

COVID COMPLIANCE OFFICERS (CCO'S): THE FUNCTION & THE PROCESS

VMN & STUDIOS

By Chris Velvin as of 9/1/2020

Why we need CCO's:

OUR #1 PRIORITY IN THE WORKPLACE IS SAFETY FOR ALL!

- CCO's are experts on local, state and federal laws around compliance, and therefore ensure that COVID-19 requirements are implemented and followed on-set at all times
- They are your partners in planning and work closely with Health & Safety and Security to ensure everyone feels safe coming to work
- They are solution oriented and work with productions to provide creative options
- They are personable and approachable and come with a YES CAN DO! attitude.....and

CCO'S HAVE EXECUTIVE AUTHORITY WHEN IT COMES TO SET SAFETY (*They can shut a production down if necessary*).

The Production & CCO Partnership...when to engage:

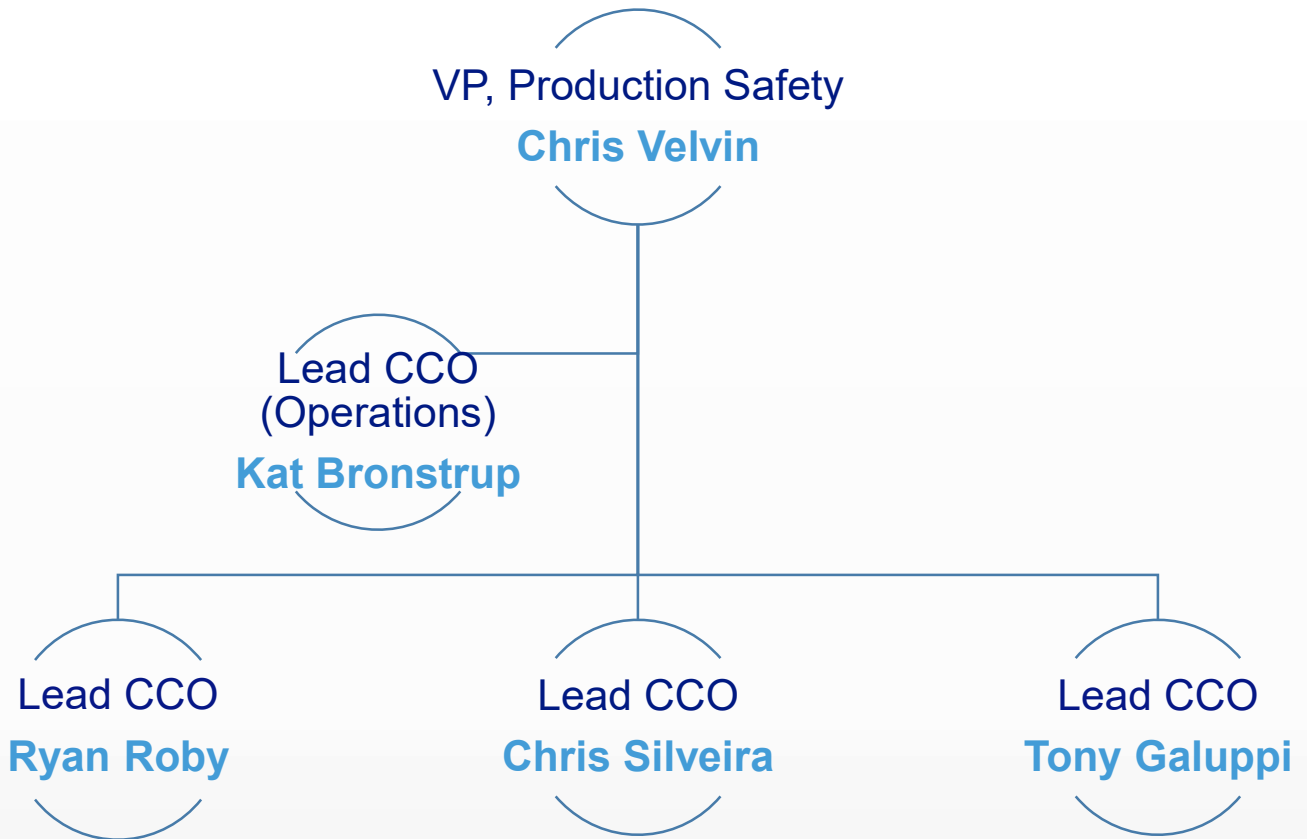
- The earlier the better!!
- Including a CCO during the long form/planning process will allow them to assess the size and scope of the production, and in turn make suggestions that could affect creative and/or budgets early on in the process
- The CCO is your partner who shares the same goal: to produce a great show in a COVID safe environment. They should be seen as part of the production
- CCO's ensure that productions have all the necessary education, equipment and resources to maintain a safe set, they strive for every single person to have faith in our plans so that they can feel safe coming to work
- The CCO is your trusted advisor and will ensure that **EVERYONE** on set will know our protocols

The Process:



- Email chris.Velvin@viacomcbs.com and cc Katherina.Bronstup@viacommix.com to request a CCO. Please include as much information as possible in order for Chris to understand size, scope, timeline and type of production (*as in, one day shoot, tentpole, scripted/unscripted, competition etc.*);
- Chris &/or Kat will either assign a CCO from the internal pool, or, send you a list of vetted freelancers and vendors for you to reach out to; either way, a Lead CCO will be attached to your production;
- In the event you hire a freelance or vendor CCO, please email Kat with their names and dates for tracking purposes and ensure they have the appropriate ‘Protocols’ document ahead of time..

Meet the Team:



PLUS: 11 CCO's who are based in and around the USA and who will be managed by the Lead CCO's above.

Duties will include:

- Provide on the ground support;
- Reserved for production assignments that require more presence and expertise (not 'just' the mask police)
- They have the ability to make decisions and judgment calls in the moment, and know how and when to escalate;
- Part of post mortem meetings
- Have the ability to represent the team and function and in a positive, professional, knowledgeable, accessible light

WISHING EVERYONE A SAFE AND HEALTHY RETURN TO PRODUCTION!!!

.....and please keep the feedback coming as we are here to assist you in any way!

Chris Velvin

