Go Forward Planning Guide

COVID-19
Health and Safety Protocol

ViacomCBS Task Force

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VIACOMCBS

Contents

Introduction

The ViacomCBS COVID-19 Health and Safety protocols are based on current guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), National Institute for Occupational Safety and Health (NIOSH), Occupational Safety and Health Administration (OSHA), and other public health officials. The protocols are subject to change based on updated information or amended based on further developments. The following infection prevention protocols are part of the ViacomCBS COVID-19 Taskforce Return to Workplace Policy.

The purpose of these protocols is to establish global health and safety standards and expectations for infection prevention measures to minimize the risk of employees contracting COVID-19 in the workplace. These protocols set forth the minimum standards required by ViacomCBS. Where local jurisdictions have more stringent requirements, those requirements take precedent.

Each site, location, production and/or operation will develop a specific and individualized return to workplace plan that meets the minimum standards of the Health and Safety Protocol. If a deviation from the minimum standards is required, the location must complete a risk assessment, implement additional controls (following the hierarchy of controls), and receive senior leadership approval. Appendix A – Return to Workplace Checklist is available to assist locations in determining return to workplace readiness.

1. Workplace Readiness

When preparing to reopen an office location, each office site must work with the ViacomCBS Corporate Facilities Management team to effectively follow the Return to Office Action Plan and ensure the building is safe for employees to return to the workplace. Note: Every return to the workplace plan will look slightly different based on the specific location.

For locations that do not fall under the ViacomCBS Corporate Facilities support model (e.g. non-office locations, studio lots and production), the guidance below is provided:

1.1 Preventative Material Inventory
1.1.1 Disinfectant Supplies
A. Confirm the location has a minimum 30-day supply (or duration of production or event) of appropriate cleaning products (e.g., soap, cleaning solutions, disinfecting products such as wipes or spray, hand sanitizer, paper towels and tissues) on-hand and on-order with proper lead time and a reliable supply chain.
B. Use disinfectants on the EPA approved list for use against SARS-CoV-2 (or country-specific equivalent).
C. Ensure Safety Data Sheets (SDS) for all products are provided, accessible to employees, and that the requirements for safe use are followed.
D. Make cleaning products and hand sanitizer available and situated where employees have easy access to them.
E. Examples:
   i. Hand sanitizer (alcohol-based >60%) located at entrances, eating establishments, pantries, high traffic areas, and common areas
   ii. Cleaning products available in all common areas for employees to wipe down surfaces and equipment before and after use (e.g. shared workspaces, pantries, kitchens, open office areas, control rooms, Studios, NOCs).
   iii. If applicable, the location has an adequate supply of disinfection supplies for electrostatic foggers and/or active contract(s) with companies providing such

services.

    F. Do not place hand sanitizer stations in restrooms, locker rooms, or where sinks with soap and water are available.

1.1.2 Personal Protective Equipment (PPE)

    A. Confirm a minimum 30-day supply (or duration of production or event) of face coverings/masks and respirators with proper lead time and a reliable supply chain. Face coverings/masks are to be provided at no cost to employees. Be prepared to provide face coverings/masks to clients, visitors, and guests who may arrive without adequate equipment. Types of face coverings/masks include:

        i. 3-ply disposable

        ii. Reusable/washable cloth face coverings

        iii. N95 and medical-grade masks (reserved for Medical staff; OSHA required use)

        iv. ½ face air-purifying respirators (reserved for Medical staff; OSHA required use)

    B. All employees must receive information/training on the proper wearing and fit testing of face coverings/masks. (insert link to mask training)

    C. Confirm adequate stock of nitrile gloves, safety glasses/goggles, face shields, and protective (Tyvek) suits, as applicable.

    D. Medical employees, screeners, and cleaning crew are to wear gloves, respirators, face masks, and safety glasses/goggles/face shields, as directed.

1.1.3 Assistance with the sourcing of cleaning products, disinfection materials, and personal protective equipment (PPE) can be provided by the ViacomCBS Procurement/Sourcing Team. Submit requests by email to SourcePPE@viacom.com

1.2 Before Returning to the Workplace – Cleaning and Testing

1.2.1 Determine that all inspections, remediation, repairs, and communications are complete before reopening.

1.2.2 Perform enhanced cleaning of all spaces before anyone returns to workspaces.

    A. All enhanced cleanings must be done with EPA approved antiviral agents with a focus on shared, common and high touchpoints/areas (e.g. door push plates and lever handles, elevator call buttons, exterior entrance doors, stairwell handrails, etc.).

    B. For locations that have remained open performing critical/essential services, continue to perform daily enhanced cleanings.

1.2.3 Identify and engage a qualified disinfection company that will respond to and conduct the disinfection of any areas if a confirmed positive or presumed positive COVID-19 case is found. Contact the ViacomCBS Sourcing Team for assistance with identifying a qualified company to perform deep cleaning and disinfection services.

1.2.4 Engage vendors and contractors in back-to-workplace plans, if applicable and appropriate. Obtain and review vendor and contractor COVID-19 plans, as necessary.

1.2.5 If applicable, ready mechanical, HVAC, fire/life safety systems, water systems, elevators, and pantry equipment.

    A. Air Quality

        i. Survey/investigate possible "MERV" upgrade to HVAC air filters and clean diffusers and grills at locations with operational control (leased locations should confirm landlord has the same or similar practices). Survey/investigate possible upgrade to filters.

        ii. Consider using air cleaners/purifiers in high-risk areas on a case-by-case basis.

        iii. Determine the best airflow/humidity settings/ventilation to minimize recirculation of air and properly maintain HVAC systems including filtration, if present. Pay attention to edit rooms, control rooms, data rooms, and unique workspaces.

        iv. Consider performing an air quality survey, analyze the results, and respond with

appropriate actions.
   B. Water Quality
         i. Check that water lines are flushed prior to employees returning to the workplace.
   C. Fire and Life Safety Systems
         i. Check that fire and life safety systems have been maintained, tested, and are fully compliant with local requirements (e.g. fire alarm, sprinkler systems, emergency lighting).

1.3 On-going Processes for Mechanical Equipment

    1.3.1 Perform periodic assessment of mechanical A/C and ventilation systems.
    1.3.2 Perform assessment of Preventative Maintenance (PM) tasks to ensure appropriate personal protective equipment (PPE) and correct handling and disposal of waste materials.
    1.3.3 Perform periodic assessment of HVAC water treatment systems and conduct biological water sampling, as appropriate.

