



PHOTO / PUBLICITY/MARKETING ADDENDUM

All the documents you need to complete this form can be found on the Production Resources- COVID19 Website: [Click Here](#)

Who Is Making the Request:

Production/Show Name or Event Name (*Show Name and Season – Ex: DynastyS4, Episode 402; Grammy Photo Shoot*):

Short Description of Work to be Done:

Target Start Date:

Target End Date:

Location/Where Is This Taking Place?:

How many people involved?

Crew:

Cast/Talent:

Additional Comments:

POLICY ASSUMPTIONS:

Testing

- a. PCR COVID-19 Testing: A negative result will be confirmed 48hrs prior to start of work on-site and no less than 1x per week thereafter until completion of the project (as applicable).
- b. Prior to being allowed onsite all talent/cast, crew members and contractors will be screened and be approved or denied to work via the Company approved virtual screening process (Veoci).

Travel

- a. We encourage everyone to self drive to location.
- b. If talent requires car service, we will use utilize company approved vendor.

Social Distancing Protocol

- c. Any preparation work will be done ahead of the session to minimize time onsite.
- d. A Zoom call will be completed with Talent, crew members, contractors ahead of the session to walk them through health and safety protocols, including social distancing and the need to wear PPE.
- e. ViacomCBS training videos will be sent to highlight all our health and safety protocols including social distancing.

Supplies

- a. Production will ensure there are ample PPE & disinfectant supplies that will be available at all times.
- b. All talent/cast & crew 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.

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) 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 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.