

# TRAVEL POLICY

## **Scope:**

This policy applies to all domestic business essential/critical travel within the United States, international travel to/from the United States, and travel amongst international countries outside of the United States. *(For both union and non-union productions, the specified requirements for production-related travel will take precedent and be adhered to.)*

## **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

## **Definition of Fully Vaccinated\***

At least 2 weeks after a second dose in a 2-dose vaccination series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine.

## **Definition of Unvaccinated**

Disclosure of unvaccinated status, non-disclosure of vaccination status, or improper disclosure of vaccination details into the confidential Global Security Operations Center (GSOC) vaccination attestation tool..

## **Domestic (U.S.) Travel**

1. Fully vaccinated persons are permitted to travel without the need to test before/after domestic travel. (Vaccination clearance form is to be submitted)
2. Have permission to come on-site immediately (i.e., no quarantine) – assuming more restrictive government/union guidance is not in place
3. Unvaccinated persons are not permitted to travel

Note: Perennial approval process (i.e., budget owner approval) is required for all travel. Note that it is the employee’s responsibility, not the Travel Department ensure that they have all necessary approvals prior to booking travel.

## **International Travel from the U.S. (applies to all domestic staff except the U.S.-based VCNI team)**

1. Fully vaccinated can conduct international business travel.
  - a. Prior to booking international business travel, must submit a vaccination clearance form which is to include vaccine information. [Click here to be taken to the online form](#)
  - b. GSOC will assess the risk of each country through the utilization of risk rating tools.
  - c. Although travel from the U.S. to high-risk countries is not allowed in general, exceptions may be made at the SLT level.
  - d. SLT approval is not required (except in the rare case of travel to high-risk countries, as stated above)
  - e. All countries will require a negative covid test and/or full vaccination prior to entry in their country

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- Ensure you receive your covid test within the specified time frame required for the country that you are traveling to.
- 2. Unvaccinated U.S. based are not permitted to conduct international business travel

### **IMPORTANT - PASSPORT RENEWAL TIMETABLE:**

- Passports must not be expiring within six months
- Expedited renewal service will take up to 12 weeks (please plan accordingly)
- All production leadership and individual travelers should verify their passport expiration dates immediately to make certain they are not expired or set to expire soon.

### **International Travel (includes VCNI divisions, Paramount, News etc. where operating outside the US):**

1. For travel to low and moderate risk countries:
  - a. While vaccination is not required for travel between international countries, as the vaccine may not be widely available everywhere, but where it is available being vaccinated is **STRONGLY** encouraged.
  - b. VCNI will revert to the pre-COVID process of business group leadership authorization based on many countries having re-opened borders, especially within Europe.
  - c. This process will include notification of authorized travel to International Security for oversight
  - d. For approved testing vendors, please contact international security at [ViacomCBSInternationalSecurity@viacom.com](mailto:ViacomCBSInternationalSecurity@viacom.com)
2. For travel to high-risk countries (as defined by the GSOC)
  - a. Country Risk Assessment is required, which can be obtained by international security
  - b. SLT approval must be obtained prior to booking

### **Travel Requirements & Restrictions:**

1. Each country will potentially have requirements and restrictions for both the vaccinated and the unvaccinated per the following:
  - a. Covid test prior to travel and full vaccination
  - b. Quarantine upon entry into an international country
  - c. Covid test prior to departure for return into home country
  - d. Covid test after 3-5 days post arrival in home country.
2. Contact [gsoc@viacomCBS.com](mailto:gsoc@viacomCBS.com) or [ViacomCBSInternationalSecurity@viacom.com](mailto:ViacomCBSInternationalSecurity@viacom.com) for specific details on requirements & restrictions prior to your departure and return.
3. Immediately notify the Covid Desk if you should ever test positive for covid at [coviddesk@viacomCBS.com](mailto:coviddesk@viacomCBS.com) or (323) 956-7744.

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4. *Upon return to an existing production, activity, event, or the start of a new production, activity, event, the traveler will follow the testing procedures as referenced in the covid testing protocol document.*

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

Where local regulations or the requirements in a collective bargaining agreement are more restrictive (e.g., require a longer period of quarantine, etc.), the traveler must comply with the more restrictive local regulations. For information regarding local travel restrictions and quarantine obligations, please check with [gsoc@viacomcbs.com](mailto:gsoc@viacomcbs.com).

### **Off-Duty Conduct During Business Travel**

This policy lays out expectations for protocols while traveling for a business assignment. Persons traveling for ViacomCBS are also expected to always adhere to the ViacomCBS COVID-19 Code of Conduct while working for ViacomCBS and are off duty.

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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*

\*Fully Vaccinated:

1. Domestic – at least 2 weeks after 2<sup>nd</sup> dose for Moderna and Pfizer. At least 2 weeks after single dose of Johnson & Johnson
2. International – at least 2 weeks after 2<sup>nd</sup> dose for AstraZeneca, Sputnik, Moderna, or Pfizer. At least 2 weeks after single dose of Johnson & Johnson