

NBC SPORTS – NBC SNF RETURN TO WORK SAFETY PLAN

REVISION DATE August 20, 2020



To ensure the safety of our Personnel and our Productions we must recognize the responsibility that comes with returning to Live TV.

This document outlines a Return to Work Plan for SNF. We will adjust accordingly as we learn more about how to operate safely in this “new normal.”

NBC Sports Group will follow all requirements issued by local, state, federal agencies and governments.

This document is subject to change as regulations change and best-practices are continuously evaluated and updated.

1.0 General 4
 Overall Requirements 4
 Prior To Work / Travel..... 4
 Testing Protocols 5
 Personal Protective Equipment (PPE) 6
 On-Site Health Screening 7
 Response to Illness, Exposure or Symptoms During Event..... 7
 2.0 Travel 8
 Travel Guidelines..... 8
 3.0 Television Compound..... 9
 General Requirement Overview 9
 Signage 9
 Cleaning & Disinfecting..... 10
 Bathrooms and Facilities 10
 Mobile Units..... 11
 Catering and Craft Service Areas 12
 4.0 “In-Close” Work Protocol for Production..... 13
 General..... 13
 Overarching Safety Requirements for In-Close Work..... 13
 Hair and Makeup 13
 Audio 13
 Golf Carts (if applicable) 14
 5.0 Miscellaneous 14
 Appendix A – Health Self-Monitoring..... 15
 Appendix B – NBCU Exposure Response Checklist 17
 Appendix C – NBCU Pandemic Site Cleaning and Disinfection Procedures..... 20
 Appendix D – Safety Signs for Compound 22
 Appendix E – Safe From Spread Sanitization Standard Operating Procedure..... 23
 Appendix F – NEP Returning to Work Document (May 22’20)..... 24
 Appendix G - Hair and Makeup Protocols 28
 Appendix H – Face Mask Requirements 29
 Appendix I – TV Compound with Social Distancing 30
 Appendix J – Truck Layouts with 6’ Diameter Bubbles..... 31
 Appendix K – Important CDC Reference Links 33

1.0 General

Overall Requirements

To minimize exposure and reduce risk of infection, all personnel must observe the following, always:

- *Social (physical) distancing of at least 6'*
- *Wear a Mask or face covering*
- *Proper hand hygiene, coughing and sneezing etiquette*
- *Where a task is essential and it is impossible to maintain a 6' distance, minimize the number of people involved as well as the duration of exposure, wear PPE and follow hygiene protocols.*

Prior To Work / Travel

- During the period leading up to a work assignment (at least 48 hrs.), personnel must monitor their temperature and symptoms daily.
- Personnel will be asked to self-monitor and limit exposure to others outside of their immediate social bubble. (i.e. people within household)
- “*Stay Healthy Work Safe - Remote Operations Guidelines for Personnel*” safety information will be shared with all personnel
 - Information must be reviewed and acknowledged via on-line form (to be provided via email)
- Medcor App - All on-site personnel will receive and review an app-based questionnaire of current health status and any known COVID – 19 exposures.
 - These questions must be answered each day, starting 2 days prior to traveling.
- Personnel must be symptom free for 3 days without the use of medication prior to travel.
 - See Self-Monitoring Note - [See Appendix A](#)
- Certain populations may have a higher personal risk to COVID-19, such as people over 65, as well as people with existing underlying medical conditions including:
 - cancer,
 - chronic kidney disease,
 - COPD,
 - weakened immune system,
 - obesity,
 - serious heart conditions,
 - sickle cell disease, and
 - type 2 diabetes mellitus.
- Please consult the CDC definition of “People Who Are at Higher Risk of Severe Illness,” For details, visit: [CDC Link](#)

- It is strongly recommended that personnel who meet the CDC definition of “People Who are at Higher Risk of Severe Illness,” not participate in the event. If you are unsure if you meet the CDC definitions, please consult with your physician.
- If at any time prior to travel, a team member develops any COVID-19-related symptoms, they must contact their Manager immediately. Do not travel if symptomatic.
 - At time of publishing (Aug. 20, 2020), symptoms include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Check here for current information on symptoms: [CDC Symptoms](#)
- Note: symptoms may appear 2-14 days after exposure to the virus

Testing Protocols

All personnel working on site will be required to provide a negative COVID-19 test result. Testing will be conducted on a weekly basis, prior to planned travel. These tests will be administered by BioIQ.