1.4 On-going Process for Enhanced Cleaning and Disinfection Protocol

    1.4.1 Implement (or require at leased locations) the ViacomCBS Enhanced Cleaning Standards including the steps, materials, and frequency required to clean workplace surfaces, such as high touch areas and common spaces, to protect employees.

  A. General Office Space
      i. On-going enhanced cleaning of all shared common and high touchpoints/areas in conjunction with good housekeeping by department.
     ii. Implement a clean desk policy to minimize articles subject to cleaning and to optimize the effectiveness of enhanced cleaning of accessible surfaces.
    iii. Employees will be provided access to appropriate cleaning products (e.g. disinfectant wipes, spray) to use at the beginning of the workday to clean their telephone, computer keyboard, mouse, common use tools (e.g. stapler, pens), and general desk or work surface.
    iv. When a workspace/equipment must be shared, employees must clean the equipment with appropriate cleaning products between users, both before and after using the space/equipment.
     v. Consider UV light sanitizing stations for mobile phones, tablets, badges, keys, and other smaller, frequently touched items.
    vi. Personal beverage containers, water bottles, coffee cups, etc. must be taken home with the employee every night and not left on the desk.

  B. Shared and Common Areas
      i. Meeting Rooms
- Shared use of office products (e.g. whiteboard markers, laser pointers, single laptop for presentations) is not permitted and those items must be removed from shared spaces.
- Eliminate in-person meetings at every possible opportunity. Telework or use video conferencing/ teleconferencing (including when in the office) for work-related meetings and gatherings. When absolutely not possible, implement a cleaning protocol between meetings and ensure cleaning/disinfection materials are available in the meeting room for self-use.
- Ensure an end of day/daily cleaning process is performed including enhanced cleaning of all surfaces, particularly high touch surfaces such as door handles, light switches, remotes, and touchscreens.
     ii. Restrooms

- On-going enhanced cleaning of fixtures, dispensers, counters, and the inside of toilet bowls and urinals is required.

    iii. Eating Establishments, Pantries and Coffee Machines

- Commercial food preparation businesses are to follow enhanced cleaning and sanitation practices commensurate with that operation and provide the details of those practices to location management.
- Communal kitchens and break areas within office or building spaces will be shut down until further notice. Sinks can continue to be in use for hand washing and the washing of personal beverage and food containers/utensils.
- If water fountains and water bottle refill stations are in use, ensure cleaning supplies are available and cleaning by vendor is increased (consider alternate single-serve water sources).
- Centralize food waste and disposal in pantries only.

    iv. Copy Machines

- On-going enhanced cleaning, per the ViacomCBS Cleaning Standards, of high touch surfaces is required.
- It is recommended that users wipe the touchpad or other controls before use with an appropriate cleaning product. Hand washing or the application of hand sanitizer post-use is equally encouraged.

C. Broadcast Areas, Studios, NOCs

    i. Mitigate cross-contamination of equipment and high touch surfaces by ensuring employees rigorously practice hand sanitization when entering and/or working in these areas. Provide hand sanitizing materials inside and outside the rooms. Apply hand sanitizer before and after entering to mitigate transfer that may have occurred from the door handle. Continue to apply hand sanitizer periodically throughout the shift and especially after touching any shared equipment or equipment that has not been under exclusive control.

    ii. Implement a cleaning process between shifts and/or crew changes as applicable. Use only disinfectants from the most current list of EPA approved materials.

    iii. Employees are to self-clean touch screens and controls at the start of their assignment with appropriate disinfecting cleaning products and before touching the surface after use by another person. Allow wiped surfaces to air dry to maximize contact time – do not dry with a towel.

    iv. For business-critical operations, consider daily cleaning and disinfection by a contracted technical disinfection company, utilizing sanitizing wet wiping techniques as well as sanitizing fogging of sensitive electrical and other equipment.

D. Field Broadcast Equipment

    i. Equipment will be issued to individuals and not shared. When equipment must be shared, employees are to clean equipment with appropriate cleaning products upon receiving the equipment and at the end of the shift. Allow time to air dry (as opposed to towel drying) to increase contact time with the disinfectant.

    ii. Mic windscreens and single use PPE (e.g. N95 respirators, safety glasses, Tyvek or similar coveralls) used in shoots that have potentially been exposed to COVID-19 patients, suspected COVID-19 infected persons or used inside of medical facilities or nursing homes are to be discarded at the medical facility or nursing home. If this is not feasible, place the windscreen and/or PPE in a plastic bag, seal it, and discard it in the nearest trash.

    iii. Reusable ½ face elastomeric respirators and face shields that have potentially been exposed to COVID-19 patients, suspected COVID-19 infected persons or

used inside of medical facilities or nursing homes are to be placed in a Ziploc bag at the conclusion of the assignment and returned for cleaning and disinfection.

iv. Field broadcast equipment may be cleaned as described above, disinfected using UV light sanitizing cabinets/processes, or wet wiped with a disinfectant product.

E. Rental and Other Equipment (e.g. set lighting, grip, sound recording)

    i. Loaned or rental equipment shipped to and/or returned from homes

- Ensure equipment is cleaned with disinfectant before shipping to an individual's home and upon return.
- Set Lighting and Grip Equipment
    - Diligently wash hands or apply hand sanitizer throughout the shift.
    - Nitrile gloves can be used for handling and re-stocking returned equipment. Ensure good hygiene practices are still followed when using gloves, including not touching the eyes, face, and mouth. Individuals using gloves will be trained in their limitations and the proper donning, doffing and disposal of gloves. (insert link to glove training)
    - Wash hands or use hand sanitizer liberally upon removal and discard of nitrile gloves.
    - Ensure rental equipment is cleaned with disinfectant before rental and upon return of rental equipment. Consider using UV technology or fog/dispensed aerosolized disinfectant routinely throughout the warehouse/storage area and repair area holding newly returned equipment.

    ii. Company Owned or Operated Shared Vehicles (e.g. Transportation trucks, Shuttles, Carts, ENG trucks, SNG trucks, news reporter vehicles)

- Before and after each shift or between operators, each operator will clean high touch surfaces with an appropriate disinfectant. Single-use rags or wipes will be used to clean nonporous seats, steering wheel, gear selector, door handles, window controls and all other high touch surfaces. Spray porous (cloth) seats with disinfectant spray such as Lysol.
- Consider utilizing UV sanitizing light systems or disinfecting chemical fog/mist systems to routinely disinfect the vehicle.

