.

As for the morning screenings dedicated to schools, students and accompanying teachers will enter the Auditorium through the Red carpet big gate. Temperature checks will be conducted at the entrance. The access path to the theatres will be through the Red carpet.

- **Access to the Red Carpet of the Auditorium**

Access to the Red Carpet is reserved for the film delegations and, where possible, open to the public and accredited visitors.

Standing on the Red Carpet will be prohibited. Transite will be allowed only if social distancing is observed.

The procedure specifically involves the following measures:

- **Delegations:** will arrive at the Red Carpet in the sponsor's automobiles and will walk the carpet wearing the required mask at a social distance of at least 1 metre (see point 3.2)
- **Televisions:** the television news operators must take position on the right side of the Red Carpet, wearing the required mask and standing at a social distance of 1.5 metres between them.
- **Photographers:** must wear the required mask and stand in the photocall station located in the Cavea Inferiore on the pre-marked spots at the proper social distance.

For all members of the press there will be position markers on the floor, along the red carpet for the televisions, and at the photocalls for the photographers.

A barrier will be installed using bushes and tall structures to block the public's view of the Red Carpet in the area where the delegations arrive and along the entire length of the Carpet to prevent possible gatherings.

The Red Carpet may be viewed exclusively from the Cavea Superiore, in compliance with the rules for social distancing.

➤ **Access for Delegations**

- **Film Delegations for the Red Carpet**

A maximum of 8 persons per delegation will be authorized for each event. They will not be allowed to stop and pause, but only to walk down the Carpet. Furthermore, two persons will be authorized to accompany the Talent down the Red Carpet after arrival. The delegations may enter the theatre only upon presentation of an electronic ticket.

- **Film delegations for the Press Conferences**

For each film the delegation may include no more than 10 people (all accredited). The maximum number of people allowed at the conference table will be 5 (plus the moderator). The other 5 members of the delegation will sit at a proper distance, in alternately spaced seats, in the first row.

➤ **Access for the public to watch the Red Carpet from the Cavea Superiore**

The public wishing to enter exclusively to watch the Red Carpet must make an advance reservation on the website or on the Fest's App. Only on October 17th and 18th the public will enter from the rear gate of the Auditorium in Via Maresciallo Pilsudski. In this area, entrances will be monitored and body temperature will be measured. Notices will be posted with general instructions and rules to follow for proper behaviour (mask-wearing required, social distancing of at least 1 metre).

After entering, the public must follow a mandatory path to the Cavea and occupy only the marked seats.

Use of the bathrooms and other services will not be allowed, and no food or drinks may be consumed.

On all the other days (October 15th-16th and from 19th to 25th) the entrance will be from the Auditorium main gate.

➤ **Access for the public/accredited visitors**

At the first outside entrance to the Auditorium, body temperature will be measured. Access to the theatres will take place through the main gate and, where possible, from the Red Carpet, where tickets and passes will be checked. Crowd flow entering and exiting the Auditorium will be divided by retractable belt barrier systems.

Please remember that gatherings are prohibited. Therefore, the public may only transit through the access areas to the Auditorium structure.

3.2 Measures for entering the theatres

The measures required to enter the screening theatres are summarized as followed:

- Inside the theatres where the events will take place, only marked seats may be occupied, leaving the next seat empty in order to maintain proper social distancing. In the theatres, families and relatives may not sit in adjacent seats.
- Where possible, the routes for entering and exiting the theatres will be separated.
- Daily cleaning and sanitizing services will be provided for indoor spaces and for the bathrooms of all the locations involved in the events. All stairs, handrails, elevator buttons will be cleaned, as well as all parts used in common where there is a risk of random contact between people. All areas will be sanitized at the beginning and end of each event.
Sanitization and cleaning procedures of the indoor areas will be provided in compliance with the instructions in the ISS Covid-19 n.5 rev.01 and n.33 rev.00 reports dated 25/05/2020.
- As for the air conditioning systems of the indoor areas, the rules set out in ISS n.5 rev. 01 and n.33 rev.00 dated 25/05/2020 will be complied with.

Accredited visitors may enter with a personal accreditation badge and reservation made on the website or the Fest App.

The public may enter with an electronic ticket.

The public and accredited visitors may access the free-admission events only with a reservation made on the website or on the Fest App.

