COVID-19 Production

Safe Set Protocols

ViacomCBS International
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Contents

1. Introduction

These protocols are based on current guidance from Public Health England (PHE), the World Health Organisation (WHO), the Health and Safety Executive (HSE), and other public health officials such as the National Health Service (NHS) or Department of Health & Social Care (DHSC). They have also received input from specialist health and safety advisors who have been working with industry leaders on safe guidance for the Film and TV industry. The protocols are subject to change based on further information or may be amended based on operational needs and changes to the pandemic situation. Legal specifics may vary according to individual country restrictions and measures, which should be checked in addition to following this guidance. The following are infection prevention protocols as part of the Return to Work safety policy.

All crew, vendors and talent must adhere to the required safety protocols to be permitted entry to filming locations and studios including those adapted for the purpose of filming. These Safe Set Protocols are mandatory, and applicable to all entrants onto a filming location (whether at a sound stage or on location, interior or exterior).

2. Overview of COVID-19

COVID-19 is an infectious disease caused by the severe acute respiratory syndrome COVID-19 2 (SARS-CoV-2) novel COVID-19. The disease causes a flu-like illness sometimes leading to serious respiratory failure particularly in the elderly or those with underlying health conditions.

The virus is spread primarily in droplets coughed or sneezed from infected individuals which can be inhaled by others or which fall onto surfaces where the virus can be picked up on the hands and infect the individual when they touch their face. Individuals can be infectious before they experience any symptoms. The main symptoms are:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature, however anything above 37.8C is high).
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

On average it takes five days to show symptoms after initial infection and people are generally infectious 2-3 days before symptoms start. 20-40% of people with the virus have no symptoms and approx. 44% of infections occur from pre-symptomatic or a-symptomatic individuals.

The World Health Organisation (WHO) and NHS.gov.uk provides further useful information COVID-19.

People at higher risk of harm

COVID-19 (COVID-19) can make anyone seriously ill. But for some people, the risk is higher. The NHS define 2 levels of higher risk:

- High risk (clinically extremely vulnerable)
- Moderate risk (clinically vulnerable)

If a crew member, cast or contributor falls into either the high-risk group or moderate group, they are permitted to go to work but a specific risk assessment must be carried out. Such individuals should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, the production should carefully assess whether this involves an acceptable level of risk. This also applies to other potentially vulnerable individuals such as those with a disability, young and pregnant women for example.

In the event of a local lockdown, the production should monitor the Government and local authority's website for further guidance and follow the public health guidance for the local area. If the individual lives outside of the production location or the local locked down area, they may need to request a shielding letter as proof that they can no longer attend work.

Several names have been used to describe this virus, including COVID-19, Coronavirus, Covid, Sars-CoV-2, which are all applicable, however to avoid confusion, this document shall refer to it as **COVID-19.**

New Variants

Since the COVID-19 virus appeared, several different mutations, or strains, have been discovered, which have occurred as a result of evolution as it has spread throughout different populations, including the UK, who identied a new strain present in December 2020. Since then, these new strains have been found all over the world, however the UK and South Africa have been found to have cases of specific strains (which have resulted in some specific travel restrictions/requirements). These new variants can still be picked up in PCR tests and the effectiveness of vaccines currently available will remain unchanged, however all mandated safety procedures including mask wearing and social distancing will still be required.

The significant change in the UK variant is its **increased transmissibility (infection) rate,** believed to be up 70%[1] more than the previous version of the virus, however it doesn't appear to be any more harmful than its predecessor. It is clear however that this virus still has the capacity to overwhelm healthcare and it is therefore essential that production verify the capacity of hospitals in the area where they're looking to work, at an early stage.

What this means in terms of Production Safety is that is it **vitally important that the sufficient measures this document outlines** are in place to mitigate the risk of this new, more infectious version of the virus. The same principles in place before its appearance will still apply, though more scrutiny will be required on any shoots that feature higher risk situations, such as sharing enclosed spaces with others for extended periods, close contact work, activities involving using more breath than usual such as singing/dancing/wind instruments etc. As a possible vector for the spread of COVID-19, its vital that

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[1] https://www.gov.uk/government/speeches/prime-ministers-address-to-the-nation-4-january-2021

productions are doing all they can to prevent unnecessary transmission occurring, protect all cast, crew, contributors, and their families, in addition to ensuring Productions can continue in a safe manner.

Vaccinations

A number of approved vaccines for COVID-19 have now begun to be distributed to populations in a number of countries, mostly targeting those who are vulnerable and front-line workers, to begin with. The is a welcomed development, potentially providing an end in sight for the pandemic, however **it is still far from over,** and this victory in the fight against it **should not** allow Productions to become complacent. Even those who have received the vaccine will **still be required to social distance** and observe all the measures currently in place in their local environments.

It will still be some time before vaccination will reach a place where measures like those outlined in this document will not be required to lower the risk sufficiently, and there is still much data to be gathered as roll out of vaccines continues. Its arrival **does not mean** that Production can relax their approaches to COVID-19 safety, in fact due to the development of a more infectious variant, it is more important than ever that sufficient controls are in place.

3. Objectives

The purpose of these protocols is to:

- Maintain a safe and healthy work environment by implementing infection prevention measures to minimize the risk of employees contracting COVID-19 in the workplace.
- Educate staff on the return to work protocols and procedures implemented for safety and protection.
- Provide best practice examples based on the latest industry guidance
- Provide expectations for employee behaviour in order to mitigate risk at work and at home.
- Identify procedures for cleaning, disinfection, and the frequency of these procedures.
- Describe procedures for isolating someone who becomes ill.
- Provide information on testing schedules, procedures and suppliers
- Provide employees resources for health and wellness and recovery if sick.

4. Monitoring

The COVID-19 Pandemic is a constantly changing situation and ViacomCBS have utilised qualified medical advisors and some of leading providers in safety and risk management to ensure we are equipped with the most accurate and up to date information available.

ViacomCBS undertakes to keep all staff, including those involved in events and productions updated with the latest developments and will be reviewing and updating this document in line with the latest information available.

5. Disclaimers

- This document is intended to be supplemental to any government guidelines within the country of operation.
- The aim is for the control measures listed to be used as best practices to protect the safety of all those who work on film/television sets.
- The guidance included in this document is deemed best practice by ViacomCBS at the time of publication and is subject to change
- This document is for production activities in the UK and all other countries in which ViacomCBS operates, other than the US and Canada where separate US protocols have been created, which reflect negotiations with unions and guilds and the 'White Paper'.
- Measures may also be applicable to shoots overseas, but local regulations and compliance with the law should always take precedence. In some cases, ViacomCBS guidance may put in place additional obligations.
- Travel overseas for work has not been specifically addressed in these guidelines – **please refer to the GSOC Veoci dashboard for up to date information regarding travel including quarantine requirements or speak directly to ViacomCBS Travel Department.**
- Where Health Questionnaires are referenced, it is recommended that separate legal advice is followed to ensure compliance with GDPR privacy requirements or local privacy laws

6. Specific Responsibilities

- **Parent Company**
    - o Develop a Return to Work Policy to address Risk, Health and Safety issues due to COVID-19
    - o Provide adequate resources for subsidiaries to implement the Return to Work Policy
- **Senior Producer/Production Manager**
    - o Customize and implement Safe Set Protocols alongside Risk Assessments for the specific production activity
    - o Ensure Risk assessment reflects specific COVID-19-related provisions
    - o Include measures in the site specific IIPP in accordance with UK Health and Safety Programme
    - o Maintain HSE Injury, Illness records as applicable
    - o Ensure the production has access to a suitably trained COVID-19 Compliance Officer.
- **COVID-19 Compliance Officer (COO)**
    - o Must demonstrate competency and specialized training in health and safety, industrial hygiene or infection prevention.
    - o Implement and enforce COVID-19 safety related procedures in the workplace, including but not limited to:
        - ▪ Disinfection Protocols
        - ▪ Physical Distancing
        - ▪ Personal Protective Equipment (PPE) Education
        - ▪ Symptom Monitoring

- o Available to respond to employee's safety concerns
- o Additional duties outlined in full CCO job description.
- **UPM/Line Producer/Department Heads**
  - o Become familiar with the Safe Set Protocols and be able to answer employee questions
  - o Coordinate training on Safe Set Protocols
  - o Lead by example and follow protocols at all times
  - o Designate a responsible party to distribute PPE in accordance with internal policies
- **Crew/Talent/Vendors**
  - o Adhere to Safe Set Protocols
  - o All crew workers will be educated on how they can stop the spread of COVID-19 by:
    - ▪ Participating in Hygiene or other COVID-19 related training
    - ▪ NHS guidance - How to Protect Yourself and Others
    - ▪ Cooperating with supervisors and management on all health & safety matters
    - ▪ Reporting all health and safety concerns to the Department Head, Supervisor, UPM/LP, ViacomCBS International Security or Production Safety as applicable, or by calling the **24-Hour Anonymous Safety Hotline @ +001 323 - 956-SAFE (7233) and following the prompts for International Safety and Security**

7. Health Screening

To reduce the spread of COVID-19 and to protect the health of our cast, crew, visitors, and vendors; all persons engaged in the production may be subject to daily health screenings in accordance with applicable law. Health screenings will continue until the ViacomCBS COVID-19 Task Force has determined it is safe to discontinue based on guidance from PHE or local health authorities. All testing to take place in line with local regulations.

