CONTACT TRACING, POST EXPOSURE AND POSITIVE DIAGNOSIS PROTOCOLS

Introduction
This policy describes the process to be used within the U.S. if someone has close contact with a confirmed Covid positive person or if they have a Covid infection themselves.

Scope & Applicability:
This contact tracing, post exposure and positive diagnosis protocols policy applies to domestic staff, project-based employees (PBE), clients, guests, talent, press, and others within all Paramount Global business operations. Domestic employees at non-ViacomCBS facilities, events, productions, etc. for work-related activities are expected to adhere to this policy. If there is an international regulation, or a local mandate that has more stringent requirements than our company protocols, those will take precedence.

Definitions:
Close Contact – A person is considered a close contact if they were less than six feet from someone with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period even if the close contact was wearing a mask or is fully vaccinated (and boostered).

Covid Contact Tracing Lookback Period ("Lookback Period") - The period of time beginning either (1) 48 hours before a positive person starts having symptoms; or (2) 48 hours prior to the positive Covid swab collection date, if the positive person had NO symptoms, until Isolation has begun. This is the time period that the Covid Desk explores when doing contact tracing.

Covid Desk – 24/7 call center managed by the Global Security Operations Center (GSOC) and staffed with medical professionals. The Covid Desk handles workplace contact tracing, notifications, and case management. Additionally, the desk will support employees denied entry when completing the daily pass questionnaire.

Isolation – the process used when a person removes themselves from contact with others after they become sick themselves or test positive for Covid-19 without symptoms.

Quarantine – the process used when a person removes themselves from contact with others after they have been in Close Contact with an individual that tested positive. A person would quarantine themselves when they might have been exposed to the virus and may or may not have been infected.

CONTACT TRACING, POST EXPOSURE AND POSITIVE DIAGNOSIS PROTOCOLS

Symptoms – There is a wide range of symptoms associated with COVID-19. They can be mild to severe and consist of the following: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea. (Some of these symptoms alone, do not necessarily mean you have COVID)

Unvaccinated – an incomplete series of a CDC or WHO approved vaccine, or no CDC or WHO approved vaccine has been received.

Fully Vaccinated
- A complete vaccine series with a CDC or WHO approved vaccine has been received:
    - 1 shot of J&J or
    - 2 shots of all other vaccines
- Two weeks have elapsed since the series has been completed

Fully Vaccinated Boosted or not Booster Eligible
- Complete vaccine series (as defined in Fully Vaccinated) has been received
- Boosted is single dose of a CDC or WHO approved vaccine, preferably Pfizer or Moderna, and 14 days post receiving your booster.
- Not booster eligible is:
    - Being within 5 months of having received the last dose in your primary Covid-19 vaccination series.
    - Being within 2 months of having received the single dose in your primary Covid-19 vaccination series for J&J/Janssen
    - Positive Covid-19 diagnosis within the last 90 days

Fully Vaccinated and Booster Eligible
- Complete vaccine series (as defined in Fully Vaccinated) has been received
- Booster Eligible
    - More than 5 months since having received the last dose in your primary Covid-19 vaccination series
    - More than 2 months of having received the single dose in your primary Covid-19 vaccination series

CONTACT TRACING, POST EXPOSURE AND POSITIVE DIAGNOSIS PROTOCOLS

Contact Tracing

Contact tracing will occur for anyone who is identified as a close contact to someone who has tested positive for covid in the following scenarios:

1. All individuals that are employed on a Paramount Production regardless of location
2. All individuals that are identified as a close contact in the state of California in connection with a non-production event, an office location or any other environment
3. When an individual calls the covid desk directly and identifies themselves as a close contact, they will receive guidance from the covid nurse.

Responsibilities if you are Covid Positive:

1. The Covid Desk is to be notified within 4 hours if any employee receives a positive Covid test through VicomCBS testing, an outside testing company or a self-administered covid test.
2. The Covid desk can be contacted via:
   a. Email: Coviddesk@viacomcbs.com or
   b. Phone: (323) 956-7744
3. The Covid Desk will need the following information via telephone or email:
   c. Vaccination status
   d. Details of where the employee works and what they do within the company
   e. Travel history
4. The Covid Desk will follow up each notification with a telephone call to finish data collection (if needed) and provide additional guidance
5. *The initial notification to the covid desk does not apply to fully remote employees that do not report to a worksite*

Procedure:

