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

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This paper has been updated to 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 persons who in various capacities are involved or are interested in participating in the activities programmed by the Fondazione Cinema per Roma during the XVI<sup>th</sup> Rome Film Fest, which will take place from 14 to 24 October 2021.

This document was written on the basis of the provisions of Legislative Decree n.52 dated 22 April 2021 and the ordinance dated 29 May 2021 on the adoption of the «Guidelines for the resumption of economic and social activities» section CINEMA AND LIVE PERFORMANCES and updated in accordance with the provisions of the Decree 8 October 2021, nr 139 which states that the theatres shall be back at their full capacity.

With regard to the construction phase of the outdoor area at the Auditorium Parco della Musica (including the Village), the PSC (Safety Plan) will be developed by a certified technician designated by the Fondazione, and will be integrated into the Operational plan and relative Covid protocols developed by the contractors working in the area.

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: spaces for the Regione Lazio and the Roma Lazio Film Commission featuring encounters, masterclasses and conferences.
  - 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 Fest website.
  - Food services and bars: Bar Centrale inside the Auditorium, Ristorante Spartito, the Chiosco in front of the Auditorium and the Food Area in the Village (“Foodopolis”).

The 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: 16 seats
- Red carpet photocall: 25 seats
- Press office reception room: 10 seats

- Meeting room: 7 seats
  - Studio2 and Studio3: 10 seats
  - Auditorium Arte: 40 seats conference room – minimum 1 mt social distancing in the reception area
  - Casa Alice: a space for the Alice nella Città section, reserved for the Press and for the Conferences: 60 seats
- 2) Locations outside the Auditorium Parco della Musica
- Maxxi, Casa del Cinema, Cinema Savoy (theatres 1,2,3,4), Palazzo Merulana, Spazio Scena, Palladium, Auditorium Conciliazione (Alice nella Città sidebar).

## 2. GENERAL SAFETY RULES TO ENACT AGAINST COVID-19

In order to contain Covid-19, the adopted measures are specified below:

1. Everyone entering the inside of the Auditorium (including Auditorium Arte), with the exception of the outdoor areas where the Village has been located, will be asked to display a valid COVID-19 Green Certification (hereinafter Green Pass). Persons who do not have a valid certificate will be asked to leave and will be barred from entering. As established by the current directives, access to the Fest will therefore only be allowed to persons with a valid Green Pass, which responds to the following requirements:
  - To be vaccinated against COVID-19 (in Italy the Pass is issued both after the first dose and upon completion of the entire vaccine cycle)
  - To have a negative result from a PCR or rapid antigen test taken over the past 48 hours
  - To have fully recovered from COVID-19 in the past six months
2. **Body temperature may be checked, using specific instruments to measure** the temperature of all persons entering the Fest area (public, delegation, technicians, installation contractors, service providers, etc.). Any body temperature measuring operations will be conducted as follows:
  - In the Auditorium, body temperature will be measured:
    - for the public at the checkpoint at the entrance gate
    - for the delegations before their arrival at the entrance to the Red Carpet.
    - for the technicians, installation contractors and service providers at the gate to the ring driveway.
    - 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.

3. Notices will be posted with complete information (primarily in graphic form) for the participants in the event, understandable and in several languages, as a reminder of the more general safety measures:
  - **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, except for the Village in front of the Auditorium where a mask will be required only inside the stands;
  - **Compliance with the minimum social distancing of 1 m** between all persons who enter the Fest area (both outdoor and indoor) for the entire duration of the event;
  - **Hand sanitizing** at the hand-sanitizing gel dispensing points. Specifically, the gel dispensers will be located in the entrance areas, near the ticket office, in the areas with the greatest risk of gatherings, 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 designated food service areas in compliance with the current regulations in the matter of COVID-19 contained in the ordinance dated 29 May 2021 in the **Food Services** section (“Ristorazione”);
  - 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, located in front of the Fondazione offices, under the overpass;
  - A health management system will provide assistance at the Infirmary and a first-aid station (ambulance) in the Village area.

For the duration of the Fest, in the dedicated area outside the Auditorium, a service will be available for taking a rapid antigen COVID test and receiving a temporary Green Pass. This service will be operating on Thursday, October 14, from 8:00 to 21:00, and on 15-24 October from 15:00 to 21:00, and at a reduced price of 7 euro.

Participants in the events of the Rome Film Fest (public and delegations) will be advised of the anti-Covid-19 regulations and of the required containment measures they must comply with: 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 provisions will be enforced by the security staff of the Fest. In the case of locations outside the Auditorium, these rules may be further integrated, if the respective organisers deem it necessary.

### 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 main gate;
- Entrance of the delegations: from the Red Carpet (exit from a reserved route)

The entrances will be staffed by security personnel who will check the Green Passes and if necessary 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 gate of the Red carpet, where Green Passes will be checked, and body temperature may be measured. The route to get to the theatres will be through the Red carpet.

#### 3.2 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 to accredited visitors. Standing on the Red Carpet will be prohibited. Walking down the carpet will be allowed only if social distancing is observed.

The procedure specifically involves the following measures:

1. **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;
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. Interviews will be conducted keeping a distance of 2 m from the artist;
3. **Photographers:** must wear the required mask and stand in the photocall stations 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.

### **3.3 Access for Delegations**

All delegations coming to the Auditorium, or to external locations, must be in possession of a Green Pass, which they will be required to display in advance or directly at the entrance.

#### **3.3.1 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.

#### **3.3.2 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.

### **3.4 Access for the public / accredited visitors**

Green Passes will be checked, and body temperature possibly measured, at the first entrance gate from the outside to the Auditorium, located under the canopy. Crowd flow entering and exiting the Auditorium will be separated by retractable belt barrier systems. Please remember that gatherings are prohibited. Therefore, the public may only pass through the areas of access to the Auditorium structure without stopping.

