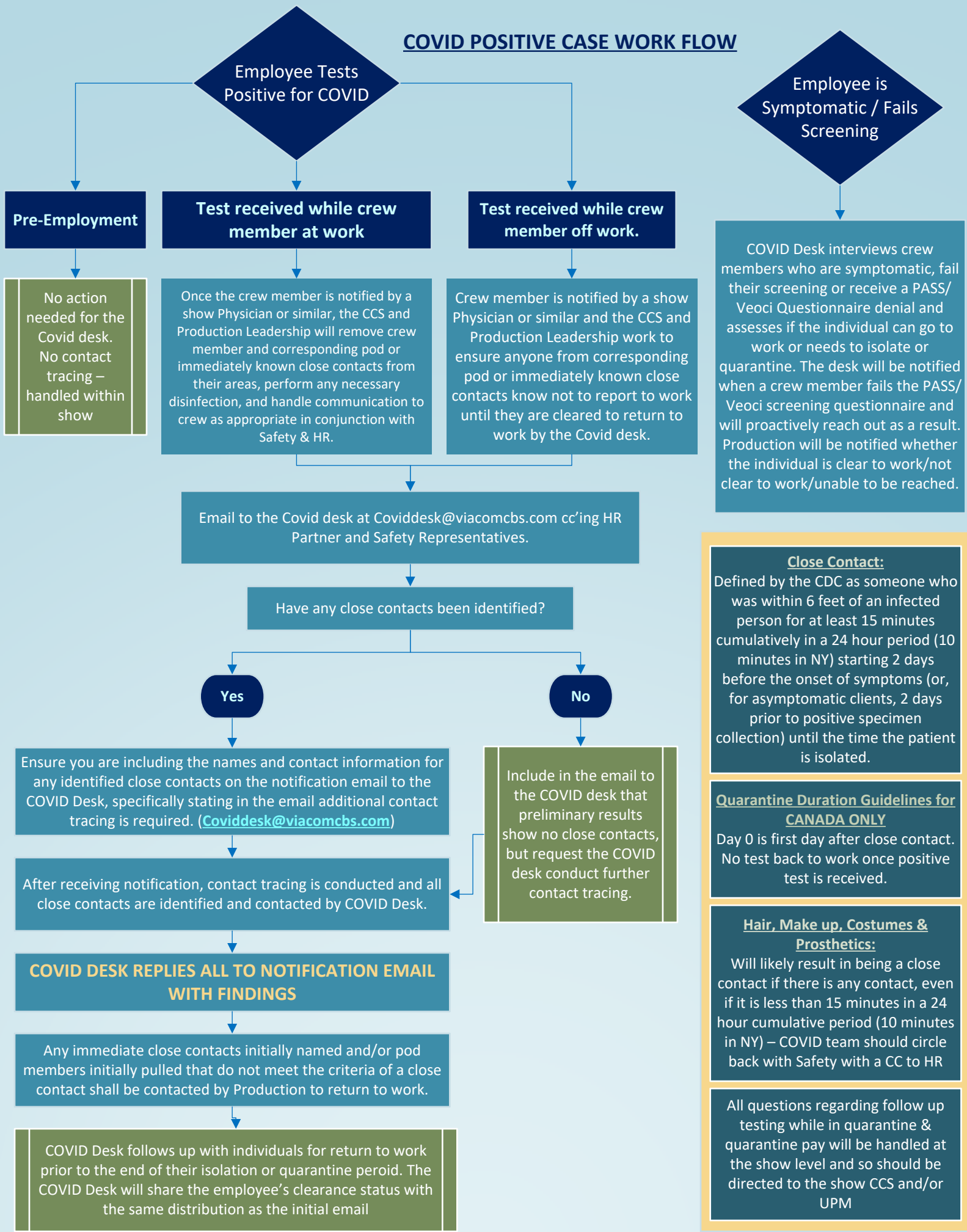


COVID POSITIVE CASE WORK FLOW



Pre-Employment

Test received while crew member at work

Test received while crew member off work.

No action needed for the Covid desk. No contact tracing – handled within show

Once the crew member is notified by a show Physician or similar, the CCS and Production Leadership will remove crew member and corresponding pod or immediately known close contacts from their areas, perform any necessary disinfection, and handle communication to crew as appropriate in conjunction with Safety & HR.

Crew member is notified by a show Physician or similar and the CCS and Production Leadership work to ensure anyone from corresponding pod or immediately known close contacts know not to report to work until they are cleared to return to work by the Covid desk.

Email to the Covid desk at Coviddesk@viacomcbs.com cc'ing HR Partner and Safety Representatives.

Have any close contacts been identified?

Yes

No

Ensure you are including the names and contact information for any identified close contacts on the notification email to the COVID Desk, specifically stating in the email additional contact tracing is required. (Coviddesk@viacomcbs.com)

Include in the email to the COVID desk that preliminary results show no close contacts, but request the COVID desk conduct further contact tracing.

After receiving notification, contact tracing is conducted and all close contacts are identified and contacted by COVID Desk.

COVID DESK REPLIES ALL TO NOTIFICATION EMAIL WITH FINDINGS

Any immediate close contacts initially named and/or pod members initially pulled that do not meet the criteria of a close contact shall be contacted by Production to return to work.

COVID Desk follows up with individuals for return to work prior to the end of their isolation or quarantine period. The COVID Desk will share the employee's clearance status with the same distribution as the initial email

Employee is Symptomatic / Fails Screening

COVID Desk interviews crew members who are symptomatic, fail their screening or receive a PASS/ Veoci Questionnaire denial and assesses if the individual can go to work or needs to isolate or quarantine. The desk will be notified when a crew member fails the PASS/ Veoci screening questionnaire and will proactively reach out as a result. Production will be notified whether the individual is clear to work/not clear to work/unable to be reached.

Close Contact:
Defined by the CDC as someone who was within 6 feet of an infected person for at least 15 minutes cumulatively in a 24 hour period (10 minutes in NY) starting 2 days before the onset of symptoms (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Quarantine Duration Guidelines for CANADA ONLY
Day 0 is first day after close contact. No test back to work once positive test is received.

Hair, Make up, Costumes & Prosthetics:
Will likely result in being a close contact if there is any contact, even if it is less than 15 minutes in a 24 hour cumulative period (10 minutes in NY) – COVID team should circle back with Safety with a CC to HR

All questions regarding follow up testing while in quarantine & quarantine pay will be handled at the show level and so should be directed to the show CCS and/or UPM

Email Template:

- Disclosing employee's name and contact information
- Production
- Supervisor
- Work location: Building, Floor #, Workstation or Office Number (include as much detail as available)
- Date (date of test, date of notification of positive test, date last worked outside of the home or on company property)
- Contact information for the COVID positive case
- Confirming: Contact Tracing Needed – YES or NO

Key:

- CCS – COVID Compliance Supervisor
- UPM – Unit Production Manager