



## COVID-19 Response – Information & Guidelines

12/21/20

Program Productions' mission in response to the COVID-19 pandemic is to promote the safest work environment possible for our employees and partners as crews return to remote broadcast worksites. While a safe and healthy worksite will rely on collaboration between our greater broadcast community, Program Productions is committed to equipping our crews with the knowledge to keep themselves and our worksites safe. We will accomplish our goal of a safe work environment, specifically with regard to concerns related to COVID-19, by way of comprehensive initiatives, such as:

- Continually seeking advice from health experts and organizations.
- Communicating and collaborating with our clients and partners.
- Requiring screening questionnaires to crew prior to arriving on site.
- Communicating to crew, guidelines and expectations for safe and healthy behaviors.

Within, you will find COVID-19 awareness information, recommendations to mitigate spread and limit exposure, as well as guidelines for safe and healthy worksite behaviors. This information will be distributed to all Program Productions broadcast crews to ensure consistent information and expectations across all crews. We will frequently review this information and update as new information becomes available.

### COVID-19 AWARENESS:

While a vaccine for COVID-19 has been recently approved by the FDA it is not currently widely available to all US citizens. The best way to prevent illness is to prevent being exposed. According to the CDC - People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches



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- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

### HOW COVID-19 SPREADS:

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

### PREVENTING ILLNESS BY AVOIDING EXPOSURE:

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
  - Remember that some people without symptoms may be able to spread the virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.



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- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to the virus and slowing its spread locally and across the country and world.

### **RETURNING TO WORK:**

In order to maintain a safe work environment for technicians, clients, and other essential personnel, Program Productions employees should act in accordance with health and safety guidelines provided by the CDC. It is expected that crew commit to safe behavior not only on site, but also where it applies in their personal life.

### **REQUIREMENT FOR TECHNICIANS RETURNING TO WORK:**

Technicians will be required to complete a “COVID-19 Return to Work Questionnaire” and to agree to a pledge of safe and healthy behavior. The return to work questionnaire will establish if a technician meets the health requirements for entering a work site and the safety pledge will require acknowledgement acceptance of guidelines and expectations for work site behavior.

Requirements include:

- Regardless of a positive or negative COVID-19 test, a technician who experienced COVID related symptoms must be free of those symptoms and outside of 10 days from when first symptoms presented. The technician must be free of a fever (temp greater than 100.4) without fever reducing medication for at least 24 hours.
- A technician with a positive COVID-19 test but who does not exhibit symptoms must be symptom free for at least 10 days from the most recent positive test and had no subsequent illness or symptoms during that time.
- A technician confirmed exposed to person confirmed COVID-19 positive, regardless of symptoms or negative test, must quarantine and remain symptom free for at least 10



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days from exposure. A person may submit a negative test, taken no sooner than 7 days after exposure, and be considered eligible to work.

\*\*To note: All guidelines and requirements to be eligible to return to work may change without notice or be adjusted based on additional parties governing an event or worksite.

### **GUIDELINES FOR A SAFE & HEALTHY WORK SITE:**

#### **PROTECT: Protect yourself and others.**

- Use social distancing measures to avoid close contact with other individuals. Maintain a 6-foot distance when any situation allows.
- Wear a face covering.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until dry.
- When possible try to limit all points of contact. Don't touch any items, equipment or workspaces that do not pertain to you or your position functionality.

#### **DISINFECT: Keep your environment clean.**

- Clean and disinfect your workspace and equipment often.
- Store personal belongings responsibly and properly discard of personal items when finished (water bottles, coffee cups, food items, etc.).
- Do not share any personal items (phones, lens wipes, headsets).



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### **RESPECT: We're all in this together.**

- Follow all work site rules, procedures and guidelines.
- Stay at home if you are sick or have been exposed to a person confirmed Covid-19 positive.
- Alert your Tech Manager or Crew Coordinator if you feel ill at work and remove yourself from the work site.
- When possible, avoid common eating areas and practice safe personal food storage.
- Adhere to CDC recommendations for safe travel: Do not travel if you are sick. Wash or sanitize your hands often, avoid touching your eyes, nose and mouth, keep 6 ft of physical distance from others.
- **Remember Your Social Responsibility Pledge for the health and safety for all.**

### **COMPLIANCE**

Along with the guidelines and expectation laid out by Program Productions, technicians are also required to abide by rules and protocols established by our clients, mobile unit vendors, venues and any other entity with authority on a worksite.

#### **REFERENCE GUIDES/CONTACT INFORMATION**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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