

Request for Approval to Start or Resume Production /COVID-19

All the documents you need to complete this form can be found on the Production Resources- COVID19 Website: [Click Here](#)

What is this form for?

This form is for a senior project lead¹ to obtain approval to commence production operations for their show, event or project. When completed, this document should convey how you will approach the production for which you are responsible consistent with the ViacomCBS Task Force’s **COVID-19 Production Safe Set Protocols** (“the **Protocols**”) and the related documents in the Attachments to this communication. The objective is to enable us to review the Plan, including seeking expert evaluation as needed, to protect the safety of all crew, cast, colleagues, and everyone’s families and loved ones. You can help the approval process by ensuring that this submission conforms to these requirements to avoid any delays or need to resubmit this plan.

What information do I need to review and have on hand before completing this form?

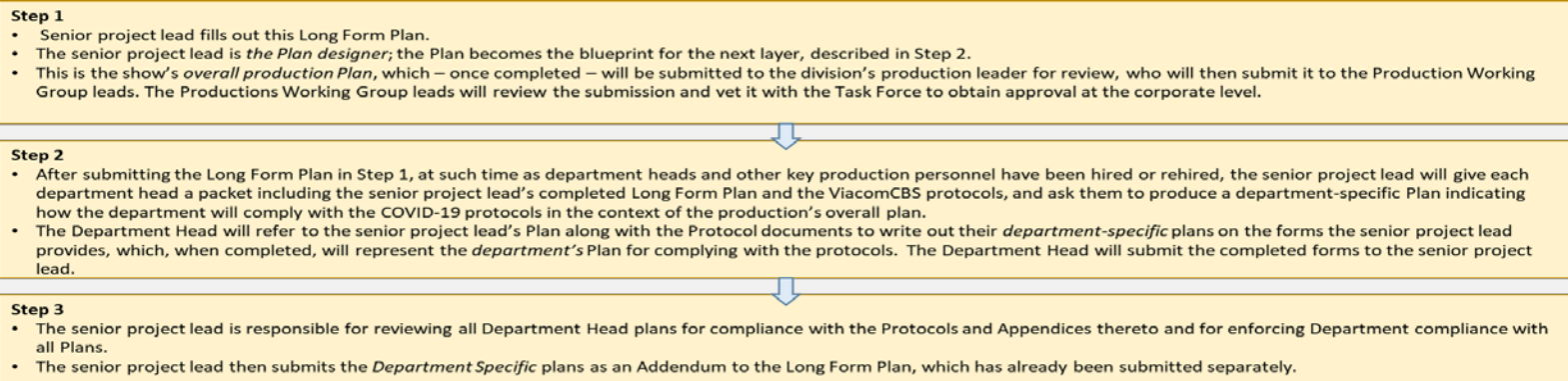
Set aside some time to review, in detail, the attached **Protocols** document and all of the attached documents. In addition, you may wish to distribute these documents to department heads and keys **now** (or as soon as they have been hired or rehired), and ask them to review and start identifying specific modifications they expect to make in light of these requirements given their expertise and knowledge of the particular requirements of the production. Also, by now you have likely completed and submitted a **Production Priorities** spreadsheet document to the division unit leader to whom you report. Have this document on hand, as you will be able to plug some of that information in to various spaces here, or attach it, saving you time. If you have not done so – or you are not sure – contact your Industrial Relations/Labor Relations, Safety or HR representative.

To whom should I send this completed form and accompanying documents, and what happens next?

Please send this completed form and accompanying documents to your division’s production leader for review (e.g., the senior-most leader in the production unit to which your production, project or event reports). Your division’s production leader will then submit your completed form and any accompanying documents to the following Productions Working Group leads distribution: COVIDRTW@viacbs.com. The Productions Working Group leads will review your submissions and vet them in the Task Force meetings to obtain approval at the corporate level.

Many of the project’s department heads will have craft- or trade-specific Covid-19 mitigation protocols. Do they need to submit anything, when and to whom?

Yes, as follows. You will turn in your overall production Plan; thereafter, once your department heads have been hired or rehired, they will fill out *department-specific* plans and those will be submitted as addenda to your overall show-wide plan.



¹ For purposes of this document, “senior project lead” generally denotes, but is not limited to, a project manager, production manager, production supervisor, UPM, Line Producer, Producer, and other individuals with general oversight and responsibility for the production.

