



**LOCATION ADDENDUM**

**Production Partner:**

**Production/Show Name and Episode Number(s)** (*Show Name and Season – Ex: DynastyS4, Episode 402*):

**Short Description of Work/Scene to Be Performed:**

**Location:**

**Has the COVID Compliance Officer/Supervisor scouted the location, assigned the appropriate number of team members to the location, and determined the location is COVID compliant?**                      **Yes**                      **No**

**If location is an interior space, describe HVAC system:**

**Any special considerations for this site/location?**

**Target Start Date:**

**Target End Date:**

**How many people involved?**

**Crew:**

**Cast:**

**BGs/Extras:**

**Testing – describe where testing will be located.**

**Catering – Attach a diagram of catering area or describe plan to maintain social distancing/COVID protocols in Catering Area (*not set*):**

**Include photos/maps/diagrams of the location (*may be submitted as a separate attachment*).**

**If the location has COVID-19 protocols in place, please attach (*may be submitted as a separate attachment*).**

**Additional Comments:**

**POLICY ASSUMPTIONS:**

**Social Distancing Protocol**

- a. Any preparation work for the session will be done ahead of the session to minimize time onsite.
- b. A Zoom call will be completed with Talent ahead of the session to walk them through health and safety protocols, including social distancing and the need to wear PPE.
- c. ViacomCBS training videos will be sent to the actor ahead of each session to highlight all our health and safety protocols including social distancing.
- d. The session(s) will be conducted in a socially distant environment with an actor/talent in an isolated booth and a mixer in a studio. They are separated by a glass window and will have no physical contact.
- e. Furthermore, when Talent arrives onsite, via their own vehicle, they will text the operator that they are on site.
- f. The operator will give the actor authorization to enter into the building, the actor will enter at street level of the building and then follow signage straight to studio. If an elevator is required, only one person is allowed in the elevator at a time. This will avoid interaction with other guests or workers at the studio.
- g. Upon completion of the session, the talent exits the studio and heads straight out of the building into the parking lot.
- h. An appropriate time period is allowed between Talent so all touch points on the studio floor can be cleaned and disinfected and the studio can be prepped for the next talent. (i.e., Mic Pop Screen, script stand, studio door handles etc...)

## Supplies

- a. Production will ensure there are ample PPE & disinfectant supplies that will be available at all times to replenish all locations on site.
- b. All crew & cast will receive the following PPE package: Reusable masks, portable hand sanitizer, and gloves (if required).
- c. We will always be prepared to give a mask to anyone who arrives without one. We will issue gloves as appropriate.
- d. Touchless hand sanitizers machines will be installed throughout the location as appropriate.
- e. In addition, every bathroom has or will have soap, single use paper towels, signs reminding the crew of proper hand washing process and disinfecting wipes so that each person can wipe down before or after. We are encouraging a self-sanitization routine for everyone in hopes that the habits will help.

## COVID-19 Case Management and Notification Process

- a. Should any working crew members or contractors show symptoms of Covid-19, or have a fever, they will be sent home and will interface with our Physician, CCO/CSS, Corporate Safety, and HR accordingly.
- b. Procedure in the event of a positive Test:
  - i. The individual will be immediately removed from the workplace per ViacomCBS protocols, and sent to their vehicle to self-drive home, or, in the event they do not feel well enough to drive, sent to the identified isolation area, while transportation is arranged. [INSERT ISOLATION LOCATION HERE] Subsequently, the individual will be instructed to return home and seek immediate medical advice and guidance based on their symptoms. CCO/CCS will source a Non-Emergency Medical Transport, or other on-call car service that will transport potentially exposed personnel in the event an exposed or positive person does not have a personal vehicle and cannot get picked up from someone they live with.
    - ii. HR, Safety and the GSOC are notified pursuant to ViacomCBS policy. Procedure: If one of the employees contracts COVID-19, the COVID COMPLIANCE OFFICER/SUPERVISOR will notify the GSOC (which is the ViacomCBS Global Security Operations Center at 323-956-5788 or [GSOC@viacomcbs.com](mailto:GSOC@viacomcbs.com)) your HR Production Partner for this production/project, [INSERT HRPP AND/OR HRVP NAME] and Safety: Dave McElwain, (323) 575-2423, or Dave Templeman, (412) 642-5055. Any positive employee's names will be provided to ViacomCBS HR and Safety in a confidential manner so as to comply with HIPAA and all other applicable federal, state, county, and local regulations, rules, and guidelines, and the GSOC will be involved in referring the matter to the appropriate internal departments including the Law department for consultation regarding referral to government contact tracing and any other federal, state, county, or local reporting obligations.
    - iii. In addition, COVID Compliance Officer/Supervisor will notify [COVIDDesk@viacomcbs.com](mailto:COVIDDesk@viacomcbs.com) to begin contact tracing. See COVID Desk Workflow below.
    - iv. As of 11/30/20, the union agreement requires notification to the unions regarding a positive test and the notice should be made by Labor Relations. Production will notify [INSERT LABOR NAME AND CONTACT INFO], of a positive test so that he can notify the unions. Production will include number of individuals with a positive test result, the Zone(s) in which the positive test result occurred, and the day the test result(s) was or were reported.
  - c. Isolation Strategy following a positive test in the pod:
    - i. In the event the crew member cannot be immediately escorted to their car to self-drive home, a room/area on property has been identified for the infected employee to rest until arrangements are made to safely remove them from the property -[INSERT ISOLATION LOCATION HERE]. Although the pods are designed to be isolated from other pods, any other individual determined to have had close contact with the COVID-positive employee, per the contact tracing process, will be required to quarantine for 10 days.

- ii. Those pod members determined not to have had close contact, per the tracing process, will then be tested every other day for 10 consecutive days to ensure that no other infected personnel continue to work at the location.
  - iii. The individuals in the testing pool will be further isolated/quarantined in their work zone during their shifts until the 10-day testing period is completed.
  - iv. Meals will be delivered in a manner to maintain quarantine conditions consistent with WHO/CDC and jurisdictional requirements, and they will be isolated to their own dining area.
- d. Closest Hospital to all locations: [INSERT HOSPITAL NAME, ADDRESS AND PHONE NUMBER]

### **Training Plan**

- a. All individuals will be provided with, and required to watch, COVID-19 protocol videos provided by EHS: <http://ehs.viacomcbs.com/online-training/training-in-english/> . There will be a record kept of those that have taken the training and an acknowledgment from each person once he/she has watched all videos.
- b. The Production will work with the CCO/CCS and safety team to offer continuous updates related to COVID-19 protocols, the specific location and any additional safety measures.
- c. Employees will also be asked to read the screening, health & safety protocols from the approved short form before they come in.