



ADR REQUEST ADDENDUM – ESTABLISHED FACILITY

HR Production Partner:

Approved ADR Facility Name and Location *(select approved facility from drop down list):*

Production/Show Name *(Show Name and Season – Ex: DynastyS4):*

Short Description of Work to Be Performed:

Target Start Date:

Target End Date:

How many people involved:

<u>NAME</u>	<u>ROLE</u>	<u>EMPLOYED BY</u>	<u>UNION</u>	<u>PHONE</u>	<u>EMAIL</u>
John Doe	Line Producer	Eye Productions	DGA	xxx.xxx.xxxx	John.doe@xyz.com

Will person self-drive? **Yes** **No**

If no, describe how the person(s) will get to the facility?

Additional Comments:

POLICY ASSUMPTIONS:

Social Distancing Protocol

- a. Any preparation work for the session will be done ahead of the session to minimize time onsite.
- b. A Zoom call will be completed with Talent ahead of the session to walk them through health and safety protocols, including social distancing and the need to wear PPE.
- c. Paramount/CBS training videos will be sent to the actor ahead of each session to highlight all our health and safety protocols including social distancing.
- d. The session(s) will be conducted in a socially distant environment with an actor/talent in an isolated booth and a mixer in a studio. They are separated by a glass window and will have no physical contact.
- e. Furthermore, when Talent arrives onsite, via their own vehicle, they will text the operator that they are on site.
- f. The operator will give the actor authorization to enter into the building, the actor will enter at street level of the building and then follow signage straight to studio. If an elevator is required, only one person is allowed in the elevator at a time. This will avoid interaction with other guests or workers at the studio.
- g. Upon completion of the session, the talent exits the studio and heads straight out of the building into the parking lot.
- h. An appropriate time period is allowed between Talent so all touch points on the studio floor can be cleaned and disinfected and the studio can be prepped for the next talent. (i.e., Mic Pop Screen, script stand, studio door handles etc...)

Supplies

All Actors/Talent will be allowed to bring own compliant PPE but, if needed, additional PPE will be provided onsite. When they enter the recording booth there will be an additional package of PPE waiting for them including:

1. Surgical mask
2. Pairs of gloves
3. Bottle of hand sanitizer
4. Disinfectant wipes

COVID-19 Case Management and Notification Process

- a. In the event of an actual illness during the visit the actor/talent will be immediately directed to the isolation room or their own vehicle while maintaining social distance. In the event that the actor is short of breath or in acute distress the mixing engineer will call 911.
- b. The actor will immediately be provided with a mask if they have taken their PPE off.
- c. Anyone assisting the actor will don a protective mask and nitrile glove and immediately perform hand hygiene by washing your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 70% alcohol.
- d. When using the isolation room, anyone assisting the actor will immediately close the door to the room, explaining that this is to help protect other employees and prevent the spread of a potential virus.
- e. The facility team will be notified of the ill employee. They will ensure that the closest exit to the isolation room is cleared so to the ill actor can safely leave the building.
- f. The individual will be instructed to return home and seek immediate medical advice and guidance based on their symptoms.
 1. Public transportation will not be used
 2. If the infected person is well enough to drive their own vehicle, ask them to transport self.
 3. If the person is not well enough to drive their own vehicle, ask them to call a family member or call a friend.
- g. All remaining employees will depart the building, through an alternative exit, once the ill employee has left the building. The individuals will be instructed to return home, isolate if possible, and seek immediate medical advice and guidance based on any symptoms that may develop. HR, Safety and the COVID Desk are notified pursuant to Paramount policy. Procedure: If one of the employees contracts COVID-19, the COVID COMPLIANCE OFFICER will notify the COVID Desk at 323-956-7744 or COVIDDESK@viacomcbs.com, the HR Production Partner for this production/project, if known, otherwise, for CBS Studio Productions, Tim Farrell, 818-821-4190 and Safety: Dave McElwain, Safety (323) 575-2423, or Dave Templeman, Safety (412) 642-5055.
- h. 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 [INSERT LABOR NAME AND CONTACT INFO], of a positive test so that he 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.

Training Plan

- a. Actor/Talent 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.