



# 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-Paramount Global 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. Contact tracing is only applicable to those working in the state of California in order to achieve compliance with AB 685.

## **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 boosted).

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 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.



## CONTACT TRACING, POST EXPOSURE AND POSITIVE DIAGNOSIS PROTOCOLS

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

### Covid Positive Procedures:

1. The Covid Desk is to be notified within 4 hours if any employee receives a positive Covid test through Paramount Global testing or a self-administered test. (Please maintain proof of your test results)
2. The Covid desk can be contacted via:
  - a. Email: [Coviddesk@paramount.com](mailto:Coviddesk@paramount.com) or
  - b. Phone: (323) 956-7744
3. The Covid Desk will need the following information via telephone or email:
  - a. Details of where the employee works and what they do within the company
  - b. Travel history
  - c. Confirm that employee knows their positive test results
  - d. Determine the correct Lookback Period
  - e. Determine if employee is having any symptoms
  - f. Confirm whether employee is self-isolating
  - g. Refer employee to medical provider if severe symptoms are present
  - h. Determine if employee has any underlying conditions that would extend 5-day isolation period
4. The Covid Desk will follow up each notification with a telephone call to finish data collection (if needed) and provide additional guidance that will include but not be limited to directing the individual to isolate for a minimum of 5 days and rapid antigen test on days 5 AND 6 before coming back to work.
5. On Day 6, after two consecutive negative rapid antigen tests, the employee is to return to work. (Please maintain proof of test(s) results that may be required to be furnished to the company).

### Contact Tracing Procedure:

1. For those working in the state of California: contact tracing is still required to complete the notification process that is required in California under AB685



## CONTACT TRACING, POST EXPOSURE AND POSITIVE DIAGNOSIS PROTOCOLS

- a. The Covid Desk will determine who should be considered a Close Contact for those in the state of California (regardless of mask usage and vaccination status) during their interview process with the employee that has reported their covid positive case to the desk.
  - b. The Covid Desk is to be notified within 4 hours if any employee learns that they have been a Close Contact (work related or personal) within the last 48 hours to anyone diagnosed with Covid
  - c. For employees who are reporting themselves to be close contacts because they are working in the state of California, the Covid Desk will:
    - i. Determine the nature of the exposure
    - ii. Confirm vaccination status
    - iii. Ascertain if employee has any symptoms
    - iv. Determine if employee requires any Covid testing
    - v. Determine if employee may resume work duties
2. For those working outside of California: Contact tracing is not required and the covid desk will not perform contact tracing unless it is required by a jurisdiction having authority.
- a. Quarantine is not required as a close contact and will not be conducted by the covid desk.
  - b. Individuals are advised to self-administer rapid antigen covid tests days 3-5. If there is a positive test result, please notify the covid desk.
  - c. Monitor your symptoms and it is advised to wear a mask for 10 full days.

### **Post Exposure and Positive Diagnosis Protocols:**

The Covid Desk will provide all directives for individuals who test positive for Covid and those that are in Close Contact with someone who tests positive for Covid that works in the state of California with quarantine only applying to those who is employed in this scope.

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.



## CONTACT TRACING, POST EXPOSURE AND POSITIVE DIAGNOSIS PROTOCOLS

Scenario	Requirements
<b>ISOLATION</b>	
<b>Positive for COVID-19</b>	<ul style="list-style-type: none"> <li>• Isolate for 5 full days at minimum and return to work as early as Day 6, if all the following are met:                             <ul style="list-style-type: none"> <li>◦ <b>Asymptomatic</b> on Day 5; AND</li> <li>◦ <b>Self-Test on Day 5</b> – Rapid Antigen with a negative test result; AND</li> <li>◦ <b>Self-Test on Day 6</b> – Rapid Antigen at least 24 hours apart from the initial test with a negative test result</li> </ul> </li> <li>• If the above criteria <b>are not</b> met, complete a full 10-day isolation (days 6-10)</li> <li>• If the above criteria <b>are</b> met, return to work as early as Day 6 and always wear a well-fitting approved mask§ for the remaining 5 days (days 6-10).</li> <li>• <u>Must show proof of covid test result(s) upon request</u></li> </ul>
<b>QUARANTINE - No longer required (except in California)</b>	
<b>Close Contact - Regardless of vaccination status</b>	<ul style="list-style-type: none"> <li>• Advised to rapid antigen test days 3-5 on your own</li> <li>• If you test positive, report the case to the covid desk and follow the “Positive for Covid -19” protocols</li> <li>• Advised to mask for 10 full days</li> </ul>

If symptoms develop, then call Covid Desk and isolation starts, then follow isolation protocols with Day 0 as the first day of symptoms.

\* For those working on a production, follow the covid protocols under the RTW

§Reference the [masking policy](#)

**Note:** Any person should always feel free to wear a mask or request others to wear a mask in their presence.

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