1. The Covid Desk will determine individuals considered to be at high risk:
   a. The Covid Desk will interview the employee involved to determine if they are positive
   b. For Covid positive cases, the Covid Desk will:
      i. Confirm that employee knows their positive test results

    ii. Determine the correct Lookback Period

    iii. Determine if employee is having any symptoms

    iv. Confirm whether employee is self-isolating

    v. Refer employee to medical provider if severe symptoms are present

    vi. Determine if employee has any underlying conditions that would extend standard Isolation period

  c. For employees who are reporting themselves to be close contacts <u>which is no longer required</u>, the Covid Desk will continue to:

    i. Confirm vaccination status

    ii. Ascertain if employee has any symptoms

    iii. Determine if employee requires any Covid testing

    iv. Determine if employee may resume work duties or a need for quarantine.

Post Exposure and Positive Diagnosis Protocols:

The Covid Desk will provide all directives for individuals who test positive for Covid and for those who have been identified or self-identify as a Close Contact with someone who tests positive for Covid based on the following:

Isolation dates are calculated using the following guidance: Day 0 is the day the positive COVID-19 test was taken, if asymptomatic, or the date of the initial onset of symptoms. If an individual tests positive without symptoms and then later develops symptoms, Day 0 then becomes the day that the symptoms began

Scenario	Requirements
ISOLATION	

Positive for COVID-19	• **Isolate for 5 full days at minimum and return to work on Day 6, if:**
	  ◦ **Asymptomatic** on Day 5;
	  ◦ **Test on Day 5** – A proctored[†] Rapid Antigen with a negative test result that is sent to the covid desk; AND
	  ◦ **Test on Day 6** – Must be asymptomatic and have a proctored[†] Rapid Antigen at least 24 hours apart from the initial test with a negative test result sent to the covid desk

CONTACT TRACING, POST EXPOSURE AND POSITIVE DIAGNOSIS PROTOCOLS

	• If the above criteria are <u>are not</u> met, complete a full 10-day isolation (days 6-10) • If the above criteria are met, return to work as early as Day 6* and wear a well-fitting approved mask§ at all times for the remaining 5 days (days 6-10). • Continue to monitor symptoms and if symptoms develop, isolate for days 6-10 and contact the covid desk.

QUARANTINE	

Unvaccinated or Fully Vaccinated and Booster Eligible, with no symptoms, and is identified as a Close Contact of someone who tested positive for COVID-19.	• Quarantine for 5 days
	  ◦ **Test on Day 5**† with:
	    - <u>Lab PCR</u> or
	    - <u>Rapid PCR</u>; or
	    - <u>Rapid Antigen</u> AND
	  ◦ **Test on Day 6**† **with Rapid Antigen** that is 24 hours apart from the initial test for all the above (minimum two test series)
	• Return to Work as early as Day 6* - with Two Negative Test results and asymptomatic
	• Wear a well-fitting mask§ at all times following close contact for days 6-10
	• Monitor for symptoms

Fully vaccinated, Boosted or not Booster Eligible, or within 90 days of a positive COVID-19 diagnosis with no symptoms, and is identified as a Close Contact of someone who tested positive for COVID-19.	• No quarantine required • Monitor for symptoms; and if symptoms develop then isolate and contact the covid desk • Wear a well-fitting mask§ at all times for 10 days • Covid test on Day 6 (+/-1-day)
Fully vaccinated, Boosted or not Booster Eligible, or within 90 days of a	• No quarantine required • Monitor for symptoms

CONTACT TRACING, POST EXPOSURE AND POSITIVE DIAGNOSIS PROTOCOLS

positive COVID-19 diagnosis with no symptoms **who is living with** someone that tested positive for COVID-19	• Wear a well-fitting mask§ at all times until 10 days after the completion of the isolation period of the last member of your household to get sick • Ideally, covid test on Day 6 (+/-1-day), after the first person gets sick, and again on Day 6 (+/-1-day) after the last person in the household gets sick
If symptoms develop, then call Covid Desk and isolation starts, then follow isolation protocols with Day 0 as the first day of symptoms.	

†Proctored rapid antigen test is monitored by another individual in person or virtually throughout the entire testing process (from the opening of the box through the display of the test results). The proctor is required to attest the results via email to the covid desk

*For those working on a production, r*esume your existing Covid testing cadence upon your RTW*

§*Reference the* **[masking policy](#)**

If you have concerns or questions about Covid safety, feel free to call the Covid anonymous hotline at 323-956-8955