What standards are used to review and approve this form?

This plan must conform to the attached **COVID-19 Production Safe Set Protocols** and documents in the accompanying Attachment. For the safety of the cast and crew, requests that do not conform to these documents cannot be approved.

What is this form NOT for?

Do not use this form to request a **specific work task** or **action** you need to complete **immediately** that is **unrelated** to your comprehensive production Plan. For example, if you want to return to a set to strike a department or parts of a set; gain entry to the work premises to retrieve rental or other equipment or personal files; request authorization to travel an individual as an immediate necessary step in advance of the formal start of a production; hold a recording session; a sound mix; a limited scout, etc. please use the SHORT FORM (Request for Approval for Specific Work Task or Action). This will save you time and effort!

I need help with this form. With whom should I consult?

Your Industrial Relations/Labor Relations partner, Safety Representative, or Human Resources partner. We are fully committed to helping the production get back to work quickly but – most importantly – safely. We are standing by and available anytime to help you with your Plan and support you in getting up and running!

Overview

RESPONSES SUBMITTED BY:	
ON BEHALF OF:	
BUSINESS UNIT LEADER:	
STATE/CITY/COUNTY:	
ESTIMATED DATES OF WORK:	
TOTAL # OF CREW:	

Approval Grid

Department/Approval Authority	Sent on	Signed off on	Who approved for this department?	Comments	If this approver is not necessary, state reason:
Security					
Law (Domestic/Tran or Int'l/Dabney)					
Safety					
Labor					
Production (<i>sign off includes receipt of certification e-mail from Production Exec</i>)					
Marlene Baez					
Dave McElwain					
Tim Farrell (<i>if necessary</i>)					
Other Approver					
Other Approver					
Other Approver					
Travel					
Government Affairs					
Risk Management					
Kevin Berg					
Talia Robinson					

Tell us about the Plan

1. **Who** is submitting this Plan - **Name, Job Title, Phone, E-mail**

2. **What** production, event, or project are you looking to start or restart? List **Project, Entity**. Examples: Danger Force, Nickelodeon; A Quiet Place, Paramount Studios; Star Trek-Discovery Season 4, CBS Television Studios.

3. **Is this an internal or third-party production, joint venture, licensed deal or other relationship?** Briefly describe the nature of the relationship; extent of oversight; obligations between companies for purposes of COVID-19 compliance.

4. **Identify the Responsible Production Group Leader:** Example: Debra Bergman, EVP Production, Paramount TV Studios; Kevin Berg, Sr. EVP, CBS Television Studios; Megan Ring, EVP Production, VMN

5. **Identify the responsible Industrial Relations/Labor Relations partner:**

6. **Identify the responsible Health & Safety partner:**

7. **Identify the responsible Human Resources partner:**

8. Referring to the Return to Work Safe Set Protocols (*found on Production Resources – COVID 19 Site*), identify the COVID-19 Response Team Supervisor assigned to this project.

9. **Where** is each of the following key facilities or fixed center of operations located: **Production Office, Stage(s), Writers’ Room, Post**. For non-productions (special events, parties, etc.) list **central areas of operation**.

Facility	Address	City	State	Contact at this facility
Production office	4024 Radford Ave.	Studio City	CA	Jane Smith, POC, 888-555-1212
Radford stages 2&3	4024 Radford Ave.	Studio City	CA	Jane Done, 1 st AD
Writers Room	3801 Wilshire Ave.	Los Angeles	CA	Steve Jones, PA
Production office (ITALY)	00120 Via del Pellegrino	Rome	Italy	Sofia Loren, 2 nd Unit Producer

10. **Production timeline.**

- a. If you have already submitted a “Production Priorities” chart for the show (indicating start dates for various departments and activities), please attach it, or cut and paste it here. If that has not yet been completed, contact Industrial Relations/Labor Relations, Safety or HR so we can help you complete that document.
- b. **If the timeline you already submitted does not extend through the rest of the season**, please **add that remaining information** here, or attach it. Estimate as far ahead as you can.
- c. An **EXAMPLE** (from a show’s “Production Priority” spreadsheet) below, that shows the start of a season. Your submission should include **additional entries to demonstrate your plans through the rest of the season:**