F. Packages

    i. The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported, advising that, "The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low."

    ii. The virus generally is not thought to survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus. Recent studies indicate that the virus viability on surfaces generally lasts from a few hours to a few days. *Doremalen et al., 2020, The New England Journal of Medicine*

    iii. If there are concerns about possible surface contamination follow these steps:

- Wash hands frequently with soap and water
- Use hand sanitizer when soap and water are not available
- Avoid touching your face, eyes, nose or mouth

    iv. If packaged materials have been in transit and/or storage at the location for more than 48 hours from last human contact, no further action needs to be taken. While not necessary, where employee apprehension remains high, locations may suggest the following additional precautions:

- Personal protective equipment usage, such as disposable nitrile gloves and/or the use of disposable surgical masks.
- Disinfection of surfaces with a 10% bleach (9 parts water and one part 5.25 % sodium hypochlorite household bleach) solution made fresh daily, or a hospital-grade disinfectant, as appropriate to the surface(s) being treated (noting that these chemical agents can only be used by trained and authorized personnel).

     v. Until further notice, personal deliveries and/or package shipments to the workplace are prohibited unless authorized.

G. Janitorial/Cleaning Services
     i. Ensure the ViacomCBS Enhanced Cleaning Standard is implemented.
     ii. Review and re-evaluate supplies and staffing to scale cleaning measures with on-site population.
     iii. Ensure 3rd party janitorial vendors provide their employees PPE and training on enhanced cleaning protocols.

1.5 Deep Cleaning and Disinfection Protocol (Post COVID-19 Event)

Note: For ViacomCBS purposes, deep cleaning and disinfection are defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that are administered by an external 3rd party.

1.5.1 COVID-19 "deep-cleaning" and disinfection are triggered when an employee has tested positive for COVID-19 or when an employee is being managed as a "presumed" positive case as directed by a medical professional.

1.5.2 The areas impacted should be evacuated and, if possible, the location should wait 24 hours after the ill person was present before initiating the deep cleaning and disinfection process.

1.5.3 Contact and area tracing, as defined by the ViacomCBS COVID-19 Crisis Management Team or Coordinator, will define the scope of deep cleaning and disinfection.

1.5.4 Per the CDC guidelines, if an active employee has not been in the office space for at least 7 days, deep cleaning/disinfection does not need to be performed but may be done out of an abundance of caution. For locations outside of the United States, follow country-specific guidance.

1.5.5 Identify and engage with an approved and qualified external company that can carry out the deep cleaning and disinfection activity, if it becomes necessary. The company must have the minimum requirements of:
  A. Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste.
  B. Proper equipment and PPE to perform the task.
  C. All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated.
  D. Use of approved COVID-19 disinfectant chemicals to perform this activity (see EPA approved list of chemicals or local jurisdiction equivalent).

1.5.6 The location's Facilities or EHS Teams must coordinate and supervise the cleaning and disinfection process. They must see that:
  A. There is a specific plan and strategy to clean all affected areas including equipment, common areas, offices and any typical areas where employees interact.
  B. Only authorized people can access the location during the cleaning operation.
  C. All 3rd party team members must use any required PPE and must ensure it is properly disposed of at the end of the process.
  D. Assure that employees are made aware that the work areas have been disinfected

1.5.7 Personal Protective Equipment (PPE) requirements for the Deep Cleaning team:

A. The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process. The team should be appropriately trained in topics including proper wearing, storage, cleaning, and decontamination.

1.5.8 Disposal

A. At the end of the process the cleaning company must follow local regulations to dispose all the PPE and cleaning material used in the proper manner.

2. Health Screening and Return to Work Protocol

To reduce the spread of COVID-19 and to protect the health of our employees, clients, tenants, and guests, health screenings, including temperature checks, may be implemented at company locations until the ViacomCBS COVID-19 Taskforce has determined it is safe to discontinue screenings based on guidance from the CDC and local health authorities. The Health Screening protocol will be in line with local legislation and implemented to ensure adequate screening before location entry.

2.1 On-Site and Virtual Health Temperature Screening Protocol

2.1.1 Guidance will be updated regularly based on current recommendations from the Centers for Disease Control (CDC) and the World Health Organization (WHO).

2.1.2 To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, temperature and health screenings may be implemented virtually and/or at company locations.

2.1.3 Where applicable, screenings will be completed daily by a contracted third party or medical or trained site personnel (internal or external) for all incoming employees/guests before accessing company facilities/offices. This could include:

A. In-person screening

i. IR Touchless thermometers, single-use disposal thermometers, thermal cameras, or equivalent will be used.

ii. If a screened employee or guest has a temperature of 38ºC (100.4ºF) or higher, or if the employee/guest exhibits visible symptoms of illness consistent with COVID-19, the employee,guest will not be granted access to the premises and will be directed to contact their physician, in accordance with the country Health Department recommendations/guidelines.

B. Virtual Screening (U.S.)

i. Nurses may be made available through a HIPAA compliant app.

ii. Employees will be asked to contact the nurse at least 2 hours before they are to report to work where they will take their own temperature and show the nurse who will then ask them questions about symptoms related to COVID-19.

iii. Nurses will notify ViacomCBS if an employee is not cleared to work and they will direct the employee to contact their physician.

iv. The employee's temperature will not be recorded in any internal document.

2.1.4 Employees returning to work from an approved COVID-19 related medical leave will be directed to contact their HR/LR representative and submit a medical certificate releasing them to return to work, if possible and if consistent with local guidance at the time.

Note: Please refer to the HR Protocol Document and country Health Department recommendations/guidelines to manage medical leaves due to COVID-19.

- If an employee does not accept the appropriate screening, the company will request they not enter the workplace, obtain medical clearance, and provide an official certificate before returning to the company premises, following the country's medical leave regulation. (Legal requirements will be reviewed in each country.)

- If an employee is confirmed to have COVID-19, the company will conduct contact tracing and inform employees in the immediate work area and employees who have had close contact with the affect individual. Unless given permission by the infected employee or required by the local health authority, the name of the infected employee will not be provided. Quarantine of any close contacts will be determined upon consultation with medical professionals and local health officials. Employee personal data and confidentiality must be protected.
- Communication of current protocol must be delivered to all employees needs to be delivered with a preventive emphasis to avoid alarm. Refer to the HR Protocol Document for recommended language for communication.

2.2 Daily Self-Screening Protocol

2.2.1 All employees will be given a screening questionnaire/checklist and asked to perform Daily Self-Screening at home, including taking their own temperature where permitted by regulation. The HR/LR Team is prepared to receive inquiries or reports of symptomatic employees before coming into the workplace.

2.2.2 The Daily Self-Screening Protocol is in place to try and prevent sick, symptomatic or exposed employees from leaving their homes and decrease the likelihood of spreading infection.

