

COVID-19 | Event Plan

Event Details	Response		
Name of Event			
Submitted by			
Reviewer and Tracking	Name	Approved on [date]	Notes
Labor reviewer			
Health & Safety reviewer			
HR reviewer			
Legal reviewer			
Security reviewer			
Task Force Approved/SLT/Sponsor			
Additional Authorization, if any			
Description of Event			
Location of Event			
Type of Venue			
Audience?			
If Outdoors, Weather Contingency?			
If audience, approximate size?			
Dates/Times of Event			
Internal or 3rd Party Production			
Responsible Production Group Leader			
COVID Compliance Officer(s)			
Production Timeline	Exhibit 1. Please attach.		
Staffing	Exhibit 2. Break up into Zones and Pods, and attach.		
Vendors, if any	Exhibit 3. List vendors, if any, and attach their COVID plans.		
Eligibility and Screening	Exhibit 4. Unless otherwise noted, it is assumed that you will register all employees with the GSOC and will use the PASS system. If that is not the case, please describe eligibility and screening protocols for your production/facility and attach. If allowed by local law, for example, temperature screenings and/or health questionnaires will be administered on location.		

Testing	Exhibit 5. Based on the jurisdictional requirements and your discussions with Law/Labor/HR, please attach the testing approach you will use for your project or production. Identify testing facility, testing frequency, and other details. If the testing protocol is not yet determined for your production/project, please list as "TBD".
COVID Supplies	Exhibit 6. List what special supplies will you be using to comply with the Protocols while this work is being done during this project/production? See Instructions for how to respond to this question.
Location Preparation	Exhibit 7
Travel	Exhibit 8 Please list anticipated travel needs. Note re Travel: If travel is involved, once the Task Force has given final approval, please route this completed/approved form to the following: (1) For CBS, hal.rudy@cbs.com; (2) For VIA/PPC, globaltravelservices@viacom.com
COVID Case Mgmt/Notif. Process	Exhibit 9
Disinfection/Handwashing/Hygiene	Exhibit 10
Training Plan	Exhibit 11
NY and CA	Los Angeles County: Attach a COMPLETED LA County Appendix J form for any work to be completed in Los Angeles County. New York: Submit the Affirmation associated with the "Interim COVID-19 guidance for Media Production"
Event breakdown and Attachments for Event Components	Exhibit 12. Attach a description of each "component" of the event. For example, Red carpet, Pre-show, Client VIP party, Main event, Guest interaction, VIP area, Catering, etc. FOR EACH COMPONENT, SUBMIT A SEPARATE EVENT PLAN unless that component is already represented within this document. Attach them to this submission with lettered exhibits (A,B C, etc.)
Maps, Schematics, Engineered Drawings	Exhibit 13. Attach the layout of the entire project/event space; specific elements/locations/areas; maps
Event Safety Management	Exhibit 14. Attach weather contingencies, crowd management, etc.
Security	Exhibit 15. (1) Identify all security vendors; and (2) Attach the security vendors' COVID planning documentation; (3) Confirm that Security vendor is on the approved vendor list, and provide details
Safety Consultant	Exhibit 16. Identify the Safety Consultant.
Country-specific Risk Assessment	Exhibit 17. If the country or jurisdiction requires, please provide Risk Assessment