A. Daily Self-Screening

i. All employees will be given an electronic screening questionnaire/check list to submit prior to arrival at the office or on location. Employees will be asked to perform a daily self-screening prior to leaving home.

B. Onsite Medical Screening

For larger productions, enlisting the services of on-site medics and/or COVID-19 Supervisors, with specific medical training, is recommended and may be mandated. Productions may need to adjust the workday to allow time for screening. Where legally permissible, medical screenings to identify indicators of risk for COVID-19 may include:

i. Use of IR Touchless thermometers, single-use disposal thermometers, thermal cameras for temperature checks

ii. PCR or other testing as applicable

iii. If a screened employee or guest has a temperature of 38ºC (100.4ºF) or higher, or if the employee/guest exhibits visible symptoms of illness consistent with COVID-19, the employee, will

not be granted access to the premises and will be directed to contact their physician or NHS Direct, in accordance with the country Health Department recommendations/guidelines.

iv. Please see the following chart at the end of this section for what to do in particular scenarios when screening onsite.

C. Employee observations for overt symptoms of COVID-19

Symptoms can include exhaustion, shortness of breath, diarrhoea, sore throat, fatigue but only a new persistent cough, a high temperature or lose/change to sense of smell or taste should be considered as COVID-19 symptoms. **A person can be infectious 48 hours before these symptoms begin to show.** Employees will be observed intermittently for signs and symptoms.

D. Health & Welfare Onsite Screening Teams

Where applicable, onsite screening teams will conduct all activities in accordance with local privacy laws and guidelines. The activities may include:

i. Discussing the screening form or app-based solution with employees
ii. Assessing employees for any visible signs and symptoms
iii. Taking each employee's temperature using a non-touch thermometer or similar device.

8. COVID-19 Case Policy and Return to Work

A. Symptomatic Employees Isolation Protocol (At Work):

i. If you feel sick, or have been exposed to someone who has COVID-19, contact your Head of Department (HoD), Supervisor, or Producer immediately. The designated CCO or production lead will then continue the process.
ii. Radio/ Telephone/email communications are preferable.
iii. The CCO/Production lead will wear appropriate PPE while providing assistance to the employee and guiding them to the designated isolation area for further evaluations.
iv. Once the employee arrives at the isolation area:
   a. The employee will be given a mask and disposable gloves to protect other employees and prevent any further spread.
   b. All employees will maintain six feet or two metres distance.
   c. The designated CCO, production lead and/or set medic will complete a Contact Tracing Form with the employee.
   d. If the employee is suspected to have COVID-19 symptoms, the employee will be sent home (avoiding public transport) or to the Doctor/Hospital.
   e. ViacomCBS COVID-19 Positive Case Notification & Return to Work Protocol must be followed prior to employee returning to work. For a copy, please contact your HR Business Partner.

B. Suspected Symptoms & Positive COVID-19 Testing

Response to a suspected case but as yet unconfirmed

i. If a crew, cast member and/or contributor reports that they suddenly feel unwell (or if someone in their household displays symptoms) – whether at home, the production office, or any other

premises such as a location or studio – with symptoms (such as fever, cough and shortness of breath, lose/change of smell/taste) medical attention should be sought immediately and medical advice followed. They should self-isolate as soon as possible, if they are at work, they should return home directly, and if in the UK, order a test online at https://www.nhs.uk/ask-for-a-COVID-19-test. If they don't have access to the internet, a test can be ordered by calling 119 (in England, Wales and Northern Ireland) or 0300 303 2713 (in Scotland) For other International locations, you must follow local guidance on accessing local testing facilities

ii. It is important that they do not get too close to other people and maintain a minimum of 2m distance from other in order to reduce the risk of transmitting infection.

iii. Production first aiders or other crew members who respond should maintain their distance, wear face masks and disposable gloves and ensure they thoroughly wash their hands once they have assisted.

iv. Where possible move the crew, cast and/or contributor to a room with a door that can be shut so they can be separated and if possible, a window that can be opened for ventilation. Shut the door while medical advice is being sought. This will help prevent unnecessary alarm and maintain their privacy. It is important to limit contact but to also provide assurance, as the individual may be feeling very unwell and anxious, but other colleagues should leave the room and maintain their distance. Identify suitable rooms across location and studio in advance.

v. If the crew, cast and/or contributor needs to use the bathroom whilst waiting for medical assistance, use a separate bathroom if available and maintain distance from other colleagues. Their belongings should be collected – use disposable gloves and wash your hands thoroughly after contact.

vi. Cleaning and area with normal household disinfectant after someone with suspected COVID-19 has left will reduce the risk of passing the infection on to other people.

vii. If the symptoms occur while at home or in temporary accommodation, the individual should notify the production management immediately, who in turn will need to identify other crew, cast and contributors who are deemed to have been in close contact and ask them to monitor their own symptoms. They may be requested to remain at home and undertake a test.

viii. Crew, cast and contributors identified as being in the same 'bubbles'[2] should be contacted verbally by their head of department with advice, details of support available, keeping in touch and what to do if they feel unwell. Consideration may also be given to advising others dependent upon circumstances. They may be requested to remain at home and undertake a test.

ix. When someone first develops symptoms and orders a test, they will be encouraged to alert the people that they have had close contact with in the last 48 hours before the symptom's onset. If any of those close contact are co-workers, the person who has developed symptoms may wish to (but is not obliged to) ask their employer to alert those co-workers. If informed at this stage, it is advised that those close contacts should isolate until the results of the test are known.

Response to a Confirmed Case

If a crew, cast member, and/or contributor is diagnosed with COVID-19 during the project they should follow the process set out in ViacomCBS COVID-19 Positive Case Notification & Return to Work Protocol

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[2] Terminology around this also includes 'Close Contact Cohorts (CCCs), colour coded areas, or Zones A, B, C, etc.

which contains details of who to contact and what information you'll need to collect. A copy can be provided by your HR Business Partner.

Symptoms often take a number of days to appear and the individual may have been in close contact with other crew, cast and contributors before their symptoms appeared. The virus can be spread by an individual 48 hours before their symptoms appear. It is therefore important to ensure open communication with other crew, cast and contributors who may have worked in close contact. However, it is also important to ensure that the individual's privacy is maintained as medical information is deemed sensitive personal data.

Immediately report to Human Resources if you or a member of your team are confirmed positive or presumed positive for COVID-19: https://veoci.com/veoci/p/form/fqeutdp5cunn#tab=entryForm

Human Resources will contact you or the diagnosed employee to offer support services, understand who they came in contact with prior to diagnosis, and explain the steps going forward.

Human Resources will follow company protocol to notify all employees who were in direct contact with the individual and will require them to self-quarantine for 14 days and closely monitor their symptoms.

IMPORTANT: the identity of the diagnosed employee will not be shared, if the individual chooses to disclose to co-workers, we (ViacomCBS) will not be able to confirm or deny. We will contact any/all people potentially exposed but will not share the source. Any communication should be cleared for publication.

For third party productions, you are requested to notify the commissioner within 24 hours of a positive diagnosis.

It is essential that **ViacomCBS International Security** are alerted as soon as practicable as they may be able to offer practical advice on contact tracing to reduce the risk of spread to others.

C. Guidance for Self-Quarantining and Return to Work: COVID-19

Employees are required to remain off property for a minimum of 14 days if:

  i.   COVID-19 symptoms are present (see the COVID-19 Symptoms), they have been in close contact with a COVID-19 positive or presumed positive person, or if a test shows positive results.
  ii.   Employees will be directed to avoid leaving home and follow quarantine and isolation guidelines, if possible. Working from home is expected to continue where possible.
  iii. Employees with COVID-19, presumed or tested, or who have been in close contact with others with COVID-19, presumed or tested, and who have been under home isolation/quarantine will work with their HR representative to determine the proper time to return after symptoms subside without the aid of medication.
  iv.   Employees returning to work from an approved COVID-19 related medical leave may be required to provide a negative test. Please refer to ViacomCBS COVID-19 Positive Case Notification & Return to Work Protocol for further details. A copy can be obtained from your HR Business Partner.