2.2.3 If the employee is deemed symptomatic upon reporting to work, reference the On-Site Health Screening Protocol.

2.2.4 If the employee is deemed symptomatic during the employee's shift or after the employee has spent any time at the location (after the On-Site Health Screening), reference the Isolation Protocol.

2.3 COVID-19 Case Policy: Self-Quarantining and Return to Work Protocol

2.3.1 Guidance for Self-Quarantining and Return to Work: COVID-19

A. Employees are required to remain off property for 14 days if: COVID-19 symptoms are present (see the COVID-19 Symptoms), they have been in close contact with a COVID-19 positive or presumed positive person, or if a test shows positive results. Employees will be directed to avoid leaving the home and follow quarantine and isolation guidelines, if possible. Working from home is expected to continue where possible.

2.4 Returning to Work After Home Isolation (see HR Notification Protocol)

2.4.1 Employees with COVID-19, presumed or tested, or who have been in close contact with others with COVID-19, presumed or tested, and who have been under home isolation/quarantine will work with their HR/LR representative to determine the proper time to return after symptoms subside without the aid of medication.

3. Social Distancing Protocol and Hygiene Considerations

3.1 Social Distancing Requirements

3.1.2 All employees and functions will continue to work from home, if possible.

A. Serious consideration should be made for a phased department and personnel approach to returning to the workplace, as well as thoughtful planning to support social distancing protocols:
- Consider phasing and staggering staff based on roles and priorities.
  - Develop shifts within team and/or alternating work weeks between the location and work from home.
  - Staggered arrival and departure times.

- Consider the demands placed on other support services when implementing staggered shifts.
  - Consider workplace space layouts
    - Reduce desk availability for proper social distancing
    - Review usage of open-plan meeting areas
  - Extend hours of operation, while noting accurate timekeeping and overtime considerdations.

3.1.3   Those who must return to the work location need approval and must be registered through the SalesForce process (or other approved equivalent process).

3.1.4   Practice proper social distancing by avoiding all meetings, gatherings, in-person contact with others, and maintaining distances of six (6) feet or greater from others whenever possible.

3.1.5   NOTE: Minimum distances must always be in line with local government guidelines. The ViacomCBS policy is to follow whichever requirement is most restrictive and, in this case, employees will never be less than six (6) feet apart when social distancing. Throughout this section, wherever six (6) feet is mentioned, if your local jurisdiction requires a greater distance (e.g. 10 ft.), then the greater distance must be enforced.

3.1.6   When isolation is not possible and in all common areas, the wearing of a face covering/mask is required by all parties and the interaction must be kept to the shortest time period possible (i.e. <10 minutes).

3.1.7   Cloth face coverings/masks will be provided to all employees, contracted workers, and guests at no cost to the individual.
   A.   The wearing of face coverings/masks is encouraged at all times and is required whenever the worker is not isolated from potential interaction with others.
   B.   Initially and until further notice, even when the six (6) foot social distancing spacing can be achieved, face coverings/masks are still required in situations of shared workspace (regardless of distance) and in areas of frequent travel and/or occupancy (e.g. lobbies, hallways, control rooms, common areas, shared workspace, pathways).
   C.   Any deviation from the requirement to wear a mask within the six (6) foot range or common areas requires a risk assessment, implementation of additional controls (following the hierarchy of controls), and senior leadership approval.
   D.   In some instances, face shields or safety goggles may be required to supplement social distancing.

3.1.8   Social Distancing is intended to provide a safer environment by reducing the risk of potential person to person infection.
   A.   Always maintain the greatest social distance possible, at least six (6) feet (or greater if required by local government guidelines).
   B.   Limit the number of people who may enter into the location at any one time to ensure that people at the location can easily maintain, at all times, a minimum six (6) foot physical distance from others (or greater if required by local government guidelines), except as required to complete an essential business activity.
   C.   Eliminate in-person meetings at every possible opportunity. Telework or use video conferencing/ teleconferencing (including when in the office) for work-related meetings and gatherings. When absolutely not possible, limit meetings to the smallest number of attendees possible.
      - During Phase I - meetings are limited to 5 attendees, with at least six (6) feet of space between attendees and masks are required at all times.
      - During Phase 2 - meetings are limited to 10 attendees, with at least six (6) feet of space between attendees and masks are required at all times.
      - Limit duration of meetings to the shortest length possible.
   D.   Where lines may form, mark six (6) foot increments at a minimum, establishing where individuals must stand to maintain adequate social distancing (e.g. floor decals on

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ground at six (6) foot intervals leading to time clocks, elevators).

E. Establish limits for occupancy for each building and on each floor of the building to ensure six (6) foot separation between work areas. Align with operational needs of each business. Ensure appropriate signage is posted.

F. Limit contact between employees by:
- Reconfiguring gathering and lobby areas as well as pantries,
- Converting small meeting rooms to single-occupant use only,
- Reducing capacity of meeting spaces by removing chairs,
- Eliminating/limiting in-person meetings,
- Limiting shared equipment,
- Separating access routes, and
- Implementing, where possible, one-way paths of travel along frequently traversed routes to minimize contact between individuals.

G. Examples of social distancing requirements (not all-inclusive):
- Entrances/Exits
  Where feasible, identify separate entry and exit points to facilitate one-way movement of pedestrian traffic. Post signage to direct employees/guests to identified paths. Consider separate entry and exit points for deliveries, contractors, and vendors.
  Ensure, at a minimum, six (6) foot spacing between security guards/receptionists and employees/guests at entry and exit points. Where necessary, install physical barriers/protective screening.
  Place markings at six (6) foot intervals to encourage proper social distancing. Check that people proceed in an orderly fashion and do not stop or congregate with others for conversation, unless done so outside while maintaining six (6) feet of separation and not impeding foot traffic.
  If access to areas where employees should not enter is restricted, consult with Facilities, EHS and/or Fire and Life Safety to ensure emergency exit paths are not impacted.
- Scheduling/Shift Changes
  Consideration should be given to scheduling/shift changes, including staggering start and end times and staggering breaks and lunch breaks. Consider demands on other support services when implementing staggered shifts.
  Stagger start and end times in increments (e.g. 15 minutes) at the beginning and end of the day to reduce the number of employees entering or leaving at one time. Maximize the number of employees able to work from home by having the minimum number of employees by function on-premises. Divide employees into groups so that the same group of employees is on-premises at the same time and structure work times so that the groups do not interact or co-mingle. Discourage and prohibit, where feasible, adhoc or unscheduled visits to workplaces by employees.
- Breaks and Lunch Breaks
  Employees are encouraged to eat and drink at their workstations, provided there are no exposures to chemicals in the work area. Breaks and lunch breaks are to be staggered to reduce the number of persons at one time in break and lunch areas. Social distancing is to be practiced by maintaining a minimum six (6) feet of separation between individuals at all times. Remove chairs to both reduce capacity and situate people at six (6) foot or greater intervals.
  Until further notice, suspend communal office coffee and refreshments (donuts, etc.) to mitigate consumption of possibly cross-contaminated drinks and foodstuffs and to reduce employee contact in closed spaces.

