

# COVID-19 SAFETY TRAINING

NBCUniversal

## Transmission

The US Center for Disease Control and Prevention (CDC) states the three most common ways 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 the 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 ill. Make sure to get in contact with your HR Representative / Covid Response Team to receive relevant protocols.

If you start to experience symptoms while at work, notify your Medic, COVID Response Team, and/or your Department Head/Supervisor HR Representative 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. Symptoms may change with new COVID-19 variants. CDC will continue to update this list as we learn more about COVID-19.

If you have tested positive for COVID-19, **DO NOT report to work and notify your supervisor, Covid Response Team & HR Representative immediately.**

If someone in your household or anyone you have been in close contact\* with has tested positive for COVID-19, please follow CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>.

For California: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/What-to-Do-If-You-Are-Exposed-to-COVID-19.aspx>.

If you have any questions or concerns, please reach out to your **Covid Response Team and HR Representative for guidance.**

*\*A close contact is defined as anyone within 6ft of another for a cumulative 15 minutes or more in a 24-hour period.*

*\*In California, a close contact is defined as:*

*(A) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.*

*(B) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.*

### Hygiene (Cleaning, Disinfecting, and Surface Spread)

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 and will follow whichever rules are the strictest.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

Because respiratory droplets can travel more than 6 feet when a person is unmasked, it is important to note that facial coverings are meant to protect the people around the user when worn properly (covering the nose and mouth). Face coverings may be removed when actively eating, drinking, smoking, or required to perform duties as a performer. This provision also includes the use of required masking when returning from isolation following a confirmed COVID-19 infection (days 5-10) or a recent exposure, (close contact) through day 10.

Where masks are voluntary, any face covering is acceptable. Where masks are mandatory, we will follow local rules.

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.



### Distancing

When able, it is best 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 should 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. When seasonally feasible, windows should be left partially open to allow as much outdoor air as possible into the vehicle.

### Testing

Where testing may be required, all FDA approved or authorized COVID-19 test types are acceptable (antigen, LAMP, PCR, etc.).

### Vaccinations

The CDC recommends all individuals get a COVID-19 vaccine as soon as they can, as authorized vaccines are effective at preventing COVID-19, protecting against both transmission and serious illness or death. Current CDC vaccination recommendations are everyone 6 years and older should get **1 updated (bivalent) Pfizer-BioNTech or Moderna COVID-19 vaccine**, regardless of whether they've received any [original COVID-19 vaccines](#).

### 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](mailto:nbchr productions@nbcuni.com) (west) and [NYTest@nbcuni.com](mailto:NYTest@nbcuni.com) (east). 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 Response Team, 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 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](http://www.ComcastNBCUniversalListens.com)).

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