Phase	Proposed Start	Day from when ViacomCBS approves start	Function	Crew - Full complement	Proposed Skeleton crew	Pods
Phase 1	6/1/2020	Day 01	Re-open Production & Accounting Offices	15	10 onsite	3 pods
Phase 1	6/3/2020	Day 03	Set Up Construction Mill	12	12 onsite	3 pods, 4 per pod
Phase 1	6/8/2020	Day 08	Re-open Art Department	10	5 onsite	2 pods
Phase 1	6/8/2020	Day 08	Set Up Costumes Manufacturing	8	8 onsite	4 pods, 2 per pod
Phase 2	6/10/2020	Day 10	Begin Construction on New Sets	30	20 onsite	5 pods, 4 per pod
Phase 2	6/10/2020	Day 10	Strike Old Sets	20	15 onsite	3 pods, 5 per pod
Phase 2	6/15/2020	Day 15	Casting	6	2 onsite	1 pod
Phase 3	6/22/2020	Day 22	Location Scouting	8	7 onsite	3 pods, 3-4 per pod
Phase 2	7/6/2020	Day 36	SPFX Make Up Life Casts, Molds, & Builds	3	3 onsite	1 pod
Phase 2	7/20/2020	Day 50	Cast Costume Fittings	4	3 onsite	1 pod
Phase 3	7/20/2020	Day 50	Begin Prep on Episode 1 (Concept & Production Meetings)	75	45 onsite	Pods TBD
Phase 3	7/20/2020	Day 50	Rigging of Sets (Grip, Electric, Fixtures)	20	16 onsite	4 pods, 4 per pod
Phase 3	7/20/2020	Day 50	Set Dec Dresses Sets	12	6 onsite	2 pods, 3 per pod
Phase 3	8/10/2020	Day 71	Cast Rehearsals	6	6 onsite	2 pods, 3 per pod
Phase 3	8/10/2020	Day 71	Stunt Rehearsals	6	6 onsite	2 pods, 3 per pod
Phase 3	8/17/2020	Day 78	Load & Prep Trucks	50	35 onsite	5 pods
Phase 3	8/17/2020	Day 78	Pulling Equipment (All Departments)	50	35 onsite	5 pods
Phase 3	8/17/2020	Day 78	Table Read	45	25 onsite	Pods TBD
Phase 4	8/24/2020	Day 84	Active Production - Begin Shooting Episode 1	140	140 onsite	Pods TBD