9. Testing

Across ViacomCBS international locations, testing allowability and availability can differ substantially according to location. It is therefore essential that production teams verify the legality of testing prior to

adoption within a testing protocol. Consultation should take place with your local legal privacy team to ensure compliance. Testing is an area in which improvements are constantly being made – ViacomCBS will monitor testing developments, ensure that only vetted high quality suppliers are used and will adapt to the testing options available. Any significant changes to testing policy will be incorporated into updated versions of this guidance.

All costs regarding testing should be incorporated into Production budgets and there is no separate provision elsewhere.

Where testing is part of your approved production plan, it is essential that only approved testing vendors are appointed. A current list of approved testing vendors can be provided by the ViacomCBS International Security Team. If you are unable to locate an approved testing vendor in the location of your production, please consult with the International Global Sourcing Team who will assist in vetting available vendors.

ViacomCBS need to ensure that information on testing is managed and compiled in a compliant manner, and so request that **testing numbers must be reported to the ViacomCBS International Security Team, on a weekly basis (by Friday afternoon).**

Specific arrangements are in place in the UK apply as of late December 2020, regarding reporting of information to the Public Health England in relation to testing. Regulations in other regions will also apply, you **must** comply with any local measures regarding testing when working internationally, this may include reporting of negative test outcomes, in addition to positive ones.

Testing Types

PCR testing

This is the most commonly used molecular diagnostic testing technique. Test results are only valid at the time taken and should not be considered 100% accurate. **Confidence in the results depends on the degree of isolation between testing and the results**

- The more testing and isolation that can be achieved the more the risk of unrecognised infection is reduced.
- Health screening, distancing and hygiene measures remain critical in controlling virus transmission as well as testing.
- A testing regime should be derived from a risk assessment of the close contact requirements and the other measures that can be put in place.
- **Prior to the testing plan being finalized you should consult with ViacomCBS International Safety advisor**

LAMP testing is a new form of testing for COVID-19, also looking for RNA, but utilises an isothermal method of identifying the virus rather than using amplification cycles, and can provide results within an hour, however this technology is new and currently in the early stages of being accessible to TV and Film Production.

A combination of techniques may be used on productions, subject to medical advice.

Retesting after a Positive Result

As per WHO and UK Government advice Personnel can return to work after illness or a positive test 10 days after symptom onset (or first positive test if a-symptomatic).

However, because RNA can still be present weeks after the virus has cleared, care is required when admitting returnees to testing programmes that look for RNA such as PCR and LAMP. This is because fragments of inactive virus can be persistently detected by PCR in respiratory tract samples for some time following infection. On the testing after return to work post-infection, the current UK Government advice is:

"Staff who have previously tested positive for SARS-CoV-2 by PCR should be exempt from being retested within a period of 90 days from their initial illness onset, unless they develop new possible COVID-19 symptoms. If a staff member is found to be positive for SARS-CoV-2 by PCR within 90 days from their initial illness onset, depending on their symptoms and advice from an infection specialist, they may need to self-isolate again."

Anyone returning to work must only do so in line with line with UK Government guidelines regarding isolation period and end of symptoms.

PHE and the CDC advise any positive result in the 90 days after the date of symptom onset requires careful interpretation by a medic. Unless productions have robust medical/scientific support in place to make that interpretation, it is advised against retesting within 90 days after a confirmed infection.

It is therefore essential that Production determine whether participants in a testing regime have been previously infected with COVID-19 and seek evidence to that effect

If Personnel are tested for COVID-19 by PCR after 90 days from their initial illness onset and are found to be positive, this should be considered as a possible new infection. However, if the person is asymptomatic, the result should be treated with caution and carefully interpreted by a doctor familiar with the particular test as this test could again be a false positive. The advice of a doctor should be sought before a decision is made regarding another self-isolation period.

If you have positively tested for COVID in the past 90 days, you must notify the CCO/Health and Safety Advisor before starting on a production that requires testing.

Testing in the UK

As of January 1st 2021, new requirements for laboratories and testing suppliers proving onsite, point-of-care testing for COVID-19 were put in place by the UK Government, which have implications for productions who need to undertake testing. Point of care testing is defined as a diagnostic test that is performed **outside of the laboratory setting.** Where companies are not conducting in house testing via their own employees, and instead sourcing it to 'customer facing' organisation, this organisation must be

on a list, curated by the Department for Health and Social Care and UKAS. This includes any on-site testing undertaken by medics – any company undertaking testing for a Production must be an approved provider on this list.

ViacomCBS's most commonly used providers in the UK are on the approved list, and others are currently undergoing the application process to be added. When testing for COVID-19 in the UK, **please ensure that your provider appears on this list before proceeding with them,** failure to adhere to these regulations can include being subject to criminal sanctions in the form of summary conviction and an unlimited fine. The International Security team can assist with providing with you with testing suppliers who are on both this list and have already been approved by ViacomCBS's in house vetting process.

PROLONGED CLOSE CONTACT WORK AND HIGHER RISK ACTIVITY

For prolonged close contact working such as that required for on screen action and performance related activity on set (such that includes high risk activity, including **singing, shouting, playing wind instruments, exercise, laughing, or dancing)**, it will be necessary to put in place testing and isolation arrangements in addition to other mitigations.

When considering an isolation and testing regime it is worth repeating the key characteristics of the COVID-19 disease[3]

i. The incubation period can be 2 days to 2 weeks, but the mean incubation period is 5.1 days
ii. 97.5% of individuals who developed symptoms do so within 11.5 days of infection
iii. People are infectious 2-3 days before symptom onset
iv. Their viral load peaks at symptom onset of or a day or so after (nb. viral load is the amount of virus that can be recovered from someone who is infected)
v. It is estimated that 44% of secondary cases are infected during the pre-symptomatic stage or by individuals who are asymptomatic.
vi. In summary, on average it takes five days to show symptoms after initial infection and people are generally infectious 2-3 days before symptoms start.

Testing Strategies

Requirements will differ depending on your production; however, all strategies will involve layers of separation and distinct separation between areas, in order to be effective. Zones may be subdivided into work groups (also called "bubbles") to further minimize contact

Below is a Testing Strategy based on zones allocated to cast and crew during the preliminary assessment, with distinct wording to indicate risk level;

1. **Zone A** (Hot zone, Red zone, Close Contact Cohort (CCC) etc.) This is defined as any perimeter within which activity occurs without physical distancing or the use of PPE. In most cases, this will

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[3] The Incubation Period of COVID-19 Disease 2019 (COVID-19) From Publicly Reported Confirmed Cases: Estimation and Application NCBI – USA Stephen A. Lauer, MS, PhD,* Kyra H. Grantz, BA,* Qifang Bi, MHS, Forrest K. Jones, MPH, Qulu Zheng, MHS, Hannah R. Meredith, PhD, Andrew S. Azman, PhD, Nicholas G. Reich, PhD, and Justin Lessler, PhD

mean performers/talent working on set with no protection alongside crew. It will include controlled points of access between different areas. Anyone part of this zones will be tested more frequently, and will have preference during on demand testing. Prior to entry into the bubble, they will also be requested to isolate to ensure confidence in test results. Membership of this group may also be dependent on location, in additional to length and frequency of attendance on set.

2. **Zone B -Essential Crew** – (Cold Zone, Yellow Zone, etc) This bubble is everywhere Production has a footprint that isn't part of the Close Contact Bubble or Zone A. The use of PPE and social distancing rules will be enforced strictly, with variations and modifications specific to certain production needs. This could be a Production Office, a trailer, a control room/truck or any workspace that a crew member may be performing work. People from this bubble are not allowed contact with people from the Close Contact Bubble Zone A, unless they are tested to the same standards or where risk assessed, rigorously practicing social distancing and wearing full PPE. Anyone part of this may be tested weekly or they may be asked to take a home test before arriving at site to incorporate them into the testing regime (time permitting). If there is a number of people in this group that need testing, then an on-demand testing solution may be sought. If not, a Zone B Yellow zone member may be asked to practice greater social distancing and not to be included in any departmental areas until a negative test result is received / incorporated into the testing regime.