- Restrooms
  The six (6) foot social distancing rules apply in the restrooms and restroom occupancy limits will be calculated and posted outside of the restroom. The appropriate number of stalls and urinals will be removed from service, as necessary, to ensure proper social distancing. Employee use of restrooms should be as brief as possible. Grooming, application of make-up and oral hygiene in public restrooms is discouraged.

- Locker-Rooms
  Stagger access to locker rooms to allow for six (6) feet of separation of locker room occupants. Locker rooms will only be used where the work function requires employees to shower or change clothes at the end of a shift. Showering and changing clothes at home is preferred. Employees in locker rooms are to wear masks or face coverings, even if the configuration of the space allows for six (6) feet of social distancing.

- Offices
  Private offices and open workspaces present different circumstances and challenges.
  An employee assigned a private office is encouraged to stay inside their office, with the door closed, as much as possible and to avoid access by others to mitigate possible contamination of interior surfaces. High touch areas such as telephone, keyboard and desk surface should be routinely cleaned with appropriate disinfecting cleaning products by the occupant to reduce hand to surface contamination.
  Open workstations require close attention to employee on-site work assignments to ensure workstation separation between employees of at least six (6) feet. All workspaces will be assigned with no shared offices or workstations; and partitions will be deployed as needed. As a rule of thumb, open workstation occupancy of less than 25 percent is required to achieve social distancing for employees seated and to still allow for some movement. Employees should disinfect their work surface, phone, keyboard and any other high touch surface or object at the start and end of each shift.

- Common Areas
  Common areas warrant "re-design" to manage and limit occupant contact.
  Signage will be posted to communicate maximum occupancy and floor decals will be used to indicate proper spacing in areas where lines may form.
  Hallways, where feasible, will be designated and marked for one-way travel to avoid employees having to cross in close proximity and violate social distancing.
  Other common areas such as break rooms, collaboration spaces, and auditoriums will be closed or used as office space to allow for social distancing parameters to be met. If common areas remain open, occupancy limits will be calculated to allow for adequate social distancing and the occupancy limit will be posted.

- Kitchens/Pantries
  Follow all guidelines set for "Common Areas" and remove/disable high-touch pantry equipment (e.g. coffee machines, water dispensers, water fountains) and replace with single-serve items until conditions permit. If unable to remove, require cleaning with disinfectant between users.

- Elevators
  Elevator occupancy is to be restricted to allow for six (6) feet of social distancing. The number of occupants is thus a function of the elevator car dimensions. If the elevator is large enough to allow for more than one occupant, floor markings will be used to indicate where occupants will stand. When more than one person is on

the elevator, donning of a facemask or covering is required. Employees are encouraged to press the floor selection using a pen or other stylus type object that can easily be washed or disinfected. Employees may also choose to wear nitrile gloves to operate the elevator but need to be aware that nitrile gloves do not substitute for handwashing and are intended for single-use only. Stanchions will be provided to elevator queuing areas with social distancing markings to indicate proper line distancing.

- Studios/Control Rooms
  Six (6) feet of social distancing will be practiced whenever feasible. However, because of the operational requirements and configuration of control rooms, proper social distancing is often not possible. This necessitates mitigation by the donning of facemasks by everyone before entry into a control room followed then by use of hand sanitizer. Application of hand sanitizer immediately before entry is also encouraged. Control rooms are also subject to enhanced cleaning.
  Control room operators donning single-use nitrile gloves is permissible but it does not take the place of handwashing and use of hand sanitizer.

- Stages
  Stage crews are to practice social distancing whenever feasible and to don facemasks in those situations where social distancing cannot reliably be maintained. Frequent hand washing is encouraged due the possible handling of tools and materials by multiple people.

- Shop Areas
  The number of people working in shops is variable and thus warrants a combination of social distancing and donning of face masks, as circumstances dictate. Even when six (6) feet of separation between persons can be maintained, employees in shared work areas are to wear facemasks. In addition, frequent use of hand sanitizer and/or handwashing is advised.

- Communal Transportation
  Communal transportation on buses or vans is discouraged. If essential work requires the use of communal transportation, the number of passengers must be limited to loads that allow for social distancing. Riders are also required to don a facemask for the duration of the transport. Social distancing can be achieved on buses by such means as alternating seating by aisle and by also leaving an empty row between passengers. The pattern of seating and vehicle occupancy will dictate the allowable passenger load (see Travel Safety section for more information).

- Carts
  In the initial phases of returning to work, golf carts will be limited to one person per cart. As social distancing requirements are relaxed, if necessary, two occupants mat be permitted per cart, the driver and 1 rear passenger facing backwards, with both occupants wearing face coverings/masks. Time in cart must be as brief as possible.

- Other Social Distancing Considerations
  - As needed, identify separate entrances/exits for contractors and vendors.
  - Identify unique locations and jobs that will require special considerations.
  - Develop protocols for deliveries of essential and nonessential items to limit risk. Until further notice, personal deliveries and/or package shipments to the workplace are not allowed unless authorized.
  - Establish security protocols to ensure compliance with social distancing and control measures.

H. Eliminate contact with others, such as handshakes or embracing coworkers, visitors, or

friends.

    I. Minimize face-to-face contact between employees and assign work tasks that allow them to maintain a distance of six feet from other workers, customers, and guests.

    J. Avoiding touching surfaces touched by others, to the extent feasible.

    K. Avoid anyone who appears to be sick, or who is coughing or sneezing (report sick people to an appropriate resource-- HR/LR, Supervisor, Security, Safety).

    L. Where a minimum distance of six (6) feet cannot be maintained due to critical/essential operations, all affected employees must wear a face covering/mask and consideration will be given to implementing additional controls, following the hierarchy of controls: elimination, substitution, engineering, administrative, or PPE, as appropriate.

3.2 Employee Workplace Hygiene and Safety Practices

3.2.1 STAY HOME IF YOU ARE SICK – for non-COVID-19 illness, do not come to work until you are free of symptoms, without the aid of medication, for 72 hours. If you have tested positive for COVID-19, you must be symptom free without the aid of medication for 7 days before returning to the workplace.