### **3.5 Access for the public to watch the Red Carpet**

The public wishing to enter exclusively to watch the Red Carpet must make an advance reservation on the website of the Fest.

After entering from the main gate, the public must follow a mandatory path to the Cavea and occupy only the marked seats. Use of bathrooms and other services will not be allowed, and no food or drinks may be consumed.

### **3.6 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.
- Before the beginning of the event, an audio announcement will provide specific instructions to the attending public on the rules of behaviour they are expected to observe;

- 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 for the indoor areas will be provided in compliance with the instructions in the ISS Covid-19 n.5/2020 rev.02.
- The air conditioning systems in the indoor areas will comply with the rules established by ISS n.5 rev. 01 and n.33 rev.00 dated 25/05/2020.

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

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 of the Rome Film Fest.

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

### **3.7 Access to the Village and access to Auditorium Arte**

Admission is free of charge to the outdoor area of the Village. Signs providing information regarding the required safety measures (social distancing, masks, etc...). In the case that, with advance notice to the Fondazione, events are organised inside the stands, such as for example conferences or catering, the organiser of the individual space must apply the specific protocol indicated in the Guidelines for the resumption of the economic and social activities, dated 09/06/2021.

For Auditorium Arte, located along the outdoor canopy of the Auditorium, admission will be granted only upon presentation of a Green Pass. In the case of catering events, the organisers of the space are responsible for applying the specific protocol required by current regulations.

## **4 SPECIAL RULES FOR PURCHASING AND/OR USING TICKETS IN LIGHT OF THE COVID EMERGENCY**

Tickets for the events of the Rome Film Fest 2021 may be purchased online on the website [www.romacinemafest.it](http://www.romacinemafest.it), until all seats are sold out.

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

1. It is mandatory to have a valid Green Pass to participate in the events;



2. It is mandatory to wear a proper mask covering the nose and mouth, from the time the spectators enter the area until they reach their seats, and for the entire duration of the show and until they exit the area;
3. We recommend arriving 45 minutes before the beginning of the show to complete all the safety procedures established by the Organizer to protect public health;
4. At the entrance to the venues, body temperature may be measured. 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;
5. During operations to check the Green Pass, proof of identity may be requested to verify that the identity of the spectators matches the name on the certificate and any ticket in their possession;
6. Purchasers of tickets will be asked at the moment of purchase to provide their personal information, and the information of any persons accompanying them (in case multiple tickets are purchased). The purchaser takes responsibility for any untruthful statements.
7. During the process to purchase the ticket, the purchaser must verify the accuracy of the number of seats selected, and any age restrictions or recommendations. Any error will be the purchaser's responsibility and may make it impossible to participate in the event;
8. In the outdoor areas, as well as the indoor areas, a social distance of at least 1 meter must be maintained between persons;
9. Sanitizing gel dispensers will be placed in every location of the Fest, at the disposition of the spectators;
10. No food or drink may be consumed inside the screening theatres. It may only be consumed in the food service zones designated by the Organizer;
11. 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 or creating a gathering, and to regulate the numbers of people;
12. Attendance at the event is allowed only in assigned seating, in numbered nominative seats: 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.
13. 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 provisions in the regulations, and more specifically any action that makes it impossible to maintain the required social distancing and obey the rules to protect individual and public health, will lead to the person being barred from participating in the screening and being asked to leave.

## **5. MANAGING THE ARRIVAL OF THE DELEGATIONS AND COLLABORATORS FROM ABROAD**

The organization of the Rome Film Fest entails 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.

### **5.1 Arrival in Rome**

All persons who must travel to reach the locations in which the Rome Film Fest will take place must, before organizing their journey, consult the website developed by the Ministry of the Interior “Viaggiare Sicuri”, and meticulously follow the specific rules indicated for travel to work, study or conduct research.

Participation in the Rome Film Fest will be allowed only for guests who are in possession of a COVID-19 Green Certification (known as the “Green Pass”) or a valid document certifying the completion of the vaccine cycle, or recovery from the infection, or a negative result from a PCR or rapid antigen test taken within the 48 hours preceding their direct participation in the Rome Film Fest. Those who are in possession of a negative result of a PCR test or rapid antigen test must repeat this test after 48 hours at the HUB, complying with the procedures established by the Fondazione Cinema per Roma.

The vaccine certifications, in printed and/or digital form, must be written in at least one of the following languages: Italian, English, French or Spanish. If the certificate has not been issued in one of the four specified languages it must be accompanied by a sworn translation. The vaccines accepted today in Italy and authorised by the EMA are: Comirnaty (Pfizer-BioNtech), Spikevax (Moderna), Vaxzevria (AstraZeneca) and Janssen (Johnson & Johnson). The certificates of recovery must contain the following information: personal information of the person (name, surname, date of birth), information on the person’s previous infection from SARS-CoV-2, following a positive test result (date of the first positive Covid test), identifying data of the issuer of the certificate (Government, Health Authority). All recovery certificates, in printed and/or digital form, must be accompanied by a sworn translation if they are not written in Italian, English, French or Spanish.

For the duration of the Fest, in the dedicated area outside the Auditorium, a service will be available for taking a rapid antigen COVID test and receiving a temporary Green Pass. This service will be operating on Thursday, October 14, from 8:00 to 21:00, and on 15-24 October from 15:00 to 21:00, and at a reduced price of 7 euro.

### **5.2 Management of positive cases resulting from rapid Covid tests**

Should the swab administered in Italy, following the procedure described above, return 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. Each guest will be responsible for paying the costs of the hotel in which he/she stays for the duration of the self-isolation.