3. **Wider crew** (Zone C, Zone D, Green Zone)- May also incorporated into weekly testing or at a such a distance that they do not present a risk to production e.g. Delivery drivers, couriers etc. If the production is creating a 'COVID-19 free zone' a separate area may be required to be set up away from production space to managed these crew members safely. Dependent on location and nature of business, some testing may be required for members of this group on certain productions.

There may be individuals that work across zones or may be prioritised due to their individual involvement with the production. They will be assessed individually, and the best course of action will be decided by the Production team, the H&S advisor and the CCO. They will generally conform to the higher testing requirements.

Local Lockdowns, outbreaks and clusters

In addition to the above, Productions should be aware of the infection rate in the area they are planning to work and adjust their planning accordingly. In areas where there are high rates of community infection, or the local authorities have implemented stricter measures, Production must ensure that they are acting in compliance with the local regulations. If working with contributors talent or crew who live in one of these areas, Producers should consider testing in addition to other mitigations.

10. Reporting and Tracing

RIDDOR (UK)

Guidance has been issued by the Health and Safety Executive (HSE) as to when it might be necessary to notify them under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

2013) when cast and crew become infected by COVID-19. The HSENI (Northern Ireland) has issued their advice as well.

The HSE advised that diagnosed cases of COVID-19 are **not reportable to them** under RIDDOR unless there **is reasonable evidence suggesting that a work-related exposure was the likely cause of the disease**.

You should only make a report under RIDDOR when one of the following circumstances applies:

i.   an accident or incident at work has, or could have, led to the release or escape of COVID-19. This must be reported as a dangerous occurrence
ii. a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to COVID-19. This must be reported as a case of disease
iii. a worker dies as a result of occupational exposure to COVID-19. This must be reported as a work-related death due to exposure to a biological agent

Testing Information Provision (UK)

As of December 2020, the UK Government have requested that all **onsite** Point of Care testing suppliers provide details of those being testing to Public Health England, or local health authority. Your testing provider should undertake this but do ensure that your Production arrangements include communicating that some personal information will be needed as part of the testing process. This includes:

- first name
- surname
- sex
- date of birth
- NHS number (if known)
- ethnicity
- current address (including postcode)
- telephone number (only in the case of SARS-CoV-2 positive or indeterminate results)
- email address (only in the case of SARS-CoV-2 positive or indeterminate results)

Confirm the information required with your testing providers and that they will supply it to Public Health England, or local health authority. Productions will be required to assist with the provision of this information.

Only Medical Practitioners will communicate testing information to authorities.

Test and Trace

Local 'Test and Trace' type systems in specific areas may request vital information from productions that may help limit an infection spread. Information that you retain about who is on set, when, how they travelled and who they worked closely with can be useful for identifying the scope of the infection risk. Acting in accordance with any directions from these systems in regarding to self-isolation may be a legal requirement – do ensure that for the area you're working, you know if people **must** isolate if notified by a Test and Trace system.

11. Workplace Physical Distancing & Hygiene Practices

A. Physical Distancing Requirements

Physical Distancing is intended to provide a safer environment by reducing the risk of potential

person to person infection.

- All production staff will continue to work from home, if possible.
- Where their presence is required on set, zones should be created which limit movement between the zones and they must be rigidly enforced.
- Incorporate on set one-way systems wherever possible to minimize requirement for passing closely.
- Practice good physical distancing by avoiding contact with others and maintaining distances of two (2) metres or greater from others, when possible.
- **Masks (surgical masks or suitable face covering) must be worn at all times on set, unless a specific exemption is in place or whilst on camera.**
- Breaks should be allocated throughout the day when crew can go to a suitable place (outside ideally) where they can remove their mask.
- Face coverings will be provided to all employees and contracted workers at no cost to the Employee, if they don't have their own. Reusable masks should be washed regularly.
  Specific types of masks are required for extended close contact work (FFP2/3 or N95 masks) or where working with vulnerable contributors.
- Even when the two (2) metres physical distancing spacing can be achieved, face coverings will be required.

Examples of physical distancing requirements (not all inclusive):

i. **Entrances/Exits**
   a. Where feasible, identify separate entry and exit points to facilitate one-way movement of pedestrian traffic. Post signage to direct employees/guests to identified paths.
   b. Ensure, at a minimum, two (2) metres spacing between security guards/receptionists and employees/guests at entry and exit points. Where necessary, install physical barriers/protective screening.
   c. Maintain two (2) metres physical distancing at entry and exit points for all entrants. Place markings at two (2) metres intervals to encourage proper physical distancing. Check that people proceed in an orderly fashion and do not stop or congregate with others for conversation unless done so outside while maintaining two (2) metres of separation and not impeding foot traffic.
   d. If access to areas where employees should not enter is restricted, consult with Production Safety (as applicable) and/or Fire and Life Safety to ensure emergency exit paths are not impacted.

ii. **Scheduling/Shift Changes/Wrap**
   a. Stagger breaks and lunch breaks in consideration of demands on other support services such as catering.

b. Stagger employee call and wrap times to limit the number of individuals arriving to and departing from work simultaneously.

c. Divide employees into groups so that the same group of employees are on premises at the same time or work together and structure work times so that the groups do not interact or comingle. Discourage and prohibit, where feasible, unscheduled visits to workplaces by employees.

iii. Physical Distancing during Meetings/Training

a. Maintain virtual meetings in place of in- person meetings for employees who are in the workplace.

b. Some in-person meetings, training sessions, cast reads may be necessary. These meetings are to be limited to a maximum of ten (10) persons, two (2) metre physical distancing practiced, where feasible, and all participants are to wear a face mask or covering throughout the meeting or training, except as doffing may be temporarily required for a specific reason such as donning a respirator for fit testing.

iv. Restrooms

a. COVID-19 is present in the stool of infected persons and as such, toilets and bathrooms are to be included in the enhanced cleaning program. Employee use of them should be as brief as possible. Grooming, application of make-up and oral hygiene is discouraged while in the communal spaces.

b. The two (2) metre physical distancing rules apply in the restrooms which may entail limiting the number of occupants permitted in the restroom at a time and may involve removing from service stalls and urinals to ensure proper physical distancing.

v. Production Offices

a. The Production office should be limited to the use of those that need to use it. Avoid people coming in and out frequently.

b. High touch areas such as the telephone, keyboard and desk surface should be routinely disinfected by the occupant to reduce hand to surface contamination.

c. Open office areas require workstation separation between employees of at least six (6) feet / two (2) metres. All workspaces should be assigned with no shared offices or workstations. Install partitions/barriers as needed.

d. As a rule of thumb, open office occupancy of less than 25 percent is required to achieve physical distancing for employees seated and to still allow some movement. Employees should disinfect their work surface, phone, keyboard and any other high touch surface or object at the start of each shift.

e. To aid physical distancing, consideration should be given to applying tape, stickers or other markers to the floor in open office areas to visually demarcate two metre increments.

vi. Common Areas, including kitchens

a. Signage should be posted to communicate maximum occupancy and floor decals should be used to indicate proper spacing in areas that lines may form.

b. Hallways, where feasible, will be designated and marked for one-way travel to avoid employees having to cross in close proximity and violate physical distancing.

c. Other common areas such as break rooms, collaboration spaces, and auditoriums office space should allow for physical distancing parameters to be met.

vii. **Rest Areas**

Rest areas are very important but may need some reconfiguration and planning around breaks to ensure rest areas are as safe as possible, controls to consider are;

a. **Physical**

o Consider adapting layout to encourage people to sit apart.

o Water/coffee dispensing - increased cleaning will be required with disposable single use vessels. Staff should be encouraged to bring their own

o Crockery, eating utensils, cups, etc. should not be cleared/cleaned by others; this can be achieved by bringing items from home which the owner would be responsible for cleaning and ensuring they were identifiable. Alternatively, disposable items may be provided (disposal arrangements should be established). The environmental impact should also be considered within the decision on how to approach this. If neither of these is achievable a protocol and cleaning regime would need to consider the risks to those providing these services.

o Provide easy access to handwashing/sanitiser facilities within rest areas to encourage regular use especially where people are eating.

o Consider provisioning sanitising wipes outside restrooms so individuals can wipe on the way in to support regular cleaning.

o Any food or beverages supplied should, where possible, be pre-packed. If on-site catering is essential the UK Government guidance for food businesses[4]. should be adhered to strictly

b. **Planning**

o Schedule breaks to keep occupancy levels as low as possible.

o Provide clear signage and advice on maintaining good hygiene and other precautions.

o Restrict numbers of people in toilets at the same time and arrange for regular cleaning of facilities.

c. **People**

o Encourage people to put rubbish directly into the bin to reduce the need for cleaning up.

o If there is a queuing system used, ensure that directions around this are clear

viii. **Stages**

i. Use of stages to be managed carefully – activities on stage can be higher risk (dancing, singing etc) and back stage areas are often narrow and do not lend themselves well to social distancing.

ii. Additional planning will be required to identify the risk of the use of the space and if one-way systems can be established to avoid unnecessary contact.

iii. Stage crews are to practice physical distancing whenever feasible and to wear face coverings. Hand washing is encouraged due to the possible handling of tools and materials by multiple people.