3.2.2 Inform your supervisor and HR/LR if you are sick, or if a family member is sick with COVID-19 or COVID-19 symptoms. Follow the CDC Guidance - Caring for Someone at Home.

3.2.3 Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. CDC Guidance - When and how to wash hands.

3.2.4 All employees shall have easy access to restrooms and soap and water. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Soap and water is the preferred choice over hand sanitizer. Ensure adequate supplies are maintained.

3.2.5 Hand sanitizers must be placed in multiple locations to encourage hand hygiene.

3.2.6 Place posters and signage that encourage hand hygiene at the entrance to each location and in common areas to help stop the spread.

3.2.7 Avoid touching your eyes, nose or mouth with unwashed hands.

3.2.8 Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds or use a sanitizer with at least 60% alcohol. Learn more about coughing and sneezing etiquette.

3.2.9 Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails and doorknobs. Dirty surfaces can be cleaned with soap and water before disinfection. To disinfect, use products that meet the EPA's criteria for use against COVID-19, may also be labeled as SARS-CoV2, and are appropriate for use.

3.2.10 Avoid using other people's phones, desks, offices, or other work tools and equipment. Sharing of food, drinks and personal items is not permitted.

3.2.11 Employees are encouraged to stay in their workspace and to not go where they do not "have to" go.

3.2.12 Employees are encouraged to practice good social distancing practices and good hygiene practices outside of the workplace as well.

4. Isolation Protocol – For Employees Who Exhibit Symptoms at Work

Protocol to isolate employees if they become symptomatic on-site/on-location:

4.1 Anyone assisting an employee suspected of contracting COVID-19 will:

4.1.1 Don a protective mask and nitrile gloves. After assisting the employee, properly remove the mask and gloves and dispose of them properly in a covered container.

4.1.2 Immediately perform hand hygiene by washing your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol.

4.2 Once an employee has been identified as having a presumed COVID-19 infection:

4.2.1 Call 911 if the employee is short of breath or is in acute distress.

4.2.2 Immediately provide the employee with a mask.

4.2.3 Immediately isolate the employee away from other persons, preferably an exterior area or separate room. A dedicated isolation area must be pre-identified and communicated to on-site response personnel.

4.2.4 All employees must maintain a six (6) foot or greater distance from the employee (when possible).

4.2.5 If using a room, immediately close the door to the room.

4.2.6 Explain this is to help protect other employees and prevent the spread of a potential virus.

4.3 Direct the ill employee to leave work and go home or to the nearest health center:

4.3.1 Public transportation must not be used

4.3.2 If the infected person is well enough to drive their own vehicle, ask them to transport self.

4.3.3 If the person is not well enough to drive their own vehicle, ask them to call a family member or call 911.

4.4 After the employee leaves the workplace:

4.4.1 The isolation area and the employee's work area will be kept closed for >45 minutes, if possible, before cleaning.

4.4.2 The person designated to clean the room will wear a mask, goggles, and gloves when cleaning.

4.4.3 Thoroughly clean and disinfect all surfaces and objects in the room and/or surfaces and objects the person may have come in contact with using a product that is EPA-approved for emerging viral pathogens.

4.4.4 Immediately perform hand hygiene after contact by washing your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol.

4.5 Notify Facilities and HR/LR resource for assistance with disinfection procedures, contact tracing, and to assist with employee/follow-up and return to work authorization.

5. Location Signage

5.1 Post signage at all entries that instructs employees, clients, and guests not to enter if they are experiencing COVID-19 symptoms, including symptoms of respiratory illness such as difficulty breathing, fever, cough, headache, chills, new loss of taste or smell, etc., and to maintain social distancing from one another.

5.2 All points of entry, stairwells, common areas and high use areas shall have prominently placed signs explaining social distancing and other control measure requirements (e.g. the requirement for masks, social distancing, etc.).

5.3 All elevator banks shall have signs explaining the proper social distancing measures for elevator use. Internal markers to show proper capacity and positioning will be placed in all elevators and elevator lobbies.

5.4 Signage and posters throughout the location will remind employees of not coming to work when

sick, following proper hygiene, and social distancing protocols.

5.5 Signs encouraging pedestrian flow (one-way or other specific flow) will be placed throughout the workspace.

5.6 Where lines may form, marking six (6) foot increments at a minimum, establishing where individuals will stand to maintain adequate social distancing.

5.7 Signage is available through the ViacomCBS COVID-19 Signage Library

6. Food Services

6.1 On-site commissaries and eating establishments

6.1.1 Implement measures to limit the number of people who may enter the facility at any one time to ensure that people in the facility can easily maintain, at all times, a minimum six (6) foot physical distance from others, except as required to complete an essential business activity. This is usually no more than 25% of standard capacity.

6.1.2 Provide hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use.

6.1.3 Implement enhanced cleaning measures and regularly disinfect high-touch surfaces, including payment portals.

6.1.4 At contact points between staff and employees, ensure plexiglass shields/barriers are installed.

6.1.5 Mark off six (6) foot separation (floor decals) at bottlenecks and where lines may form (food stations, checkout lines) to encourage appropriate social distancing.

6.1.6 Increase use of single-use products.

6.1.7 Eliminate self-serve options unless food is individually packaged. No buffet services.

6.1.8 All food service staff must wear face masks (covering mouth and nose) and nitrile or latex gloves at all times. Increase handwashing (at least every hour) and glove changes among associates.

6.1.9 Adjust operations and consider extending operation hours to meet volume and accommodate employee flex work schedules.

6.1.10 Consider assigned meal periods to limit volume within commissary areas. Encourage employees to purchase food in-house or bring in from home (as opposed to leaving the facility for meals).

6.1.11 Consider mobile order and pay, where possible.

6.1.12 Ensure third party vendors have a COVID-19 program, including health screening, training of their employees, and an adequate supply of PPE/face coverings/gloves.

6.2 Craft Services

6.2.1 There will be no communal food services on location.

6.2.2 All food services will be single-serve, prepared food items (e.g., pre-made salads vs. serve-yourself salad fixings).

6.2.3 There will be no communal drink services on location. All drink services must be single serve.

6.2.4 Cutlery and cups must be single serve. No reusable cups may be filled.

7. Travel Safety

7.1 Avoid all nonessential domestic and international travel. Check with your management and the Travel Department on current restrictions and approval requirements. Note: Be aware that many areas have 14-day self-quarantine requirements when entering their country/city.