For the press room inside the Auditorium, before entering, the accredited press must give their name, surname and a telephone contact to the staff members at the entrance.

3.3 Special rules for purchasing and/or using the tickets due to the Covid emergency

Tickets for the events of the Rome Film Fest 2020 may be purchased on the website of Ticketone, to which there is also a link on the website of the Fest, until all seats are sold out.

By completing their purchase, the viewers declare that they have read and accepted the following Rules set by the Organizer:

- It is mandatory to wear a proper mask covering the nose and mouth, upon entering the area, to reaching one's seat, and for the entire duration of the show and until exiting the area.
- We recommend arriving 30 minutes before the beginning of the show to complete all the safety procedures set by the Organizer to protect public health;
- At the entrance to the venue, everyone must have their body temperature measured, or admission will be denied. Admission will not be granted for any reason to any person whose body temperature is found to exceed 37.5°C, and any such person will be asked to leave;
- In the outdoor areas, as well as the indoor areas, a social distance of at least 1 meter must be maintained between persons;
- Sanitizing gel dispensers will be placed in every location of the Fest, at the disposition of the spectators;
- No food or drink may be consumed inside the screening theatre. It may only be consumed in the food service zones established by the Organizer;
- As the spectators enter the theatre and for the entire duration of the screening, the ushers will constantly monitor and supervise the observation of the minimum safety measures in the theatre. In particular, they are authorized to intervene in the case of behaviour such as non-compliance with social distancing rules, improper use of a mask, moving from an assigned seat, creating a gathering and to regulate the numbers of people;
- Attendance at the event is allowed only in assigned seating, numbered seats associated with a name: as a safety precaution it is therefore prohibited to switch seats for any reason or to occupy a different seat even if it is free. The seats have been positioned to comply with current regulations and to maintain ample safety distancing. The same is true for access routes, pathways inside the areas and exit routes. At the entrance to the theatre, it is possible that attendees may be asked for a document of identification to verify that the spectator's identity matches the name on the ticket. The personal data (name, surname, contacts) of all the spectators will be conserved for 30 days from the date of the event;
- In all the venues of the Fest, individual seats will be provided. Therefore, during the process to purchase the ticket, the purchaser must verify the accuracy of the seat selection, any error will be the purchaser's responsibility and may lead to the impossibility of participating in the event;

- Purchasers of tickets will be asked at the moment of purchase to provide their personal information, and the data of any persons accompanying them (in case multiple tickets are purchased). The purchaser takes responsibility for any untruthful statements.
- On the basis of the provisions of ordinance n.68 dated 28/05/2020 emanated by the Regione Lazio, no cloakroom services will be provided. For this reason, all personal effects must be carried by the spectator, but it is prohibited to take motorcycle helmets, bicycle helmets, trolleys and suitcases into the theatre: a storage service will be provided for these items;
- At the end of the event, the kind spectators will be asked to strictly observe the instructions of the ushers and staff members to respect exit procedures;
- Failure to comply with any point of the regulations and more specifically, any action that leads to the impossibility of maintaining the required social distancing and obeying the rules to protect individual and public health, will entail the impossibility of participating in the screening and the person will be asked to leave.

4. MANAGING THE ARRIVAL OF THE DELEGATIONS AND COLLABORATORS FROM ABROAD

The organization of the Rome Film Fest involves the presence and involvement of individuals from European and non-European countries who, each in his own capacity, participate in the organization, or have specific duties within the context of the scheduled activities.

4.1 Persons from the Republic of San Marino and Vatican City will have no limitations.

4.2 Persons from Member States of the European Union, including Bulgaria (except for Romania, Belgium, France, UK, the Netherlands, Czech Republic, Spain), non-European countries that are part of the Schengen agreement (Iceland, Liechtenstein, Norway, Switzerland), Andorra, Principality of Monaco must respect the current national and regional provisions and procedures.