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[4] https://www.gov.uk/government/publications/COVID-19-guidance-for-food-businesses/guidance-for-food-businesses-on-COVID-19-COVID-19

Advice should always be sought from your health and safety advisor when planning activities involving stages, during the pandemic.

ix.   Production Related Transportation

   i.   Communal transportation on buses or vans requires limiting the number of passengers to loads that allow for physical distancing. Riders are also required to wear a face covering for the duration of the transport.

   ii.   Physical distancing can be achieved on buses by such means as alternating seating by aisle and by also leaving an empty row between passengers.

   iii.   The pattern of seating and vehicle occupancy will dictate the allowable passenger load.

Other Physical Distancing Considerations

   i.   Where possible identify separate entrances for contractors.

   ii.   Eliminate the use of shared water fountains/dispensers.

   iii.   Develop protocols for deliveries of essential and non-essential items to limit risk.

   iv.   Establish security protocols to ensure compliance with physical distancing and

   v.   control measures.

   vi.   Eliminate contact with others, such as handshakes or embracing co-workers, approved visitors, or friends.

   vii.   Minimize face-to-face contact between those present and assign work tasks that allow them to maintain a distance of six feet from others

   viii. Avoiding touching surfaces touched by others, to the extent possible

   ix.   Avoid anyone who appears to be sick, or who is coughing or sneezing (report sick people to appropriate resource such as CCO, Supervisor, Security, Safety, etc.)

   x.   Avoid gatherings of people anywhere on set:

   xi.   Do not allow any meeting or group to form with more than 10 persons, even when the meeting area is large enough to accommodate appropriate physical distancing of two (2) metres.

   xii.   Face covering/masks must be worn and consideration should be given to implementing additional engineering, PPE and/or administrative controls, as appropriate.

B. Employee Workplace Hygiene and Safety Practices

The likelihood of catching COVID-19, where no control measures are in place, is very high.

Employees must adhere to the measures identified below to help minimize exposure.

   i.   **STAY HOME IF YOU ARE SICK** – do not come to work. If you're displaying symptoms, isolate and request a test from the health services.

   ii.   All crew will work from home, unless they are unable.

   iii.   Inform your supervisor if you have a sick family member at home with COVID-19. Follow Guidance – Caring for Someone at Home.

   iv.   Wash your hands often with soap and water for at least 20 seconds. Use a sanitizer with at least 60% alcohol if soap and water are not available. NHS Guidance - When and how to wash hands.

   v.   Avoid touching your eyes, nose or mouth with unwashed hands.

   vi.   Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20

seconds. Use a sanitizer with at least 60% alcohol if soap and water is not available. Learn more about coughing and sneezing etiquette on the NHS website.

vii.   Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfections. To disinfect, use products that meet the PHE's criteria for use against COVID-19, may also be labelled as SARS-CoV2, and are appropriate for use.

viii.   Avoid using other people's phones, desks, offices, or other work tools and equipment, when possible.

ix.   In the course of performing their duties, various employees may enter retail establishments during the workday. Applicable public health guidance should be followed, including use of face coverings. Employees will practice hand hygiene before entering retail establishments and after exiting.

x.   In indoor spaces, ventilation systems and other measures should be used to increase circulation of outdoor air as much as possible (e.g., by opening windows and doors, using fans, and other methods).

12. Disinfection and Maintenance

Disinfection measures are put in place and conducted routinely (schedules shared with crew), based on frequency of use, to disinfect work places, surfaces, and equipment. A detailed cleaning and disinfection frequency table is included in the attachments section.

A. Communication

i.   All crew must be made aware of the locations of soap and water. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure adequate supplies are maintained.

ii.   All crew will be required to complete a **safe-set training for COVID-19** which they will be instructed on cough etiquette, hand and surface sanitation, and illness identification.

iii.   Place posters (that encourage hand hygiene to help stop the spread at the entrance to each location, and in places where they are likely to be seen.

iv.   Discourage hand shaking – encourage the use of other non-contact methods of greeting.

v.   Place hand sanitizers in multiple locations to encourage hand hygiene. Production will–work with supply chains to address shortages in availability to keep production.

vi.   Identify the Disinfection Team Lead. The Disinfection Team will be trained and equipped to use special PPE to ensure they are safe when using potentially harmful chemicals for disinfection.

vii.   Crew may be informed if/when locations were sanitized and disinfected prior to re-opening and depending on use.

B. General Cleaning and Disinfection

i.   When using hard surface sanitisers, a commercial-grade combined detergent / sanitiser that conforms to **BS EN 1276 or BS EN 14476** should be used. This will be stated on the product label or product information sheet. This standard guarantees it will kill the organism provided you use it in line with the manufacturer's instructions.

ii.   For electrical equipment such as cameras or keyboards we recommend using an alcohol such as propanol or ethanol. Alcohols are good at killing germs and 'flash off' quickly leaving no residue.

iii.   Ventilating the area while cleaning is also recommended. Cleaners should be reminded to never mix different cleaning products together as they could create harmful fumes.

iv. Communal areas will be regularly and topically cleaned and disinfected by a dedicated cleaning team.
v. Care, consideration and suitable time will be taken to check that any equipment used has been properly disinfected prior to use.
vi. Disinfection stations will be set up around the workspace so that hand sanitizer, cleaning spray, wipes, and towels are available within easy reach.
vii. Shared workstations will be cleaned and disinfected between users.
viii. Consider using anti-bacterial foggers between each workday to tackle residual virus on surfaces.
ix. Locations will be cleaned using the Cleaning Protocol and will be consistent, unless triggered when an active employee is confirmed positive for COVID-19 by a medical doctor. At that time the cleaning protocol will be carried out by an external professional service.
x. All employees have an active part in disinfection:

  a. Good personal sanitary practices including washing your hands after bathroom use are expected.

  b. Production will keep the site supplied with soap, water and hand sanitizers.

  c. Personal equipment should be disinfected prior to and after use, by the user.

C. Keeping your Production Areas Clean

Implement the **ViacomCBS Enhanced Cleaning and Disinfection Protocol** including the steps, materials, and frequency required to disinfect workplace surfaces, including high touch areas and common spaces to protect
employees.

General Office Space

- Ongoing enhanced cleaning/sanitization of all shared, common and high touchpoints/areas in conjunction with good housekeeping by department.

Meeting Rooms

- Only arrange in person meetings if <u>absolutely necessary.</u> Conduct these only where ever possible.
- Ensure that you have the room for the meeting to conducted in a socially distanced manner.
- Implement a process to clean between meetings
- Have cleaning/disinfection materials available in meeting room for self-use
- Implement an end of day/daily cleaning process to sanitize all surfaces, including high touch surfaces such as door handles, light switches, remotes, touchscreens, etc.

Restrooms

- Place reminder of thorough hand washing technique
- Check that ample amounts of soap and paper towels are available in all restrooms and include a hand sanitiser option
- Check the cleaning regime currently in place at the location and ensure that toilets are frequently cleaned throughout the day.
- If multiple toilets are available and you are utilizing bubbles, designate separate toilets to the different groups.

Kitchens and coffee machines

- Place reminder signage to wash hands before and after using the kitchen facilities
- Have disposable kitchen gloves, disinfectant wipes and hand sanitizers available

- Communal food should not be served at this time,
- Snacks should be pre-packaged.
- If water fountains and water bottle refill stations are in use, check that cleaning supplies are available and the cleaning process by the vendor is increased (consider alternate single serve water sources).