7.2 Stay abreast of all travel warnings:
https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global

7.3 Avoid using mass transit where spacing between passengers is difficult to control. Utilize alternate transportation (e.g. Uber, black car, personal cars)

7.4 When traveling by vehicle, avoid passengers (one person per vehicle) and valet (use self park).

7.5 If you must travel:

7.5.1 Avoid contact with sick people

7.5.2 Book travel on flights and mass transit during off-peak hours to better allow for adequate social distancing.

7.5.3 Wear a mask/face covering when in a vehicle/airplane/train, etc. with others, when in close proximity to others or in a crowded area

7.5.4 Avoid touching your eyes, nose, or mouth with unwashed hands. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

7.5.5 It is especially important to clean hands after going to the bathroom, before eating, and after coughing, sneezing or blowing your nose

7.5.6 Avoid traveling if you are sick

8. Return to Workplace Health & Safety Training Plans

8.1 It is very important that ALL employees understand the health and safety requirements, protocols, and expectations to ensure that everyone and their communities stay safe and to prevent the spread of COVID-19.

8.2 The Return to Workplace training will:

8.2.1 Educate staff on the return to work protocols and procedures implemented for their safety and protection

8.2.2 Set expectations for employee behaviors that will help mitigate risk at work and at home

8.2.3 Provide employees information and resources regarding good hygiene practices, health, and wellness

8.3 Training will include:

8.3.1 Company's COVID-19 Response

8.3.2 Signs & Symptoms of COVID-19

8.3.3 Daily self-screening for symptoms

8.3.4 Isolation Protocol for symptomatic employees

8.3.5 Social distancing measures

8.3.6 Personal Hygiene

8.3.7 Disinfection measures

8.3.8 Personal Protective Equipment (PPE)

Health and Safety
Return to Workplace Checklist

VIACOMCBS

Workplace Location: **Date Completed:**

Point of Contact:

Workplace Readiness

Preventative Material Inventory:

COMPLETE	PENDING	NOT STARTED	ACTION	OWNER	LINK/NOTES
☐	☐	☐	Location has a minimum 30-day supply of appropriate cleaning products (e.g. soap, disinfecting cleaning products such as solutions, spray, and wipes, hand sanitizer, paper towels, and tissues) with more on-order through reliable supply chain.		
☐	☐	☐	Disinfection and hygiene supplies are available and situated where employees have ready access to them (e.g. at entrances and in high traffic and common areas)		
☐	☐	☐	Location has an adequate stock of face coverings/masks, respirators, gloves, goggles/face shields, protective (Tyvek) suits and other personal protective equipment (PPE). (30-day supply and on-order with reliable supply chain)		

Cleaning and Disinfection:

COMPLETE	PENDING	NOT STARTED	ACTION	OWNER	LINK/NOTES
☐	☐	☐	All office sites must work with the ViacomCBS Corporate Facilities Management Team and follow the Return to Office Action Plan. For all other locations, the Health and Safety Protocol is provided for reference.		
☐	☐	☐	Before employees return to the workplace, an enhanced cleaning of all spaces was performed using an antiviral agent (EPA approved material) with a focus on shared, common, and high touchpoints/areas (door push plates, lever handles, elevator call buttons, exterior entrance doors, handrails, etc.)		
☐	☐	☐	If applicable, all mechanical, HVAC, fire/life safety, water systems and pantry equipment has been inspected and readied.		

☐	☐	☐	ViacomCBS COVID-19 Cleaning Standards Policy has been implemented, including the cleaning steps, materials, and frequency required to clean work place surfaces, with a focus on high touch areas and common spaces.		
☐	☐	☐	Where applicable, processes exist for the cleaning/ disinfection of broadcast areas, studios, field and rental equipment, vehicles and any other specialized areas or equipment. Consideration has been made to utilizing alternative sanitizing solutions (e.g. UVC & sanitizing fog/mist).		
☐	☐	☐	Janitorial/Cleaning Services: Supplies and staffing have been re-evaluated to scale cleaning measures with on-site population.		
☐	☐	☐	Third-party vendors have provided their employees with PPE and have trained them on COVID-19 requirements and enhanced cleaning protocols.		
☐	☐	☐	COVID-19 "deep-cleaning" and disinfection is triggered when an employee is identified as being COVID-19 positive or "presumed" positive. Disinfection process meets the requirements of the Health and Safety Protocol - Deep Cleaning and Disinfection section and the location has identified and has an active contract(s) with a company providing disinfection services.		

Health Screening:

COMPLETE	PENDING	NOT STARTED	ACTION	OWNER	LINK/NOTES
☐	☐	☐	Where allowable, a Health Screening process has been implemented to ensure screening before location entry and to ensure barriers are in place to prevent anyone from bypassing screening protocol. (Screening may be virtual or on-site)		
☐	☐	☐	Where allowable, the Health Screening process includes the COVID-19 screening protocol, temperature screening, observation for overt symptoms, and verbal and/or non-verbal confirmation of daily self-screening.		
☐	☐	☐	A response and isolation protocol exists to properly respond to employees exhibiting symptoms of illness consistent with COVID-19 (including temperature readings of 100.4ºF or higher).		
☐	☐	☐	A procedure exists to respond to positive/presumed positive cases, and to monitor and trace employee close contacts/areas worked, deep clean/disinfect affected areas, and to inform affected employees of any confirmed cases.		

Social Distancing - Policy:

COMPLETE	PENDING	NOT STARTED	ACTION	OWNER	LINK/NOTES

☐	☐	☐	All employees continue to work from home, if possible. Employees who return to the workplace location have obtained proper approval and are registered through the SalesForce process (or equivalent approved process).		
☐	☐	☐	The number of people who may enter into the location at any one time is limited to ensure that people at the location can easily maintain, at all times, a minimum six (6) foot physical distance from others, except as required to complete an essential business activity.		
☐	☐	☐	Consideration has been made to scheduling/shift changes, including staggering start and end times and staggering breaks and lunch breaks. Consideration has been made to the demands placed on other support services when implementing staggered shifts.		
☐	☐	☐	Consideration has been made to minimize face-to-face contact (e.g. telework, videoconferencing and teleconferencing including when in the workplace).		
☐	☐	☐	Eliminate all face-to-face meetings. When face-to-face meetings cannot be eliminated, meetings are limited to a maximum of 5 people (Phase 1) and 10 people (Phase 2), maintaining a 6 (six) foot social distance where feasible and all participants are required to wear a mask/face covering throughout the meeting.		
☐	☐	☐	Cloth face coverings/masks are provided to all employees and contracted workers at no cost to the employee.		
☐	☐	☐	The wearing of a face covering/mask is required whenever the worker is not in an isolated area (e.g. meeting rooms, hallways, control rooms, common areas, and open work areas that are occupied by multiple people). A risk assessment, controls, and senior leadership approval is required for any deviation from this policy.		
☐	☐	☐	Security protocols have been established to ensure compliance with social distancing and control measures.		

