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CORONAVIRUS (COVID-19) MANAGEMENT GUIDANCE FOR PRODUCTIONS

The health, safety, and well-being of our production cast, crew, and staff during a global health emergency like the coronavirus outbreak is paramount. The situation is rapidly evolving, and we will continue to monitor the applicable government guidance

This guidance is for management personnel on the production: executive producers, the line producer, the UPM, and department heads. In your role, we ask for your assistance in implementing the following guidelines:

- 1. Good hygiene practices.** Everyone on the production should wash their hands (especially after using the restroom and before eating), cough and sneeze into their elbows or single-use tissues (and then throw them away!) and avoid touching their faces. CDC hygiene recommendations can be found [here](#) and can be posted around the production site as reminders.
- 2. Sick? Don't come to work.** Workers who are ill and experiencing fever, cough, or shortness of breath (symptoms consistent with those exhibited by individuals with COVID-19) should not come to the workplace. If someone reports to the production ill, they should be sent home immediately, and you should notify your Production Executive.
- 3. Encourage self-disclosure.** Ask that individuals on the production immediately notify their supervisor or a producer if they've had close contact with a person with a COVID-19 diagnosis OR if they have traveled to any of the CDC Risk Level 3 locations within the last 14 days. As of March 4, 2020, those locations are:
 - China
 - Iran
 - South Korea
 - Northern Italy

Up to date travel restrictions and CDC risk assessments can be found [here](#).

- 4. Discourage non-essential personal travel.** Your production executive will work with you to vet and approve essential production-related travel. Although we cannot require that cast, crew, or production staff not travel for personal purposes, we should ask that they consider the risk that non-essential personal travel presents to themselves, to others on the production, and to the project itself. We can also encourage individuals to disclose their personal travel plans to a producer ahead of time if they wish to proceed with those plans.
- 5. If a worker has traveled to one of the high-risk (CDC LEVEL 3) areas within the past 14 days:**
 - a) Instruct the potentially exposed individual to remain at home for the duration of the incubation period (14 days from return).
 - b) If a telework situation is feasible given the individual's role on the production, the individual may be permitted to work remotely during this time and should be paid for all time worked.
 - c) Encourage the individual to self-monitor their temperature and contact their doctor if they develop any symptoms (e.g. fever, cough, or difficulty breathing).

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- d) If no symptoms develop over the incubation period, the individual should be permitted to return to work.
 - e) If the individual has or develops symptoms, they should continue to stay at home and contact their doctor immediately. (If they test positive for COVID-19, their doctor should notify the CDC (U.S.) or the NHS (UK)).
- 6. If a worker on the production receives a COVID-19 diagnosis:**
- a) If the affected individual had contact with any other production workers or the worksite while ill, you should inform other potentially affected individuals (taking care to keep the affected person's identity and medical information private to the extent possible) and those who had contact with the affected employee should stay at home until they receive a fitness-for-duty notice.
 - b) Contact a company to disinfect the worksite in line with local health authority guidelines.
- 7. Additional considerations:**
- a) Don't treat individuals differently because they appear to be from a place considered "high risk" for COVID-19 transmission.
 - b) Apply the guidelines above consistently to all workers.
 - c) Maintain confidentiality and privacy regarding anyone's medical condition or apparent medical condition.

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FREQUENTLY ASKED QUESTIONS (FAQs)

This FAQ is designed to help you answer the anticipated questions and situations that may arise out of the coronavirus outbreak and the guidance WB/HBO Max/New Line has provided to you. Questions or situations that are not fully addressed by this FAQ should be escalated to Production Legal.

1. If a production worker is ill, or has traveled to one of the CDC Level 3 locations and needs to stay home, do we pay them for the time they are away from work?

A: It depends. Generally, we advise the following:

- If the individual is a regular cast, crew, or production staff member (weekly), with a reasonable expectation of being employed from week to week, then they should be paid for the amount of time that they are “self-isolating” that aligns with the time the production has committed to employ them.
- If the individual is a daily, they should be paid for the day only.

2. A worker reports having/ appears to have fever, cough, or shortness of breath, but insists on coming to work. What do I do?

A: As an employer, and you as a producer, we have a duty to provide a safe and healthy workplace for everyone working on the production.

- Explain to the individual that, under the current circumstances, we are not willing to place anyone unnecessarily at risk of contracting or passing on COVID-19, or other illnesses. Therefore, if they are exhibiting symptoms consistent with those of COVID-19 – fever, cough, or shortness of breath – we cannot permit them to come to work.
- Where appropriate/ possible given the person’s duties (e.g. admin positions), they may be permitted to work remotely.

3. What do I do if someone tells me they think someone else is exhibiting symptoms they believe are associated with COVID-19?

A: Contact your Production Executive, Production Legal or HR for assistance.

4. Can I require everyone to wear masks on set or to have their temperature taken when they come to work every day?

A: No. According to the CDC, the average person does not need to wear a face mask to protect themselves from respiratory illnesses, including COVID-19. If you have questions about whether your personal situation warrants wearing a mask, you should consult with a healthcare professional.

5. If someone tells me that they have been diagnosed with COVID-19, what should I do?

A: If they are at work, send them home. Immediately contact your Production Executive, Legal or HR for further assistance.