Computer screens, desk phones, mobile phones, tablets and keyboards

- Have appropriate electronic cleaning wipes available
- Have employees clean their equipment at the beginning of the work day and periodically during the day as necessary
- Do not share equipment

D. Deep Cleaning and Disinfection Protocol (Post Event)

Note: For ViacomCBS purposes, deep cleaning is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that are administered by an external third party.

i. COVID-19 deep-cleaning and disinfection is triggered when an active employee is identified as being COVID-19 positive by testing or when an employee is being managed as a "presumed" positive case.
ii. Deep cleaning must be performed as soon as possible after the confirmation of a positive test, or after the notification of a presumed positive, when practical.
iii. Contact and area tracing will define the scope of deep cleaning/disinfection.
iv. Identify an approved external company that should carry out the deep cleaning activity, this company must have the minimum requirements of:
    a. Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
    b. Proper equipment and PPE to perform the task
    c. All necessary procedures and local authorizations or permit to perform disinfection services and manage any wastes generated.
    d. Use of approved COVID-19 disinfectant chemicals to perform this activity (see PHE approved material)
v. PPE requirements for the Deep Cleaning team:
    a. The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste.

Disposal

At the end of the process the cleaning company must follow the local regulations to dispose all the PPE and cleaning material used in the proper manner.

Fogging

Fogging is a process where a biocidal cleaner is heated and sprayed in a fog form. Micro droplets hang in the air for approximately 10 minutes (they do not sanitize the air) and then cover all areas often missed

by conventional cleaning methods and because it's in a fog form the mixture is able to permeate hard to reach spots killing all airborne, surface viruses and bacteria it comes in to contact with.

While any water-based disinfectant can be used for fogging, it is important to choose one that is non-toxic, odourless and for disinfecting large areas, fogging is an ideal solution. The technique is relatively quick to carry out with premises completely safe to re-occupy after just two hours. Depending on the product used in the machine, this can be effective against other potentially harmful organisms, not just COVID-19.

There are a range of fogging machines available for different purposes – they can be effective for quickly treating large productions areas, such as studio space. There is some repository risk around the use of fogging and possible inhalation of chemicals, and so it must be managed safely. Please note that fogging systems are not suitable for use in areas where sensitive electronic equipment is present e.g. galleries, OB vehicles etc. There are different types of fogging machines for different environments and advice of your Health and Safety advisor should be sought.

E. Disinfection of Packages

i. The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported, advising that, "The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low."

ii. The virus generally is not thought to survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus.

iii. If there are concerns about possible surface contamination consider these steps:
   a. Wash your hands frequently with soap and water
   b. Use hand sanitizer when soap and water are not available
   c. Avoid touching your face, eyes, nose or mouth

iv. If packaged materials have been in transit and/or storage at the facility for more than 48 hours from last human contact, no further action need to be taken. While not necessary, where employee apprehension remains high, sites may suggest the following additional precautions:
   a. Disinfect surfaces with a 10% bleach (9 parts water and one part 5.25 % sodium hypochlorite – household bleach) solution made fresh daily, or a hospital grade disinfectant - as appropriate to the surface(s) being treated (noting that these chemical agents should only be used by trained and authorized personnel wearing appropriate PPE).

v. Consider disallowing personal deliveries and/or package shipment to the workplace.

13. Travel Safety

i. Avoid all non-essential domestic and international travel. Under no circumstances should travel be undertaken when you are sick.

ii. Infection rates are variable and the reliability of reporting Case numbers cannot be verified. A negative Covid test should be received before air travel as per ViacomCBS travel policy

iii. Check the [Veoci dashboard](#) on current restrictions and approval requirements. Additional senior leadership authority will be required for travel outside your country and travel cannot be booked without the authority having been granted.

iv. Note: Be aware that many areas have 14-day self-quarantine requirements when entering their country/city.

v. Stay abreast of local outbreaks and trends, including local public health guidance and restrictions on travel using the [GSOC Veoci website](#)

vi. Identify local medical personnel in advance that could assist with care of employees in the event of COVID-19 symptoms. Staff are encouraged to download [TripHub](#) and [iSOS Apps](#) prior to travel to receive updates on the destination of travel.

vii. Whenever possible, those traveling for productions should not bring family members or other non-essential personnel.

viii. Avoid using mass transit where spacing between passengers is difficult to control.

ix. Consider alternate transportation (Uber, black car, use of personal cars with parking, etc.)
If you must travel:
   a. Avoid contact with sick people
   b. Consider booking travel on flights and mass transit during off-peak hours to better allow for adequate physical distancing.
   c. Wear a mask/face covering when in a vehicle/airplane/train, etc. with others, when in close proximity to others or in a crowded area
   d. Avoid touching your eyes, nose, or mouth with unwashed hands. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
   e. It is especially important to clean hands after going to the bathroom; before eating; and after coughing, sneezing or blowing your nose

14. Production Specific Control Measures

In addition to the general safe set protocols outlined in previous sections, unique considerations for specific production related activities and departments are addressed in the following sections.

A. Employees Working in Close Proximity to Performers

Applicable to hair stylists, make-up artists, costume designer, costumers, wardrobe department personnel, sound technicians, property persons, studio teachers and special effects technicians. Employees conducting routine work tasks for the aforementioned departments are not always able to maintain physical distancing. A testing programme may be required for any extended close contact work.

- After workspaces to permit physical distancing.
- Control the entrants to trailers and other workspaces.
- Employees in close proximity should wear a face covering at all times and perform hand hygiene before and after the encounter.
- All tools and/or equipment associated with the activity will be disposed of or cleaned and disinfected as appropriate between each use.

B. Performers/Talent/Cast

i.   Activities conducted by performers/talent/cast frequently place them in close contact (i.e. less than two (2) metres) with other performers or crew, including but not limited to hair stylists, make-up artists, stunt coordinators, costumers and wardrobe personnel. Face coverings may not be practical during many of these activities. Additionally, certain activities such as fight scenes or intimate scenes could theoretically increase the risk of transmission.

ii.   Practice physical distancing where possible.

iii.   When maintaining physical distancing is not possible (e.g., between a performer and make-up artist) and the performer cannot wear a face covering, conduct activity in the shortest amount of time possible, and the employee will wear a face covering and observe hand hygiene practices.

iv.   Keep the number of people involved in close proximity with a performer to a minimum.

v.   Where a performer requires work by more than one make-up artist/hairstylist, make-up artists/hairstylists should observe appropriate PPE requirements, and both performer and make-up artist/hairstylist should observe hand hygiene practices immediately before and after completing the task. **Masks worn should be N96/KN95, FFP2 or FFP3 standard and be accompanied by a visor.**

vi.   Implement measures to minimize scenes with close contact between performers, such as amending scripts or use of digital effects.

vii.   Stand-ins will wear face coverings even if the performer they are standing in for may not.

viii. Where practical, adjust shooting schedules to minimize the amount of back-and-forth travel needed by principal performers.

ix.   Limit visitors to set to those who are essential to the production process. If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to symptom screening and/or temperature screening, and PPE requirements. When performers are in a holding area, waiting to be used in a production, performers must adhere to the recommendations outlined herein, including recommendations regarding physical distancing and the use of PPE. When it is possible to do so consistent with their job duties, performers should wear a face covering. When wearing a face covering is not possible, such as when on camera or after makeup has been applied, minimize the number of people in close contact with the performer.

x.   As soon as possible after filming a scene, the performers should put on their face coverings and/or physically distance themselves.

C. Close Contact Work – Bubble Systems

i.   Close contact in bubbles will only be considered when all other mitigations have been discounted including adapting editorial onscreen requirements.

ii.   Close contact periods will be restricted to the shortest time practicable.

iii.   Expert H&S and Medical advice to be sought, and the rationale set out in a detailed risk assessment.

iv.   Each bubble of individuals to be kept to the absolute minimum number of members possible. Members should, as far as possible on set, only mix with other members of the same cohort.

v.   A number of bubbles may be established on a single production dependent upon the interaction requirements of cast overall.

vi.   Mixing or swapping between bubbles to be kept to an absolute minimum. Someone can only be a member of one bubble at any one time and if someone wants to move from one bubble to another the full process for joining a bubble has to be adhered too.

vii.   Consultation with those involved throughout the process of setting up the bubble is of paramount importance; individuals to clearly understand the situation and the effectiveness/limitations of the risk mitigations being introduced and where possible any requirements in relation to bubbles should be established at the casting stage.

viii.   Bubble members should be easily identifiable as a member of a specific close contact cohort (e.g. colour coding groups).

ix.   All social distancing and other risk mitigations to be complied with by cohort members when not engaged in the specific interaction required for the production.

x.   Any members of a proposed bubble or their household members (including if bubble members have caring responsibilities) who have COVID-19 vulnerabilities to be identified prior to production and appropriate adjustments made, with input from suitable experts if required to help further mitigate the risk to vulnerable groups.

xi.   Consideration to be given to the levels of social contact outside the production for members of a bubble and any limitations to this that may be considered appropriate, these should form part of the consultation with those involved. As a minimum, members of bubbles to adhere to the wider government guidance that is place at the time – particularly in relation to social distancing – but productions may want to review on a case by case basis and put bespoke measures in place if appropriate.

xii.   Anyone who has a positive test but does not have symptoms must self-isolate for 14 days and follow any other guidance and instructions in local guidance.

xiii.   All other members of that bubble who have been in close contact with the individual must self-isolate for 14 days and be symptom-free and provide a negative test before they can recommence activity on production.

