

VENICE
PRODUCTION
BRIDGE

VENICE
3 – 11.9.2020



Fondazione La Biennale di Venezia

ANTI COVID-19 PLAN

Shared protocol for regulating measures to combat and contain the spread of the COVID-19 virus in the work environment.

77th International Film Festival

Venice Production Bridge

Excelsior Hotel

Update 26 August 2020

VENICE PRODUCTION BRIDGE

VENICE
3 – 11.9.2020



125

INDEX

1. INTRODUCTION	3
2. INFORMATION	3
3. HOW TO ACCESS THE VPB	4
4. PERSONAL AND EXTERNAL COMPANIES WAYS OF ACCESS	5
5. CLEANING AND SANITIZATION WITHIN THE COMPANY	5
6. PERSONAL HYGIENIC PRECAUTIONS	5
7. USE OF PERSONAL PROTECTIVE EQUIPMENT	6
8. MANAGEMENT OF SHARED AREAS	6
9. UPDATING THE REGULATORY PROTOCOL	7
ATTACHMENTS	8

1. INTRODUCTION

This document reports the anti Covid-19 regulatory plan drawn up by Fondazione La Biennale di Venezia as reported in the national and regional regulatory protocols of measures to combat and contain the spread of the Covid-19 virus in the workplace, also on the basis of the new guidelines for the protection of health in the workplace and subsequent amendments and additions, issued with the communication # 59 of the Veneto Region of 13 June 2020. The plan makes direct reference to the Excelsior's Anti- Covid-19 protocol as concessionaire to La Biennale of the spaces that are part of the hotel structure, subject to the aforementioned shared protocol.

This plan was devised following the corporate Covid-19 risk assessment for the activities to be carried out at the Venice Production Bridge (VPB), located on the third floor of the Hotel Excelsior.

The activities carried out within the VPB are the following:

- ⊙ organization of conferences;
- ⊙ area with work places for professionals in the film market;
- ⊙ screening of films and audio-video content.

The conference activity will be held inside the Conference hall of the hotel, the areas dedicated to the meetings between professionals will be set up in the hall on the third floor, the Sala Stucchi and the adjacent spaces.

The conference area will be set up with 70 single seats at a distance to one another, while the meeting area will be created with the positioning of tables and seats arranged in such a way as to maintain compliance with the minimum 1-meter distance between the people seated.

2. INFORMATION

La Biennale has defined a specific procedure for informing its employees, collaborators and guests regarding the measures, conduct and rules to follow in order to access, remain and move within the working spaces.

The information procedure includes:

- ⊙ a statement indicating the precautions, measures and rules to follow in order to use the workplace;
- ⊙ preparation of notices and signs to be posted at the entrance to the building and inside the offices;
- ⊙ specific training of staff where necessary.

VENICE
3 – 11.9.2020

In general, the information to be transmitted to the staff of La Biennale, as indicated by the protocol, is the following:

- ⊙ the obligation to remain at home in case of fever (over 37.5 °) or other flu symptoms and to call your GP and health authority;
- ⊙ the awareness and acceptance of the fact of not being allowed to enter or to remain within the company and having to declare it promptly where, even after entering, the serious conditions exist (symptoms of flu, temperature, arriving from areas at risk or contact with people positive to the virus in the previous 14 days) in which the guidelines of the Authority require you to inform your GP and the Health Authority and to remain at home.
- ⊙ the commitment to comply with all the of the dispositions of the Authorities and the employer in entering the company (in particular, keeping at a safe distance, observing the rules of hand hygiene and behaving correctly in terms of hygiene)
- ⊙ the commitment to promptly and responsibly inform the employer – Human Resources Office in case of any flu-like symptoms during the performance of work, taking care to remain at an adequate distance from the people present
- ⊙ the commitment to always wear the surgical or cloth masks both outside and inside the areas of the VPB in the Hotel.

