



Welcome to the show!

As you know, things have changed a bit in the industry, and we wanted to ensure you are aware of our general protocols so you are fully informed and fully prepared for what to expect prior to coming on set and what a “Day on Set” might look like. These protocols are in place for everyone’s safety and well-being, and we must work together to ensure all the rules are adhered to every day.

Please take a moment to read over before you come to set.

STEPS/INFORMATION PRIOR TO COMING ON SET

Contact the Production on these items (*Production may work with the Production Exec and/or HR as needed*):

1. Access to location
2. Zone (Do you have access to set or stages?)
3. Training
4. Arranging testing – need to get tested within 48 hours of intended arrival at productions and ensure you enter proper cadence
5. Required PPE

Training

Before your first day on set, you will need to watch a series of safety videos. After each video, you will fill out and save the certificate of completion which will need to be emailed to the production prior to your first day. Save your copies, so you can send to multiple shows as appropriate. The links to the videos can be found at <http://ehs.cbs.com/online-training/training-in-english>

Testing

A negative pre-employment test is a condition of employment. In addition, each Production will have a regular testing cadence which will be implemented by a Paramount approved testing vendor. Crews will be divided into work groups based on zone and your testing cadence will be in accordance with your designated zone.

The individual needs to get tested within 48 hours of intended arrival at production. If flying to location of production, the individual will need to get tested within 48 hours of intended arrival at production and then may be asked to take a COVID test, at the production, to document the individual was not exposed during trip.

In the event of a positive test, prior to scheduled travel, the individual will not travel.

In the event of a positive test on set or location, the individual will be immediately removed from the workplace and escorted to their vehicle to self-drive home, or, in the event they are unable to drive, isolated while transportation is arranged.

Paramount recognizes the importance of encouraging employees/crew members to not come to work sick and self-report their illness and therefore the Company will provide COVID-19 sick leave pay to employees in accordance with Company Policy and for union represented employees no less than the sick leave negotiated between the Company and the unions and guilds.

ON SET

Daily Self-Screening

If the production is still requiring a daily screening questionnaire, then every single day, you must complete a Paramount questionnaire at home before you arrive to work. Once approved, you will receive an email granting access for that day only. Make sure to save your confirmation email or take a screen shot on your phone in case your production requires that confirmation upon entry. You must complete the questionnaire every day you work on-site. Please contact the production office for questions around your specific screening process, as it could vary by show.

Physical Distancing & PPE:

Mobility on set will be different from what it has been in the past. You will be assigned to a zone that is congruent with your day-to-day job duties. While your access to set will be limited based on your assigned zone, the Production will ensure your assigned zone will allow you to perform your job.

Practice good physical distancing by avoiding contact with others and maintaining distances of six (6) feet or greater from others, when possible. When not possible, the wearing of a face covering is required by all persons present. 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 all employees and contracted workers at no cost. Face masks must be worn at all times when an individual is in contact with or likely to come in contact interact with another person, and at all times when performing job responsibilities that require close contact with any other individuals within six (6) feet. This includes any outdoor movement on the production set (including in open air vehicles and golf carts), while in any shared spaces (such as restrooms, hallways, pantries, common workspaces/cubicles).

Even when the six (6) foot physical distancing spacing can be achieved, face masks may still be required in some situations, at the discretion of the production (e.g. meeting rooms, common areas, etc.). Please check with Production on the appropriate protocols to follow.

Individuals who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves, bandanas or neck gaiters are not to be used. Crew members working in closer proximity to one another may also be given additional PPE, such as a

face shield or other protective barrier. They should be worn over your mask. Please work with your production on the most appropriate measures based on the work you will be doing.

Hygiene & Handwashing

Good personal sanitary practices including washing your hands after bathroom use are expected. Production will keep the site supplied with soap, water and hand sanitizers and will ensure easy access to those facilities. Personal equipment should be disinfected prior to and after use, by the user.

Catering & Craft Services

Although COVID-19 is unlikely to be spread through food or beverages, the unique considerations for catering and craft services have been addressed by each production in great detail. You can access the Production's specific plan via the Covid Compliance Officer or someone in the Production Office.

REMINDER: We all play a part in keeping everyone else safe. Be cognizant of how your off set behaviors may have a negative impact on your onset family. You don't want to be responsible for infecting someone because of actions you take when not on set.

ADDITIONAL INFORMATION:

COVID Compliance Officer

There will be a COVID Compliance Officer (CCO) on site to answer any questions. Each show will have a team of people dedicated to ensuring the safety & well-being of cast and crew, as well as compliance of the production's safety plan. At the helm of that team will be the Covid Compliance Officer. This individual's contact information should be readily available via call sheets or by reaching out to the show's production office.

CONTACT INFORMATION

Paramount COVID Compliance: Erik Avila/ erik.avila@viacomcbs.com

HR Production Partner: Kim Alfonso (470) 270-6850 / kim.alfonso@paramount.com

HR VP: Marlene Baez (646) 261-0048 / mbaez@paramount.com