

COVID-19 SAFETY TRAINING

NBCUNIVERSAL

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Transmission

The US Center for Disease Control and Prevention (CDC) States the three most common way the Covid-19 virus spreads are:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

It is important to note that COVID-19 may be spread by people who are not showing symptoms but are carrying the virus, otherwise known as asymptomatic carriers.

Health Assessment

Health self-assessments should be done before reporting to work and every employee should be monitoring their health and symptoms throughout the workday.

DO NOT report to work if you are feeling even the most minor COVID-19 Symptoms. Make sure to get in contact with your HR Representative / Covid Supervisor to obtain a COVID-19 Test as well as receive relevant RTW protocols.

If you start to experience symptoms while at work, notify your Medic, COVID Supervisor, and/or your Department Head/Supervisor, and remove yourself from the worksite or find an isolated space to wait/rest and seek medical advice.

COVID-19 symptoms can appear anywhere between 2-14 days from exposure. These symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea, vomiting or diarrhea
- Sore throat

*This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.



If you, someone in your household, or anyone you have been in close contact* with has experienced these symptoms, or tested positive for COVID-19, in the last 14 days **DO NOT report to work and notify your supervisor, Covid Supervisor & HR Representative immediately.**

** a close contact is defined as anyone within 6ft of another for a cumulative 15 minutes or more in a 24-hour period (10 cumulative minutes in NY)*

Hygiene (Cleaning, Disinfecting, and Surface Spread)

For any cast or crew member it is important to understand the difference and effectiveness of both cleaning and disinfecting when mitigating the risk of surface spread.

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and risk of spreading infection.
- **Disinfecting** refers to using a government approved chemical to kill germs on surfaces.

It is important to note that if a surface is dirty and/or soiled, disinfectant will not be as effective in killing germs, so cleaning the surface before disinfecting will lower the risk of spreading infection.

It is important to regularly clean and disinfect high traffic surfaces and shared tools on a frequent basis.

One of the most crucial strategies to mitigate surface spread is proper hand hygiene. Frequently cleaning your hands with soap & water after handling shared objects or touching high traffic surfaces will help protect you against surface spread of COVID-19 and other viruses and contaminants. Hand sanitizer with at least 60 % alcohol can be used when washing your hands is not readily available but will not be effective if your hands are dirty or soiled.

When performing proper hand hygiene, you must follow these strategies to ensure effectiveness:

- Avoid touching your eyes, nose and mouth
- Cover your coughs and sneezes with a tissue or the inside of your elbow
- Clean your hands after you have been in a public or communal space, after blowing your nose, coughing, or sneezing



Facial Coverings and PPE (Personal Protective Equipment)

NBCUniversal is aligned with the local, state, and federal guidelines of where a production is operating as well as the industry COVID-19 Return to Work Agreement and will follow whichever rules are the most strict.

Because respiratory droplets can travel more than 6 feet when a person is unmasked it is important that ALL CAST AND CREW properly wear a facial covering over their nose and mouth when required to do so unless they are actively eating, drinking, smoking, or required to perform their duties as a performer. It is important to note that facial coverings are meant to protect the people around the user when worn properly.

Connect with your COVID team to see if a specific task will require additional PPE such as gloves or face shields.

USG Mask Guidelines effective 2/14/2022: KN95 masks must be worn in place of other types of masks and / or face coverings. If you believe a KN95 mask will not fit you properly or you need to request an accommodation, please see a representative of the COVID Team who will escalate to HR when applicable. If you would like an N95 Respirator, please speak with a COVID team member or your Production EHS Representative to receive proper documentation and training.

NBCUniversal does not permit KF94s, as they have not been reviewed or approved by the FDA or reviewed by the CDC. OSHA and CalOSHA, require us to determine whether the personal equipment offered has been properly evaluated for use in the workplace.

Distancing



It is important to stay at least 6 feet (2 meters) away from others when it is not absolutely necessary for your job to be performed.

Ventilation

When working inside, all effort must be made to ensure that ventilation is brought to its highest efficiency and allows for as much fresh air to flow through as possible.

- Consider using natural ventilation (open windows and doors when possible) to increase outdoor air when environmental conditions and building requirements allow.
- Do not disable the HVAC system, whenever possible.
- Add portable room air cleaners with HEPA or high-MERV (13+) rated filters in areas where multiple employees are working.
- Arrange air flows, such as from fans, so there is not any air movement from person to person. Air ducts from portable HVAC units should distribute the air as high as practical, pointing above or away from employees.
- Consider indoor ventilation protocols that allow for air exchange rates of at least 6 times per hour
- VEHICLES: Workers using company vehicles should turn the vents or air conditioning controls to allow outdoor air to flow in. Do not set the vents to recirculate. Windows should be left partially open to allow as much outdoor air as possible into the vehicle.

Testing

Testing cadences for cast and crew will be determined by the requirements of the industry Return to Work Agreement and/or production's protocols, whichever is stricter. Your cadence will be determined based on the tasks you must perform, your interaction with unmasked talent, and may be determined by your vaccination / up to date status. Based on NBCUniversal and union requirements you may need to undergo pre-employment testing before being hired on a production.

Vaccinations

The CDC recommends you get a COVID-19 vaccine as soon as you can, as authorized vaccines are effective at preventing COVID-19, protecting against both transmission and serious illness or death. Effective March 15, 2022, in order to be considered "fully vaccinated" you must be up to date on your vaccinations. "Up to date" means you have received all recommended COVID-19 vaccines, including any booster dose(s) when eligible. We encourage anyone who has not already reported their booster status to bring that with them to their next testing opportunity, or if not already boosted, to get that as soon as possible so you can continue to participate in the protocols that apply to individuals who are up to date.

Questions

If you have any questions, or would like to learn about any COVID-19 related benefits, please reach out to your HR Representative for more information: nbchr.productions@nbcuni.com and NYTest@nbcuni.com. If you have any questions or concerns related to the information contained in this document, please contact your Production Environmental Health and Safety (EHS) Representative, your supervisor, Covid Supervisor, or the Line Producer and/or Unit Production Manager.

NBCUniversal strictly prohibits discrimination, harassment, or retaliation against any individual who discloses a positive COVID-19 test result or an order to isolate or quarantine due to COVID-19 related concerns. Further, no employee shall be retaliated or discriminated against in any manner for taking any sick leave or exercising any other benefit to which they are entitled under applicable law. If you believe you have experienced discrimination, harassment, or retaliation, you should report your concern to your immediate supervisor, Line Producer, UPM, and/or your HR representative. You may also report concerns via the Safety Hotline listed below or anonymously via the Comcast NBCUniversal Listens Helpline (1-877-405-4783 or www.ComcastNBCUniversalListens.com).

Safety Hotline: (800) 364-0747 or (818) 777-2153