4.3 Persons from Belgium, France, UK, the Netherlands, Czech Republic, Spain must take a nose-and-throat swab for diagnosing the virus SARS-CoV-2 with an RT-PCR test (hereafter “swab”) within 72 hours before their departure for Italy which must return a negative result. The original document certifying the results of the analysis (in English) must be obtained from a laboratory/hospital/health structure authorized by the public health authorities in the country of origin and sent to hospitality@romacinemafest.org. Alternatively, upon arriving in Rome, the Fondazione Cinema per Roma will provide and organize the administration of a swab at the airport of Fiumicino. Once the swab has been administered, using the required personal protection devices (mask, sanitizing and contact tracing), the persons must remain in the area of the Rome Film Fest activities, until the results of the swab are returned negative, avoiding every instance of gathering with persons who do not belong to their own delegation.

4.4 Persons from countries other than those listed at points 4.1, 4.2 and 4.3, including Serbia, staying less than 120 hours, must take a nose-and-throat swab within 72 hours before their departure for Italy which must return a negative result. The original document certifying the results of the analysis (in English) must be obtained from a laboratory/hospital/health structure authorized by the public health

authorities in the country of origin and sent to hospitality@romacinemafest.org. Upon arriving in Rome, the Fondazione Cinema per Roma will organize and provide the administration of a swab at the airport of Fiumicino. Once the swab has been administered, using the required personal protection devices (mask, sanitizing and contact tracing), the persons must remain in the area of the Rome Film Fest activities, until the results of the swab are returned negative, avoiding every instance of gathering with persons who do not belong to their own delegation.

4.5 Persons from countries other than those listed at points 4.1, 4.2 and 4.3, including Serbia, staying more than 120 hours. Persons belonging to this category must take a nose-and-throat swab within 72 hours before their departure for Italy, which must return a negative result. The original document certifying the results of the analysis (in English) must be obtained from a laboratory/hospital/health structure authorized by the public health authorities in the country of origin and sent to hospitality@romacinemafest.org. Upon arriving in Rome, the Fondazione Cinema per Roma will organize and provide the administration of a swab at the airport of Fiumicino. Once the swab has been administered, using the required personal protection devices (mask, sanitizing and contact tracing), the persons must remain in the area of the Rome Film Fest activities, until the results of the swab are returned negative, avoiding every instance of gathering with persons who do not belong to their own delegation. At the end of the fifth day of their stay on Italian territory, the persons must be tested with a second swab at their own expense.

4.6 It is understood that all persons coming from countries on the blacklist (Armenia, Bahrein, Bangladesh, Bosnia Herzegovina, Brazil, Chile, Dominican Republic, Kuwait, Moldova, Northern Macedonia, Oman, Panama, Peru, Kosovo, Montenegro, Colombia) will not be accommodated.

Furthermore, should symptoms compatible with COVID-19 arise, everyone is required to report this situation promptly and to submit to self-isolation pending the consequent public health instructions by the Public Health Authorities.

➤ HANDLING POSITIVE CASES AND PREVENTIVE MEASURES

In the case that the swab administered in Italy, following the procedure described above, returns a positive result, the Fondazione Cinema per Roma will request that the person self-isolate at home or at the hotel where he/she is staying to comply with the requirements of the Local Public Health Authorities for handling persons testing positive for SARS-CoV-2. The costs of the hotel in which he/she will stay for the duration of the self-isolation will be borne by each guest.

➤ HANDLING THE CONTACTS OF POSITIVE CASES

Following an epidemiological investigation conducted for each suspected or confirmed case of COVID-19, all symptomatic close or casual contacts must be promptly tested by the Local Public Health Authorities of reference, using a nose-and-throat swab diagnostic test, with the purpose of identifying possible new cases at an early stage and reconstructing the chain of infection. The Local Public Health Authorities will issue an order for self-isolation and/or quarantine at the person's home or the hotel in which he/she is staying. If the person

remains asymptomatic for the entire period of self-isolation and/or quarantine, it will be declared to be concluded if a new swab returns a negative result.

For casual contacts with asymptomatic cases, the competent Local Public Health Authorities, based on the type of contact, will assess whether to recommend self-monitoring while returning to normal community life or to order quarantine and diagnostic testing by means of a nose-and-throat swab.

➤ **PROTOCOL FOR DEPARTURE**

The above-mentioned rules regard the current anti-Covid-19 regulations in force in our Country. It is therefore each guest's responsibility to verify and to follow the rules for return to their country of origin, or next destination.

Please note, furthermore, that the above-mentioned dispositions regarding travel from/to foreign countries are currently valid (contained in the [DPCM 7 settembre 2020](#) and extended to 15th October 2020).