D. Casting and Auditions

i.   Casting will be conducted virtually via self-tape, online video conference, or other applicable technology whenever possible.

ii.   If that is not feasible, or for any additional calls or live sessions necessary, the session will be conducted where there is sufficient space large enough to accommodate two (2) metres physical distancing in all directions.

iii.   If performers will not be wearing PPE during their audition, a Plexiglas partition may be used as a barrier between the performers and those observing the audition and cleaned between performances along with any furniture, props, etc.

iv.   If no barrier is present, increase the physical space between those observing to those auditioning beyond the two (2) metres physical distancing standard.

v.   There should not be more than one individual auditioning at a time except for legitimate pairs (e.g., household members, domestic partners, roommates).

E. Animal Performers

There is presently no data to suggest that companion animals/pets such as dogs and cats serve as vector for transmission of COVID-19 to humans.

i.   Animal handlers/trainers will receive training on COVID-19 prevention and must follow all rules regarding physical distancing and PPE.

ii. Animals will not be handled by others except those necessary for shooting a scene; i.e., no petting, cuddling, feeding. All those involved in touching animals must perform hand hygiene before and after.

iii. Other animals not involved in production such as personal pets are prohibited from sets. (Please note that Service Animals are permitted on set)

F. Minors

i.   As minors may have difficulty adhering to physical distancing, wearing PPE, and practicing hand hygiene, they will be kept off set to the extent possible. Face coverings will not be used for children less than 2 years of age. Certain mitigations may be required depending on the age of the child.

ii.   Extra personnel on set with a minor should be limited to what is required for local licensing requirements.

iii. Visitors should be limited unless their presence is absolutely necessary. If visitors must come, they will be subject to the same guidance as cast and crew, including, but not limited to symptom screening and/or temperature screening, and PPE requirements.

iv.   Physical distancing and face coverings should be used at all times on set, including in school areas. Where possible, studio teaching should be done via Zoom or other virtual technology. If teaching is happening in a physical classroom, then face coverings must be required and social distancing guidelines should be followed. NHS guidelines for schooling should also be followed.

v.   Where possible, rest and recreation should occur in outdoor areas, with face coverings required and social distancing guidelines enforced.

vi.   Talent under the age of 18 should have their own designated dressing room location that has been altered to accommodate social distancing as much as possible, taking into account space for the parent and the welfare worker/studio teacher. Designated hair/makeup/wardrobe staff will go to each such dressing room location, will wear PPE a required by the COVID-19 Production Safe Set Protocols, and will comply with all other hair/makeup/wardrobe requirements in the COVID-19 Production Safe Set Protocols.

vi.   Consider having visors available for certain minors. Visors do not replace the need for face coverings.

vii. Communicate with the approved health screening vendor if minors are participating in the production. Minors may require assistance from their parents, and consideration should be given to any necessary medical equipment specific to minors.

viii. If production has been approved to travel domestically or internationally, consider quarantine and immigration requirements for the minor, the parent, and any studio teacher who may travel.

ix.   Sufficiently stock age-appropriate single-serve/individually wrapped meals and snacks for minors.

x.   ViacomCBS Child Protection Policies must be followed at all times

G. Food and Beverage

Although COVID-19 is unlikely to be spread through food or beverages, the unique
considerations for catering and craft services are addressed below.

i. Those responsible for preparing and distributing food must clean their hands with soap and water or hand sanitizer prior to beginning food preparation and/or distribution and regularly thereafter.

ii. All local public health regulations regarding preparing and distributing food must be followed, including regulations regarding the use of appropriate food service PPE (hairnets, gloves, and face coverings), safe food temperatures, etc.

iii. As face coverings cannot be worn while eating, adequate eating space should be provided to ensure physical distancing can be maintained during meal periods.

iv. Handwashing facilities and/or hand sanitizer will be readily accessible at the entrance of any designated eating area and must be used when entering and leaving the area.

v. Stagger mealtimes in a manner designed to avoid the gathering of large groups in the same location at the same time.

vi. All eating surfaces will be cleaned and disinfected before and after use.

vii. Self-serve communal "buffet style" food service, including salad bars, trays of food, or any food service that requires sharing of utensils such as serving spoons or tongs should be eliminated and avoided.

viii. Meals and snacks will be served in individually packaged or wrapped portions. Avoid hared communal trays or bowls.

ix. Eating utensils will be disposable and individually wrapped.

x. Employees are discouraged from leaving the job site to obtain food, during the course of the workday, whenever possible.

xi. Off production offices, meeting rooms and other workspaces will have infection control protocols for use, especially when used for providing impromptu meals, snacks, and coffee. Likewise, breakrooms, microwaves, dishes and food deliveries require regular cleaning and physical distancing.

xii. If food is to be delivered to the job site, one or more staff will be designated to receive the delivery. Appropriate face coverings and/or PPE must be worn when interacting with the delivery person, and hand hygiene should be performed after handling the delivery. Cast and crew who bring their own food are encouraged to bring food that does not require refrigeration or heating/microwaving.

xiii. Consider options for cast and crew to place orders ahead of time to minimize the amount of time they must wait in line. Consider addition of Plexiglas (or similar) barriers between servers and/or employees.

xiv. Avoid using or sharing items such as menus or condiments such as salt and pepper shakers. These items should be disposable and single serving.

xv. With regard to catering trucks, drinks will be individually packaged or, if drinks are to be dispensed from a water station, soda fountain, coffee machine or similar equipment, receptacles should not come into contact with dispensers.

H. Props, Costumes, Accessories, Wigs, and Other Specialty Items

Generally, the low survivability of COVID-19 on surfaces means that there is likely very low risk of spread from these objects. However, due to inability to clean many of these objects, special care should be taken.

- As many of these items have unique cleaning requirements, responsible departments will continue to clean such items in the customary manner.
- Hand props should be cleaned and disinfected before and after use, along with any items used in a person manner with may increase risk (e.g. Microphones).
- Proper hand hygiene will be practiced before and after handling props, accessories, and other items.

I. Transportation

i.   Private (i.e., self-drives) or production-provided transportation to and from sets, offices, and locations will be prioritized over mass transit/public transportation whenever possible.

ii. All drivers and passengers should wear face coverings. High-touch surfaces in vehicles should be cleaned and disinfected frequently throughout the day.

iii. Where neither of the preceding alternatives is available or reasonably practical under the circumstances, public transportation may be used.

iv. While in transit, employees will wear face coverings per local public health guidance.

v.   Whenever it is reasonably possible to do so, employees will maintain a distance of at least two (2) metres from the driver and other passengers, if any. During travel and upon disembarking, employees will practice hand hygiene.

vi. Where public transportation is used and when practical, travel will be arranged to avoid peak travel times, if practical.

J. Locations

Physical

i.   Outdoor filming is preferable (although ideally not in a public space).

ii. General ventilation
   a. Good ventilation can help reduce the risk of spreading COVID-19, so focus on improving general ventilation, preferably through fresh air or mechanical systems.
   b. Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).
   c. Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained.
   d. The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.

iii. Air conditioning
   a. The risk of air conditioning spreading COVID-19 in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.

b. You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.

c. You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.

d. If you're unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser.

iv. You should ensure that you can demonstrate that you have put in place all reasonably practicable measures (as per this and other applicable guidance) to maintain a 2 metres separation in the workplace. Where 2 metres cannot be achieved, consideration should first be given to redesigning the activity to allow for 2 metres separation and then for 1m separation plus additional mitigations (as set out in any applicable guidance) to provide added protection against transmission risk where it isn't possible, this should be justified in your risk assessment. Where social distancing guidelines cannot be followed and the activity needs to go ahead then all mitigating actions possible need to be taken to reduce the risk of transmission (guidelines can be found in the close contact cohort industry protocol).

v. Physically maintaining 2 metres separation between individuals would require 4m² per person in a clear space or 6m² in a space with furniture or equipment. Taking these figures, a large 15,000 sq. ft (1380m²) stage with could accommodate c230 people while a smaller set of 4,500 sq. ft (400m²) could hold c60.

vi. Have large enough areas for crew 'holding' to enable alternating teams in the working area.

vii. If you are using location vehicles where the physical footprint of the vehicle doesn't allow for social distancing, you should ensure you are minimising people and introducing other appropriate measures such as those detailed in the work activity section.

viii. If households are being used as filming locations (presenters' homes for example) consideration must be given to the risks being introduced to these environments, through the introduction of any equipment or additional people for example. Testing should be considered to mitigate risk.

ix. Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

x. Make sure there are places to wash hands for 20 seconds with soap and warm water and/or sanitiser stations as appropriate.

xi. Ensure that any sanitiser gel is effective (minimum 60% alcohol gel).

xii. If you are filming at a location/facility you should confirm appropriate cleaning arrangements prior to gaining access and regular cleaning provision whilst you are on site, cleaning guidance[5] is on the UK government website.