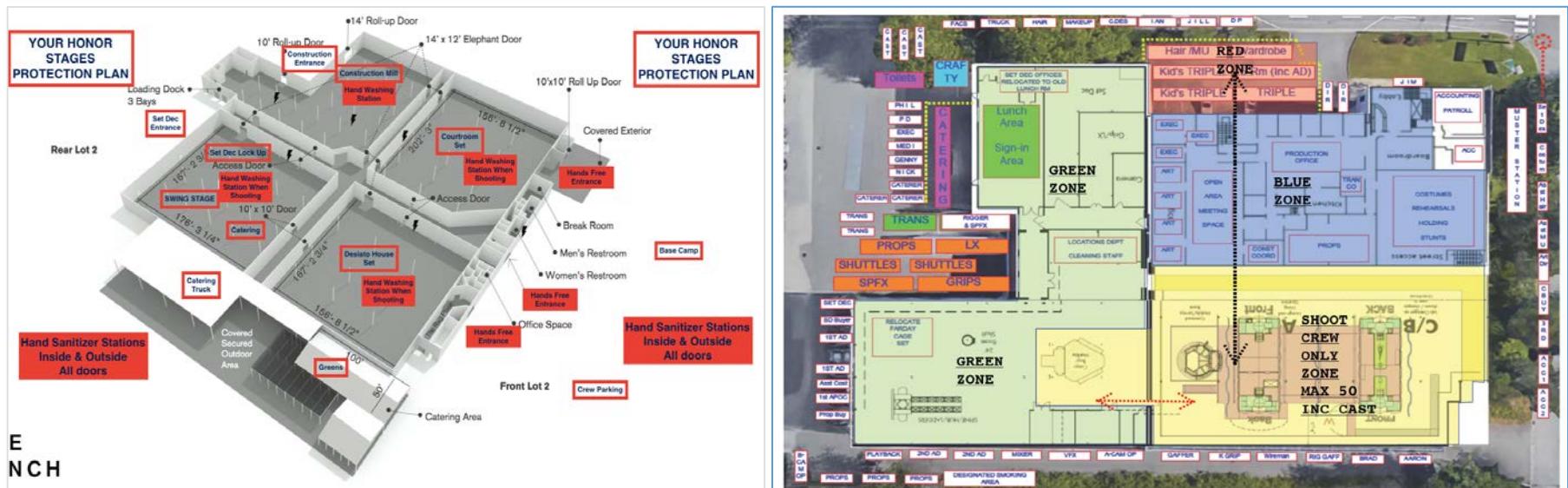
11. Production staffing and crew

If you have already submitted a “Production Priorities” chart for the show (indicating **staffing by stages** for various departments and activities, consistent with the above example), please **expand on** this document to provide a full **staffing model** identifying (in chart or text form) **department, job title, and individual** (if that person has been hired). **Rationale:** Accurate, up-to-date staff identification will be critical should an infection or exposure trigger the need for immediate government-led **contact tracing**.

12. How are you going to perform this work and remain in compliance with the Protocols. Refer to Safe Set Protocols, Workplace Social Distancing and Hygiene Practices that can be found on the Production Resources website – Planning Forms and Documents section.

Note that local jurisdictional requirements may limit you to a maximum number of individuals working together on a given date or timeline. Here are the steps and examples for describing how you will conform your production to the above requirements.

- Your plan should address **all physical areas of production** – production office, set, stages, mills, shops, locations, etc. with specificity (a **map or drawing** or photos, as shown below are *very welcome* but not necessary). Review the Protocols/Appendices and be sure to address flow of people traffic, entrances, exits, work spaces, disinfection, training, ongoing process of advanced cleaning, signage, etc. For help with a top-to-bottom list of items to address, see, for example, refer to Safe Set Protocols, Workplace Social Distancing and Hygiene Practices that can be found on the Production Resources website – Planning Forms and Documents section. Some examples of plans for stages are below. Note that some productions have divided their areas into “zones” and will have different colored badges to help crew stay within certain areas:



Additional Comments Q12:

13. **Eligibility and Screening.** Who will ascertain that the individuals listed above are “eligible” to participate in this work; e.g., have they met health screening requirements as set forth in the Protocols document? **See Safe Set Protocols, and Return to Work Phase I Checklist Health Screening**

14. **Social Distancing Protocol.** Describe what measures will be in place to ensure local social distancing requirements are met or exceeded during the proposed project/production. How will you divide workers to minimize risk consistent with the Protocols? See [Safe Set Protocols](#) - Workplace Social Distancing and Hygiene Practices section, [Return to Work Phase I Checklist Health Screening](#).

15. **Supplies.** What special supplies will you be using to comply with the Protocols while this work is being done during this project/production? [Cloth or surgical masks, nitrile gloves, sanitizing wipes, disinfectant, hand sanitizer, etc.] See [Safe Set Protocols](#) - Workplace Social Distancing and Hygiene Practices section; [Return to Work Phase I Checklist, PPE and Cleaning Supplies & Inventory](#); and [Return to Work Phase I Checklist, Signage](#).

- a. A minimum of 30-days PPE & disinfectant supplies will be available at all times in all facilities.
- b. Touchless hand sanitizers have been installed throughout the facility and are visible on all maps.
- c. Every bathroom has or will have soap, touchless paper towel dispensers, signs reminding the crew of proper hand washing process and disinfecting wipes so that each person can wipe down before or after. We are encouraging a self-sanitization routine for everyone in hopes that the habits will help.
- d.

18. COVID-19 Case Management and Notification Process. What is your plan for case management? See Safe Set Protocols - Isolation and Testing, and Notification Process Document.

