

Production COVID Risk Assessment Checklist

This checklist identifies and outlines the key areas which must be considered and agreed upon to manage the specific risks from COVID-19. This is also with the understanding that the protocols in the Return-to-Work (RTW) Agreement will be adhered to. This can be used instead of the Short or Long Form plan if applicable.

The Line Producer/UPM and Production Executive will attest that the production will follow the below protocols unless otherwise specified.

General Information			
Production/Show Name and Season		Dates covered by assessment	
Production Office Location (address)		Name, title and contact info of person submitting request	
Description of the Activity (Summary of what is proposed)			
Additional Information			

Area	Item	Check all applicable boxes - any areas not agreed to will need to be addressed with Safety
Vendors	Only approved vendors will be used for services such as: - COVID19 Compliance Services Providers - Cleaning Services - Testing Any special requests will be discussed with Health & Safety.	
Supplies	A minimum of 30-days PPE (N95, KN95 masks) & disinfectant supplies will be available at all times in all facilities. Touchless hand sanitizers have been installed throughout the facility and are visible on all maps. Every bathroom has or will have soap, touchless paper towel dispensers, signs reminding the crew of proper hand washing process and disinfecting wipes so that each person can wipe down before or after. We are encouraging a self-sanitization routine for everyone in hopes that the habits will help.	
Locations	Outdoor Locations Ensure locations can be secured to control access and isolated from the public and provide sufficient space for all the planned production activities while achieving social distancing and providing facilities for enhance hygiene measures. Indoor Locations Avoid locations that have been recently occupied or may have been infected. Ensure locations can be easily cleaned and that provide sufficient space for the planned activities maintaining social distancing and with sufficient facilities for enhanced hygiene measures. Will attached a diagram of the location/facility.	
Crewing Levels	Use the absolute minimum number of essential people on site at any time where possible arranging work and production activity so that the number of people on site is kept as low as possible throughout the production.	
Background Actors	Large crowd scenes will need to be carefully considered and risk assessed. CGI options should be considered. Consider using extras who are from the same household. Use the absolute minimum number of background actors (Under 75) on site at any time where possible arranging work and production activity so that the number of people on site is kept as low as possible throughout the production.	
COVID Compliance	CCO will be assigned, from one of the approved partners. Production will receive approval from Health & Safety if they would like to hire someone not on the approved vendor list.	
Screening Protocols	All cast and crew will complete the VEOCI Daily Health Questionnaire or other applicable way to provide screening questionnaire as approved by health & safety before the start of the work day.	
Masking Policy	The RTW Agreement requires KN-95, KF-94, or N-95 masks unless there is a fit issue, in which case a well-fitting surgical mask is required. The Company will provide the masks.	
Testing Protocols	PCR COVID-19 Testing: A negative result will be confirmed, prior to start of work on-site and no less than 1x per week thereafter until completion of project. Will follow Testing protocols as outlined in RTW agreement as applicable.	
Social Distancing Protocols	Persons are required to maintain six feet of social distancing where possible.	

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Catering/Craft and Food Services	<p>Dedicated eating areas will be identified on site to reduce food waste and contamination. They will large enough to allow crew to queue and sit at safe distances.</p> <p>Attempts will be made to stagger meal and break times to reduce congestion and maintain physical distancing of 6ft.</p> <p>Pre prepared and wrapped food will be provided.</p> <p>Any buffet service will happen behind a transparent barrier provided by the catering team that will showcase the hot food that is prepared and serving utensils will only be touched by the food handing team.</p>	
Intimacy	<p>Any intimate scenes involving close contact between actors will be carefully considered and risk assessed fully before going ahead.</p> <p>Alternative options considered:</p> <ul style="list-style-type: none"> - Plexiglass - Skin Tone Mask - Could actors who are in a relationship be used so that the distancing measures would not apply - Replacing 1 actor with a mannequin - Angle of Camera <p>Number of participants limited to 2-4.</p> <p>Every on-camera participant will be tested 3x a week prior to the day of the scene, including a test on the DAY OF the scene.</p> <p>The goal is to finish the scene as quickly as possible with minimal number of takes.</p> <p>After one-hour, Production will break to air out rooms, wipe down high touch areas and let the air filter recirculate the air flow.</p>	
Minors	<p>Minors under the age of two (2) will not be used in filming on any Productions.</p>	
COVID-19 Case Management and Notification Process	<p>Should any working crew members or contractors show symptoms of Covid-19, or have a fever, they will be sent home and will interface with our Physician, CCO/CSS, Corporate Safety, and HR accordingly.</p> <p>Procedure in the event of a positive test:</p> <ul style="list-style-type: none"> - The individual will be immediately removed from the workplace per ViacomCBS protocols, and sent to their vehicle to self-drive home, or, in the event they do not feel well enough to drive, sent to the identified isolation area, while transportation is arranged. - Subsequently, the individual will be instructed to return home and seek immediate medical advice and guidance based on their symptoms. CCO/CCS will source a Non-Emergency Medical Transport, or other on-call car service that will transport potentially exposed personnel in the event an exposed or positive person does not have a personal vehicle and cannot get picked up from someone they live with. <p>Notifications</p> <ul style="list-style-type: none"> - HR, Safety and the GSOC are notified. - Procedure: If one of the employees contracts COVID-19, the COVID COMPLIANCE OFFICER/SUPERVISOR will notify the GSOC (which is the ViacomCBS Global Security Operations Center at 323-956-5788 or GSOC@viacomcbs.com) the HR Production Partner for this production/project, and Safety. <p>Any positive employee's names will be provided to HR and Safety in a confidential manner so as to comply with HIPAA and all other applicable federal, state, county, and local regulations, rules, and guidelines, and the GSOC will be involved in referring the matter to the appropriate internal departments including the Law department for consultation regarding referral to government contact tracing and any other federal, state, county, or local reporting obligations.</p> <p>Unions: As of 11/30/20, the union agreement requires notification to the unions regarding a positive test and the notice should be made by Labor Relations. Production will notify their Labor Rep, of a positive test so that they can notify the unions. Production will include number of individuals with a positive test result, the Zone(s) in which the positive test result occurred, and the day the test result(s) was or were reported.</p> <p>Contact Tracing: COVID Compliance Officer/Supervisor will notify COVIDDesk@viacomcbs.com to begin contact tracing.</p>	
Training	<p>All individuals will be provided with, and required to watch, COVID-19 protocol videos provided by EHS: http://ehs.viacomcbs.com/online-training/training-in-english/ There will be a record kept of those that have taken the training and an acknowledgment from each person once he/she has watched all videos.</p>	

NOTE: any processes/protocols not specifically noted above should follow the guidance outlined in the RTW agreement, guidance from Safety dept or refer to updated protocols memo dated 3.25.22

<p>Exceptions to the above or other protocols</p>	
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I acknowledge that I have read, understand the above protocols and attest that the production will adhere to the above, unless outlined in exceptions and approved by Safety.

Line Producer or UPM	Signature	Date
Name:		

Production Executive	Signature	Date
Name:		