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[5] https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings

xiii. If you are planning on filming overseas you will need to consider travel, accommodation and healthcare availability and will need to seek support from your health and safety advisor and engage with International Security to secure a Risk profile on the locations

Planning

i. Confirm that production will have exclusive use of the facility for the duration of the shoot, including prep
ii. Use floor markings to mark the 2 metres distance, particularly in the most crowded areas.
iii. Institute one-way routes to minimise numbers - e.g. staircases may be designated as only up or down and marked as such.
iv. If shooting in inclement weather, provide adequate shelter facilities such as tents to allow physical distancing of employees.
v. For exterior work, prioritize locations with access to hand-washing facilities and/or provide ample mobile hand hygiene stations.
vi. When planning entry/exit routes ensure you also consider emergency access/exits and if one-way routes would apply in these circumstances.
vii. Identify specific roles/responsibilities to reinforce key messages around hygiene and social distancing. Such as individuals nominated on the crew to regularly remind and reinforce key messages on the requirement to remain 2m apart and measures that have to be followed on set to achieve this (one-way routes, where to occupy at rest times etc).
viii. Provide appropriate signs and messaging for key hygiene and distancing messages; this may include daily crew briefings for example.
ix. Provide appropriate signs and messaging on symptoms of COVID-19 (COVID-19) and when not to come into work, these should be reinforced in appropriate locations.
x. If you are filming in spaces the public can access clearly mark filming areas and provide information on any restrictions in place, such as numbers of people in the area, at entrance/exit points.
xi. Avoid locations that recently have been occupied or used by people who may have been infected with COVID-19, if possible.
xii. If an occupied private home or building location is required for shooting, the occupants should be asked about signs/symptoms of COVID-19 and should vacate the premises for proper cleaning and disinfecting prior to pre-production and production employees entering the facility.
xiii. For small crews filming on location in public spaces consider the need to discourage members of the public from gathering to watch and an appropriate way of achieving this.

People

i. Make sure people are instructed and monitored in adhering to good practice for infection control:
   ○ Social distancing.
   ○ Hand hygiene.
   ○ Not touching the face as much as possible and wash/sanitise hands if face is touched.

- Minimising the passing around of objects or documents by placing them down so they can be cleaned and picked up by the person they are being passed to.
- Minimising the touching of shared surfaces (e.g. door-handles, keyboards, table-tops, etc.) and wiping them down regularly.
- Forms can be placed in a cleanable plastic wallet.

ii. Encourage people to move to other holding areas rather than occupying areas that are directly adjacent to filming activity where they would traditionally be on 'standby'.

iii. If members of the public do gather to watch, if necessary, stop filming and wait for the public to disperse.

K. Audiences and Events

i. Audiences present a high risk scenario: **As such, where audiences are being considered you are advised to contact ViacomCBS International Security and Health and Safety advisor to discuss viability.** Where agreement has been reached within your approved production plan, you should

ii. Consider if the space you want to use is suitable for the number of people undertaking the activity you have planned. Remember that activities like singing, shouting and yelling present a higher risk. Identify if there is sufficient room for social distancing and if there are enough natural ventilation sources to refresh the air in the space.

iii. Identify a seating layout that presents the lowest risk and maintains a suitable distance between audience members – this may be removing seats or utilising tables

iv. Try to organize your audience members in household groups or bubbles – work with your audience or ticketing management company or to achieve this

v. Identify how you can reduce risk of COVID-19 entering your site prior to audience arrival – health declarations and temperature testing upon arrival can help you identify additional risk

vi. Ensure that you implement a system that reduces the need for audience members to have to come into close contact with anyone not in their bubbles – one-way systems will be useful, though may require marshalling and guidance to ensure they're used.

vii. Contact Tracing may be required by your local authority.

viii. Consider the additional cleaning that will be required for commonly touched areas such as handrails and door handles.

ix. Ensure that you have sufficient supplied of hand sanitiser located in convenient places for audience use.

L. Location scouts

i. Evaluate the suitability of the location as much as possible before physically visiting

ii. Only one scout in a location at any one time and encourage location owners to provide a single representative accordingly (where the location is situated in a higher risk environment, advise should be sought from your health and safety advisor prior to booking travel etc)

iii. Use shoe coverings when accessing interior locations

iv. Utilize technology to share location photos, minimize need for printing

v. Define strict guidelines for conducting tech scouts on location, such as:
   a. Only designated 'essential' crew will attend

b. Provide adequate number of transport vehicles so that physical distancing can be observed with possible use of personal vehicles
c. Facilitate online access for non-essential crew, e.g. 3D-images, live streaming, photos sharing
d. Provide an electronic tech scout pack, including plans of all sites
e. Adhere to protocols and plan for additional time (days) for prep, shooting and strike at locations to complete relevant tasks:
f. Follow disinfection and sanitation schedule every day,
g. Check that that relevant posters are appropriately displayed (e.g. hand washing guidance, proper cough etiquette)
h. Keep interactions between departments to a minimum
i. Control access to the location
j. Allow additional days for VFX Lidar scans, etc.
k. Designate area for third party deliveries
l. Work with production to determine appropriate time for a dressed set quarantine period

15. Other Considerations

A. Visitors Prohibited

i. No unauthorized or unexpected visitors will be allowed on site. This includes limits to talent entourages where prior agreement must be reached on numbers.

B. Monitoring

ii. Production will be continually monitoring the COVID-19 situation on a daily basis, and liaising with leading health organizations such as the PHE and other medical advisors as the situation progresses.
iii. These Protocols will be frequently reviewed and updated where applicable.

C. Further Information & Advice

i. For further information on the UK situation for COVID-19, please refer to the UK Government website https://COVID-19.data.gov.uk/
ii. Specific guidance on COVID-19 was issued on 5th June 2020 by the British Film Commission and can be found on their website. BFC COVID-19-10 Guidance.
iii. Please refer to The Yellow Book from First Option for further details around production controls. This is updated regularly in line with COVID-19 developments.
First Option are available to advise all ViacomCBS staff on specific safety issues, review documentation or suppliers of safety services or equipment related to COVID-19. They are contactable on 0203 301 1256 or advice@firstoption.group

16. Training

Training programs will be developed in accordance with industry standard practices and content outlined in this safe set protocol. It is very important that ALL employees understand the health and safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and

prevent the spread of COVID-19. Training on the measures to reduce the risk of COVID-19 infection is mandatory.

A. Training program objectives:

 i. To educate staff on the return to work protocols and procedures implemented for their safety and protection

 ii. Set expectations for employee behaviours that will help mitigate risk at work and at home

 iii. Provide employees information and resources regarding good hygiene practices, health, and wellness

B. Training and materials will include:

 i. Company's COVID-19 Response

 ii. Signs & Symptoms of COVID-19

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

 iii. Daily Self-screening for Symptoms

 iv. Isolation Protocol

 v. Physical Distancing Measures

 vi. Personal Hygiene and Proper Hand Washing,

 vii. Disinfection Measures

 viii. Policies and procedures related to COVID-19 on set or in offices

 ix. Personal Protective Equipment (PPE)

 x. Protecting Yourself at Home

 xi. Preventing Cross Contamination

 xii. Psychological impact of the crisis

All employees who have responsibility over the safe execution of a production must have had COVID-19 awareness training as a minimum. See http://ehs.viacomcbs.com/online-training/training-in-english/

Version Control

Version	Created/updated by	Comments
V1	Jonas Matz	For use on Paramount Feature
V2	Terri Nicholson	Updated per UK Legislation May 2020
V3	International Security team	October 2020
V4	International Security team	Updated per Virus Developments December 2020
V5	International Security team	Updated per Virus Developments and UK Legislation Jan 2021