- a. Should any working crew members or contractors show symptoms of Covid-19, or have a fever, they will be sent home and will interface with our Physician, CCO/CSS, Corporate Safety, and HR accordingly.
- b. Procedure in the event of a positive Test:
 - i. The individual will be immediately removed from the workplace per ViacomCBS protocols, and sent to their vehicle to self-drive home, or, in the event they do not feel well enough to drive, sent to the identified isolation area, while transportation is arranged.
[INSERT ISOLATION LOCATION HERE] Subsequently, the individual will be instructed to return home and seek immediate medical advice and guidance based on their symptoms. CCO/CCS will source a Non-Emergency Medical Transport, or other on-call car service that will transport potentially exposed personnel in the event an exposed or positive person does not have a personal vehicle and cannot get picked up from someone they live with.
 - ii. HR, Safety and the GSOC are notified pursuant to ViacomCBS policy. Procedure: If one of the employees contracts COVID-19, the COVID COMPLIANCE OFFICER/SUPERVISOR will notify the GSOC (which is the ViacomCBS Global Security Operations Center at 323-956-5788 or GSOC@viacomcbs.com) your HR Production Partner for this production/project, [INSERT HRPP AND/OR HRVP NAME] and Safety: Dave McElwain, (323) 575-2423, or Dave Templeman, (412) 642-5055. Any positive employee's names will be provided to ViacomCBS HR and Safety in a confidential manner so as to comply with HIPAA and all other applicable federal, state, county, and local regulations, rules, and guidelines, and the GSOC will be involved in referring the matter to the appropriate internal departments including the Law department for consultation regarding referral to government contact tracing and any other federal, state, county, or local reporting obligations.
 - iii. In addition, COVID Compliance Officer/Supervisor will notify COVIDDesk@viacomcbs.com to begin contact tracing. See COVID Desk Workflow below.
 - iv. As of 11/30/20, the union agreement requires notification to the unions regarding a positive test and the notice should be made by Labor Relations. Production will notify [INSERT LABOR NAME AND CONTACT INFO], of a positive test so that he can notify the unions. Production will include number of individuals with a positive test result, the Zone(s) in which the positive test result occurred, and the day the test result(s) was or were reported.
- c. Isolation Strategy following a positive test in the pod:
 - i. In the event the crew member cannot be immediately escorted to their car to self-drive home, a room/area on property has been identified for the infected employee to rest until arrangements are made to safely remove them from the property - [INSERT ISOLATION LOCATION HERE]. Although the pods are designed to be isolated from other pods, any other individual determined to have had close contact with the COVID-positive employee, per the contact tracing process, will be required to quarantine for 10 days.
 - ii. Those pod members determined not to have had close contact, per the tracing process, will then be tested every other day for 10 consecutive days to ensure that no other infected personnel continue to work at the location.

- iii. The individuals in the testing pool will be further isolated/quarantined in their work zone during their shifts until the 10-day testing period is completed.
 - iv. Meals will be delivered in a manner to maintain quarantine conditions consistent with WHO/CDC and jurisdictional requirements, and they will be isolated to their own dining area.
- d. Closest Hospital to all locations: [INSERT HOSPITAL NAME, ADDRESS AND PHONE NUMBER]

19. **Disinfection plan** for this project/production. See **Safe Set Protocols** - Hygiene on Location, General Cleaning and Disinfection; the COVID-19 Cleaning and Disinfection Protocol; the COVID-19 Disinfection Frequency, and Return to Work Phase I Checklist.

20. **Handwashing/Hygiene** plan for this project/production (location and availability of running water, soap, portable hand washing stations, hand sanitizer if no other option, if needed etc.) See **Safe Set Protocols - Workplace Social Distancing and Hygiene Practices**. See also **CDC Handwashing- When and How** <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

