



**Testing?**

**Yes**

**No**

**Do they need to quarantine?**

**Yes**

**No**

**Provide details on quarantine period:**

**Additional Comments:**

## Travel Assumptions

### Before Departure

- Before Crew Members travel, we will email them the following information:
  - Health & Safety protocols, including the need to maintain social distances, the essential and proper use of PPE and the need to take the ViacomCBS approved Veoci health screening self-assessment link. We will stress the importance of completing this the day of travel and when arriving at the studio each day.
  - Link to the ViacomCBS safety videos
  - Information regarding State of [INSERT STATE] COVID-19 travel restrictions and information on how to correctly enter the state ([INSERT WEBSITE])
- We will recommend that they self-monitor before departure and that they notify production if they have any symptoms.
- They will undergo a COVID Nasal Swab test before they get on a plane to travel to [INSERT LOCATION].
- The test will be conducted by a certified lab and a trained professional at [INSERT INFO]
- If the test is positive the individual will not travel.
- If the test is negative, they will be allowed to travel.
- All crew will be driven to the airport via private transport through Music Express Transportation or other approved car service.
- The limo driver will be provided with the cell phone of the passenger and send them a text message to come down. The driver will then proceed to transport them directly to the airport [INSERT AIRPORT].
- Everyone travelling will be required to travel with a kit including gloves, disinfecting wipes, face shields, hand sanitizer, masks, and a touchless key. They will need to wear their face shield and face mask on the plane during travel. They will also be required to wear during all transportations.

### At Destination

- Individuals will be driven via private transport supplied by Music Express or other approved car service.
- The drivers will practice proper sanitization and social distancing protocols.
- The transport company and employees will have a plexiglass divider to protect our passengers.
- Where permissible by local legislation, we will request that the private drivers receive viral testing prior to make sure they are COVID negative.
- Once they arrive on location individuals will need to quarantine for [INSERT #] days as per local guidelines and company protocols.
- We will try as much as possible to have apartments with balconies or gardens so they can still go outside while in confinement.
- We will have a confinement PA that they can reach if they need anything brought to them from the outside.

## TRAVEL DURING COVID-19 POLICY

*as of November 11, 2020*

This policy applies to all business travel within and to/from the United States. For questions regarding business travel within and between countries other than the United States, please contact [GlobalTravelServices@viacom.com](mailto:GlobalTravelServices@viacom.com). This policy also outlines steps employees must take following personal travel, in the event they are reporting to a work site.

### **Definition of "Travel"**

References to "travel" throughout this policy cover all travel other than travel solely by personal car and regular commuting between home and work site.

### **Required Approvals**

Non-production travel is expected to be rare and requires approval by a member of the ViacomCBS Senior Leadership Team ("SLT"). Production-related travel must be approved by a member of the ViacomCBS Senior Leadership Team or the ViacomCBS COVID Taskforce. The Physical Production lead can approve production-related travel, as a proxy for the SLT member, with the SLT member on copy. Note that it is the employee's responsibility, not the Travel Department's, to ensure that they have all necessary approvals prior to booking travel. Personal travel does not require approval, but the traveler must follow the guidelines contained within this policy in the event the traveler is reporting to a work site within 14 days after personal travel.

### **Testing and Quarantine Protocol for Outbound Travel**

The traveler must test negative for COVID-19 via a PCR test within 48 hours prior to departure. In the event the traveler cannot get results back within 48 hours, they must test negative for COVID-19 via a PCR test within 72 hours prior to departure. As with any test, the person should self-isolate between taking the test and traveling whenever possible, to ensure that the results are accurate at the time of travel. Persons who are already part of a regular testing protocol for a production are not required to self-isolate between testing and travel. Persons traveling to cover breaking news, who due to the nature of the event do not have time to test prior to travel, are excepted from this policy. All other exceptions must be approved by the ViacomCBS COVID-19 Taskforce and will be rare. Email requests for an exception to this pre-travel policy to [COVIDRequests@viacomcbs.com](mailto:COVIDRequests@viacomcbs.com).