3. HOW TO ACCESS THE VPB

Access to the VPB area is from the main entrance of the Excelsior Hotel on the Viale Lungomare Marconi side. Persons accessing the VPB area come from the external area of the festivals which requires, according to the guidelines of the Anti-Covid-19 protocol prepared by La Biennale for the organization of the 77th Venice International Film Festival, to control the temperature of the persons who enter its areas.

The activities of the VPB are taking place on the third floor of the Hotel, access to the areas requires the registration of the access ticket, storing of the presence and keeping of the data for at least 14 days (See Plan).

The VPB areas are also equipped with separate exits from the entrances that lead directly to via Lungomare Marconi.

VENICE
3 – 11.9.2020

4. PERSONAL AND EXTERNAL COMPANIES WAYS OF ACCESS

External staff (consultants, suppliers, guests, professionals) authorized to access the areas of the VPB, are subject to the control of their personal service pass and access registration before entering.

With regards to the maintenance personnel or companies undertaking other services who have to access the floors and the VPB areas, the same measures adopted for employees, applies. This includes temperature measurement and access to the floors according to the methods indicated in the attachments or in the graphic maps visible at the entrance, always maintaining the inter-personal distance of 1 meter. La Biennale will request these companies to provide their Anti- Covid-19 security document and to send the information contained in the Biennale's Anti-Ccovid-19 protocol.

5. CLEANING AND SANITIZATION WITHIN THE COMPANY

Concerning the cleaning and sanitization of the environments, reference is made to the shared Anti-Covid-19 protocol of the Excelsior with the measures indicated in chapter 4.

In case of the presence of a person with COVID-19 inside the offices of the VPB, in agreement with the Excelsior, the premises will be cleaned, sanitized, as well as ventilated, in accordance with the communication no. 5443 of 22 February 2020 of the Ministry of Health.

The cleaning of environments where cases of COVID-19 were present , requires that all places and areas potentially contaminated by SARS-CoV-2 will be thoroughly cleaned with water and detergents before being used again. The decontamination will be performed by a specialized company according to the reference sanitation protocols.

6. PERSONAL HYGIENIC PRECAUTIONS

All Biennale staff will be equipped with suitable individual protective devices (surgical or cloth mask and sanitizing gel). The delivery of the devices to the staff will be documented by a specific delivery card countersigned by the employee. In any case, La Biennale will guarantee the presence of individual protective devices at the headquarters to be handed out to those who do not have them.

VENICE
3 – 11.9.2020

The staff must adopt all of the measures and practices of hand sanitization with suitable gel or washing.

7. USE OF PERSONAL PROTECTIVE EQUIPMENT

Staff, guests and visitors inside the common areas, stairways, connecting spaces must adopt hygiene measures and the use of personal protective equipment (surgical or cloth masks and sanitizing gel). The work places have been positioned inside the offices to ensure a minimum distance of 1 meter between the people seated. All work places and seats within the:

- ⊙ conference room;
- ⊙ professionals meeting area
- ⊙ VPB staff offices

These have been arranged according to the guidelines of the Anti-Covid-19 protocol, distance of at least 1 m, registration of the presence and traceability of movements.

8. MANAGEMENT OF SHARED AREAS

With regard to access and movement through the shared areas of the Excelsior Hotel indicated in the attached plans, specific reference is made to the Excelsior's Antin-Covid-19 shared protocol in relation to chapter 2.

VENICE PRODUCTION BRIDGE

VENICE
3 – 11.9.2020



9. UPDATING THE REGULATORY PROTOCOL

In order to keep this plan up-to-date and to verify the behaviour and compliance with the regulations and measures indicated by the staff, a Committee for the application and verification of the rules of the regulatory protocol has been set up in La Biennale - with the participation of the Doctor in charge, the Employer or their representative, a representative of the Human Resources office, of the RSPP, of the company RLS.

VENICE PRODUCTION BRIDGE

VENICE
3 – 11.9.2020



ATTACHMENTS

Information signs
Auto-declaration
Plans