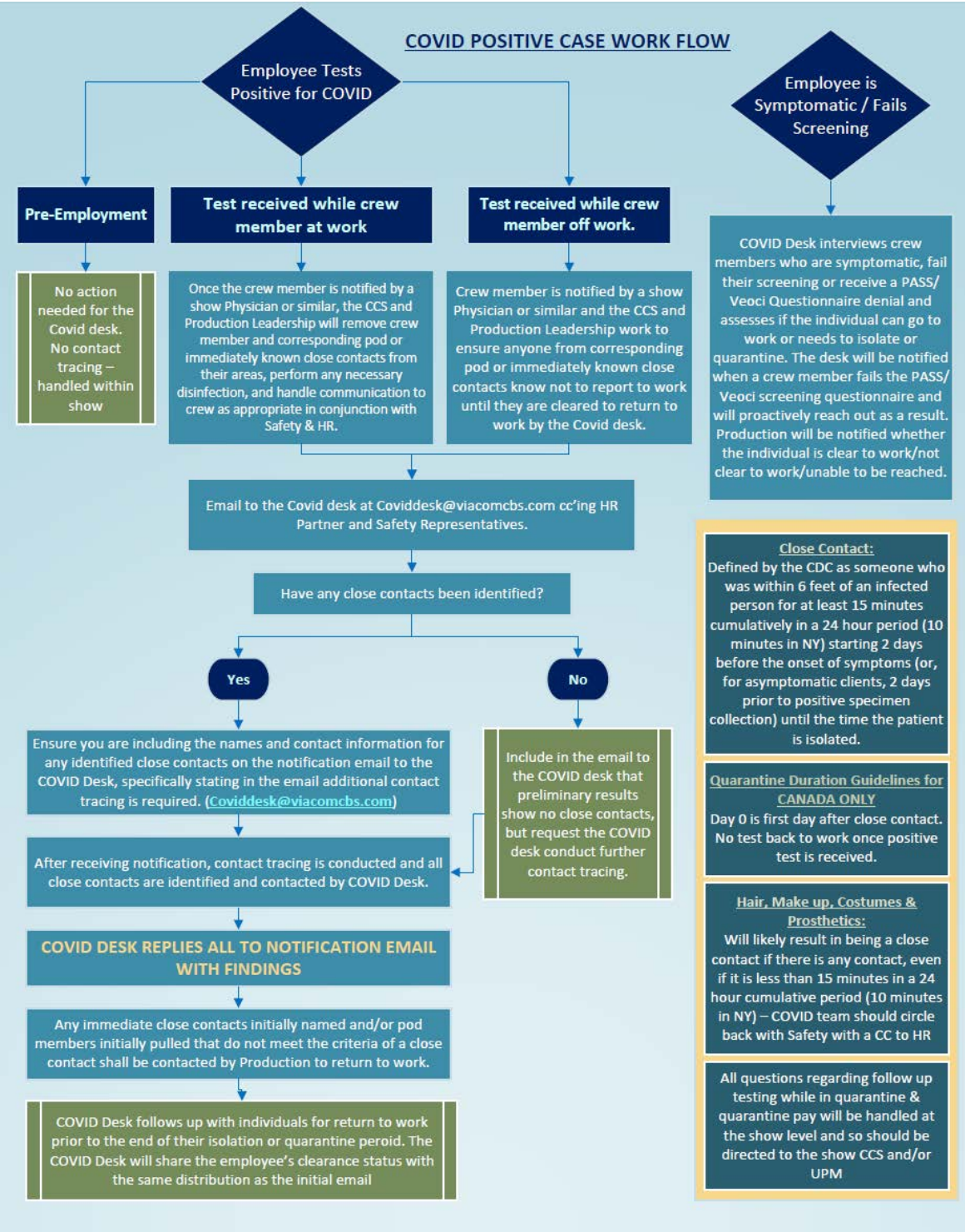
21. **Training Plan.** See Safe Set Protocols - Training.

- a. All individuals will be provided with, and required to watch, COVID-19 protocol videos provided by EHS: <http://ehs.viacomcbs.com/online-training/training-in-english/> . There will be a record kept of those that have taken the training and an acknowledgment from each person once he/she has watched all videos.
- b. The CCO/CCS will be included in the process and help in establishing the training protocol. Training will happen prior to re-entry as well as for all new hires and will be reinforced on a regular basis. Training may be via Zoom for pre-production and then in person when production starts.
- c. The Production will work with the CCO/CCS and safety team to offer continuous updates related to Covid-19 protocols and safety measures via weekly meetings.
- d. Employees will also be asked to read the screening, health & safety protocols from the approved short form before they come in.
- e. Resources and information will be shared with employees on the psychological impact of the pandemic and be covered in the safety briefings.



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Additional Information Below on COVID Desk Work Flow



COVID Desk:

- Email – CovidDesk@viacomcbs.com
- Number – (323) 956-7744

Email Template:

- Disclosing employee's name and contact information
- Production
- Supervisor
- Work location: Building, Floor #, Workstation or Office Number (include as much detail as available)
- Date (date of test, date of notification of positive test, date last worked outside of the home or on company property)
- Contact information for the COVID positive case
- Confirming: Contact Tracing Needed – YES or NO

Key:

- CCS – COVID Compliance Supervisor
- UPM – Unit Production Manager