Social Distancing – Exterior Considerations:

COMPLETE	PENDING	NOT STARTED	ACTION	OWNER	LINK/NOTES
☐	☐	☐	Where feasible, identify separate entry and exit points to facilitate one-way movement of pedestrian traffic. Post signage to direct employees to identified points of entry and egress.		
☐	☐	☐	Check that, at a minimum, six (6) foot spacing between security guards/receptionists and employees/guests at entry and exit points, where necessary install physical barriers/protective screening.		
☐	☐	☐	Maintain six (6) feet social distancing at entry and exit points for all entrants. Place markings at six (6) foot intervals to encourage proper social distancing.		

COMPLETE	PENDING	NOT STARTED			
☐	☐	☐	Establish limits for occupancy in common gathering areas outside the building (i.e. outdoor lunch areas, waiting areas, etc.) to ensure, at a minimum, six (6) feet spacing between individuals.		
☐	☐	☐	Establish pedestrian walking routes to minimize crossing paths.		

Social Distancing – Interior Considerations:

COMPLETE	PENDING	NOT STARTED	ACTION	OWNER	LINK/NOTES
☐	☐	☐	Check that, at a minimum, six (6) foot spacing between employees at all entry points, guest reception and visitor entry areas, mark areas where appropriate and where necessary install physical barriers/protective screening.		
☐	☐	☐	Establish limits for occupancy for each building, each floor of the building, and common gathering areas to ensure six (6) foot separation between work areas. Align with operational needs of each business. Ensure appropriate signage is posted.		
☐	☐	☐	Assign workspace (no agile or hoteling); no shared offices or workstations; deploy partitions as needed.		
☐	☐	☐	Mark off six (6) foot separation at lines/bottlenecks (badge swipes, timeclocks, doorways, elevator banks, escalators, commissaries, etc.) to encourage appropriate social distancing.		
☐	☐	☐	Develop methods to permit the use of elevators while implementing social distancing protocols. Implement protocols to limit occupancy, multiple stops, and touching of both passenger and freight elevator buttons.		
☐	☐	☐	When possible, direct occupants within the building to follow one-way paths along frequently traversed routes within the building to minimize contact between individuals.		
☐	☐	☐	Restrict areas where employees shall not enter. Consult with Facilities, EHS and/or Fire and Life Safety to ensure emergency exit paths are not affected.		
☐	☐	☐	Mark off six-foot separation in all workspaces to promote appropriate social distancing.		
☐	☐	☐	Eliminate the use of shared water fountains/ dispensers. If elimination is not feasible, ensure enhanced cleaning protocols are implemented.		
☐	☐	☐	Identify unique locations and jobs that will require special considerations.		
☐	☐	☐	Develop protocols for deliveries of essential and nonessential items to limit risk. Initially, disallow personal deliveries and/or package shipment to the workplace.		

Workplace Hygiene Practices:

COMPLETE	PENDING	NOT STARTED	ACTION	OWNER	LINK/NOTES
☐	☐	☐	Employees have been informed regarding proper hygiene practices, including: staying home when sick, COVID-19 symptoms/self-screening, washing hands often, using hand sanitizer when handwashing not readily available, avoiding the touching of eyes, nose or mouth, covering mouth/nose with a tissue when you cough or sneeze, cleaning and disinfecting frequently touched objects, practicing social distancing, and wearing face coverings.		
☐	☐	☐	Workplace hygiene standards, including the social distancing requirements, are clearly communicated throughout the location with signage.		

Location Signage:

COMPLETE	PENDING	NOT STARTED	ACTION	OWNER	LINK/NOTES
☐	☐	☐	All points of entry, stairwells, common areas, and high use areas have prominently placed signs explaining social distancing, proper hygiene, and other control measure requirements.		
☐	☐	☐	All elevator banks have signage explaining the proper social distancing measures for elevator use. Elevators have internal markers to show proper capacity and positioning.		
☐	☐	☐	Elevators (ViacomCBS as a tenant) coordination with landlord on signs explaining the proper social distancing measures for elevator use in common spaces.		
☐	☐	☐	Signage/floor decals are placed to mark off six (6) foot separation at bottlenecks and where lines may form (badge swipes, timeclocks, doorways, elevator banks, escalators, commissaries, etc.) to encourage appropriate social distancing.		
☐	☐	☐	Signs encouraging pedestrian flow (one-way or other specific flow) are placed throughout the workspace.		

Food Services:

COMPLETE	PENDING	NOT STARTED	ACTION	OWNER	LINK/NOTES
☐	☐	☐	Measures have been implemented to limit the number of people who may enter the eating establishment at any one time to ensure that people in the location can easily maintain, at all times, a minimum six (6) foot physical distance from		

			others, except as required to complete an essential business activity.		24
☐	☐	☐	Hand sanitizer, soap and water or effective disinfectants are at or near the entrance of the location and in other appropriate areas for use.		
☐	☐	☐	Increased and enhanced cleaning measures have been implemented as well as the regular disinfection of high-touch surfaces, and disinfection of all payment portals, etc.		
☐	☐	☐	Counter shield have been installed at contact points between staff and employees.		
☐	☐	☐	Mark off six (6) foot separation at lines/bottlenecks (food stations, checkout lines) to encourage appropriate social distancing.		
☐	☐	☐	Increase use of single-use products and eliminate self-serve options unless food is individually packaged. No buffet services.		
☐	☐	☐	Foodservice staff wear masks and gloves at all times and increase hand washing and glove changes. Ensure 3rd party vendors have a supply of PPE/face coverings/gloves.		
☐	☐	☐	Adjust operations to meet volume while limiting staffing. Consider extending operation hours to meet volume and accommodate flex schedules.		
☐	☐	☐	Consider assigned meal periods to limit volume within commissary areas. Encourage employees to purchase food in-house or bring food from home.		

Key Contacts and Critical Suppliers/Vendors

CONTACT	PHONE	EMAIL
ViacomCBS COVID-19 E-mail		COVIDNotify@viacom.com
ViacomCBS Global Security Operations Center (GSOC)	323-956-5788	ViacomCBSGlobalSecurity@viacom.com
ViacomCBS Procurement/Sourcing		SourcePPE@viacom.com
CBS Travel – Hal Rudy, VP, Travel Services	917-414-5104	Hal.Rudy@cbs.com
Viacom/Paramount Travel – Angela Mikellides, VP Global Travel Strategies & Operations	201-805-0559	globaltravelservices@viacom.com