



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

Area	Item	Check all applicable boxes - any areas not agreed to will need to be addressed with Safety
<b>Vendors</b>	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.	
<b>Locations</b>	<b>Outdoor Locations</b> 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.  <b>Indoor Locations</b> Avoid locations that have been recently occupied or may have been infected. Ensure locations can be easily cleaned, as part of the usual process, and that provide sufficient space for the planned activities maintaining social distancing. In indoor spaces, ventilation systems and other measures will be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans and other methods).  Will attached a diagram of the location/facility.	
<b>Crewing Levels</b>	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.	
<b>Background Actors</b>	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.	
<b>COVID Compliance</b>	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.	
<b>Masking Policy</b>	The Company 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 production will have an adequate supply of masks and will provide masks to cast and crew. Masks will be worn in indoor spaces.	
<b>Testing Protocols</b>	<b>PCR/ANTIGEN COVID-19 Testing:</b> A negative result will be confirmed prior to start of work on-site, according to the appropriate testing schedule. Periodic testing as per the cadence outlined in the RTW agreement.	
<b>Social Distancing Protocols</b>	Persons are required to maintain six feet of social distancing where possible.	

Area	Item	Check all applicable boxes - any areas not agreed to will need to be addressed with Safety
<b>Intimacy</b>	<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"> <li>- Plexiglass</li> <li>- Skin Tone Mask</li> <li>- Could actors who are in a relationship be used so that the distancing measures would not apply</li> <li>- Replacing 1 actor with a mannequin</li> <li>- Angle of Camera</li> </ul> <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>	
<b>Minors</b>	Minors under the age of two (2) will not be used in filming.	
<b>COVID-19 Case Management and Notification Process</b>	<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><b>Procedure in the event of a positive test:</b></p> <ul style="list-style-type: none"> <li>- The individual will be immediately removed from the workplace per Paramount Global 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.</li> <li>- 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.</li> </ul> <p><b>Notifications</b></p> <ul style="list-style-type: none"> <li>- HR, Safety and the GSOC are notified.</li> <li>- Procedure: If one of the employees contracts COVID-19, the COVID COMPLIANCE OFFICER/SUPERVISOR will notify the GSOC (which is the Paramount Global Security Operations Center at 323-956-5788 or GSOC@viacomcbs.com) the HR Production Partner for this production/project, and Safety. 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.</li> </ul> <p><b>Unions:</b> 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><b>Contact Tracing:</b> COVID Compliance Officer/Supervisor will notify COVIDDesk@viacomcbs.com to begin contact tracing.</p>	
<b>Training</b>	<p>All individuals will be provided with, and required to watch, COVID-19 protocol videos provided by EHS: <a href="http://ehs.viacomcbs.com/online-training/training-in-english/">http://ehs.viacomcbs.com/online-training/training-in-english/</a> 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 5.11.22

<b>Exceptions to the above or other protocols</b>	
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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:		