Upon arrival, the traveler may begin working right away. If the trip is 3 days or more in duration, the traveler must then take a PCR test on the third day following travel (i.e., if travel is on Monday, then the traveler must take a PCR test on Thursday if they are still on the trip). If

the traveler is not able to take a test on the third day following travel, or if the results from that test are positive for COVID-19, then the traveler must immediately begin quarantining and should no longer report to set or any work site. In this situation, please contact [COVIDRequests@viacomcbs.com](mailto:COVIDRequests@viacomcbs.com).

If the trip is 5 days or more in duration, the traveler must again take a PCR test on the fifth day following travel (i.e., if travel is on Monday, then the traveler must test on Thursday and then again on Saturday if they are still on the trip). If the traveler is not able to take a test on the fifth day following travel, or if the results from that test are positive for COVID-19, then the traveler must immediately begin quarantining and should no longer report to set or any work site. In this situation, please contact [COVIDRequests@viacomcbs.com](mailto:COVIDRequests@viacomcbs.com).

After the fifth day following travel, the traveler should follow whatever testing and quarantine protocol is in place for that specific project for the duration of their time away from home.

#### **Return from Travel, Including Personal Travel**

If someone has traveled for work or personal reasons and is going to a ViacomCBS work site, including a set, within 14 days after their return travel, they must engage in a testing protocol upon return. If the person is immediately reporting to a worksite, they should test on the third, fifth and seventh days following return travel and must test negative via PCR test on each of those occasions. In the event the person is not reporting to a work site for at least 5 days following travel, they need only test negative once within 48 hours before returning and then again on the 7<sup>th</sup> day. In the event the person is reporting to a worksite more than 7 days but fewer than 14 days following travel, they need only test negative once within 48 hours before reporting to the worksite. In the event the person is not able to test on one of those days or receives a positive result, they should begin quarantining and should not report to any work site. In this situation, please contact [COVIDRequests@viacomcbs.com](mailto:COVIDRequests@viacomcbs.com).

Thereafter, the traveler should follow whatever testing and quarantine protocol is in place at their work site or project.

#### **State and Local Quarantine Requirements, Union Collective Bargaining Agreements**

The foregoing quarantine and testing protocol applies even where local regulations and/or any exemptions therefrom, or the requirements contained within an applicable collective bargaining agreement, are less restrictive. Where local regulations or the requirements in a collective bargaining agreement are more restrictive (e.g., require a longer period of quarantine or more frequent testing), the traveler must comply with the more restrictive local regulations. For information regarding local travel restrictions and quarantine obligations, please check the [Global Hubs Dashboard](#).

#### **Procuring Testing**

For information regarding procuring testing through ViacomCBS, please see <https://prod.viacomcbsresources.com/Documents/Covid-19%20Resources/COVID-19%20Testing%20Providers.pdf> or email [COVIDRequests@viacomcbs.com](mailto:COVIDRequests@viacomcbs.com).

**Personal Protective Equipment**

Persons traveling for ViacomCBS must wear three-ply cloth masks throughout travel – i.e., in airports/stations/depots, as well as on the plane/train/bus and while taking a car service – except for brief periods while eating or drinking. You should also travel with hand sanitizer (the TSA will allow one 12 oz (or smaller) container in your carry-on) and alcohol/disinfectant wipes.

For information on securing PPE, please visit <https://prod.viacomcbsresources.com/Documents/Covid-19%20Resources/Covid-19%20PPE%20Request.xlsx>

**Off-Duty Conduct During Business Travel**

This policy lays out expectations for during actual travel. Persons traveling for ViacomCBS are also expected to adhere to the ViacomCBS COVID-19 Code of Conduct at all times while working for ViacomCBS, including while traveling for an assignment. <https://prod.viacomcbsresources.com/Documents/Covid-19%20Resources/ViacomCBS%20Covid-19%20Code%20of%20Conduct.DOCX>

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*This policy is meant to address the issues unique to traveling during the COVID-19 pandemic. Nothing contained in this policy supersedes the regular travel approval processes applicable to your business unit, nor does it supersede the ViacomCBS Travel & Expense Policy.*

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*This policy will be updated as the situation develops. It is your responsibility to check the current policy, which will always be available here, before planning travel.*