Anyone who has not received their negative test results or has tested positive for COVID-19 will not be permitted on site.

Outline of testing procedure:

1. Testing kits will be sent to personnel’s home address
 - a. Multiple testing kits will be required to work subsequent SNF assignments (1 kit for each week assigned)
 - b. Detailed instructions on how to take the test and how to return the specimen to BioIQ will be included
2. Each test has been specifically labeled with each person’s specific information
3. The Monday prior to travel, worker will take 1st test and deliver it to BioIQ via FedEx.
4. Each subsequent Monday (where worker is required to work the next weekend), the testing procedure will need to be repeated and delivered to BioIQ via FedEx
5. Results will be posted to the BioIQ portal within 48 hours upon receiving test/specimen.
 - a. Worker will be informed of test results availability.

- b. Negative results will be communicated via HR and Medical, following HIPAA rules

Additionally, if a worker's role requires them to be on the field during the game, he/she will be required to take a test within 48 hours of kickoff. Plans are to have testing take place at the Crew hotel from 6p-10p the evening prior to game day. This test will be administered by a CVS technician. This will be a rapid test enabling test results within 30 minutes from the time of taking the test.

IMPORTANT TESTING INFORMATION:

- Personnel must complete each test in a timely manner. They will not be allowed to report to site if a negative test result has not been confirmed.
- Due to the labelling on each kit, the test must only be completed by the person to whom the kit was issued.
- NBC Sports HR will have access to COVID-19 results administered by BioIQ via the BioIQ portal.
- If additional test kits are needed, for whatever reason, contact Tim DeKime at tim.dekime@nbcuni.com

For questions regarding any of these mandatory protocols, contact the following people:

- Jason King, Director EHS at jason.king@nbcuni.com
- Tim DeKime, VP Football & Motorsports Operations at tim.dekime@nbcuni.com

Personal Protective Equipment (PPE)

- PPE - Mask (or face covering) must always be worn while working at any NBC Sports Group facility or remote site.
 - As of 8/19/20, bandanas and masks with exhaust / exhalation valves are no longer acceptable for use
- Production Managers will place PPE orders for each show & will be available to all personnel working on-site
- PPE Kits will be provided to all personnel by filling out the PPE Kit Request Form
 - [PPE Kit Request Form Link](#)
 - NBC Branded Kits Include:
 - 2 x Cotton Masks & Mask Policy
 - 1 x 2 oz. Sanitizer
 - 1 x Pack of Individual Wipes
 - Disposable Thermometers & Instructions
 - 1 x Pair Safety Glasses
 - 1 x Pack of Kleenex

On-Site Health Screening

NBC Sports Group has engaged with Medcor to provide on-site health screening at remotes as needed. Process will include a daily pre-arrival health questionnaire and in-person screening.

- Pre-Arrival Screening:
 - Questionnaire to be completed by all personnel starting 2 days prior to traveling and each day **BEFORE** arriving to site via the Medcor App; no personal data will be collected during this process besides your name
 - If response triggers health concern, screen will turn red and the employee will be directed to contact Manager prior to leaving hotel/home
- On-Site Health Screening:
 - Temperature screening will be performed upon arrival at the facility and provided by the NFL or Stadium.
 - If NBC Sports Group needs to supplement the on-site screening process, a Medcor Technician will be assigned to take temperatures at the compound entrance.
- NBC Sports-organized screen (w/ Medcor Technician):
 - Medcor-provided medical professional (i.e. EMT / Paramedic / RN) will review questionnaire responses.
 - Medcor to conduct non-contact temperature checks.
 - Employee cleared to enter site, or medical professional will advise whether to seek medical assistance or go back to the hotel to begin quarantine. On-site Production Manager will be contacted immediately.

Response to Illness, Exposure or Symptoms During Event

- In the event of a potential illness or exposure, detailed procedures have been outlined by NBCU. [See Appendix B](#)
 - Immediately contact both of the following:
 - Tim DeKime – (917) 837-1776
 - EHS - Jason King – (917) 887-6421
- If personnel display any COVID-19 symptoms while on-site:
 - Personnel will be asked to return to the hotel and self-quarantine in room. (N95 mask will be provided)
 - EHS will notify HR and our NBCU corporate teams as appropriate.
 - If required, NBCU's contact tracing protocol will be conducted.
 - Immediately disinfect all areas where person was working.
 - EIC's will be responsible for disinfecting mobile units as per NEP protocols
 - NBC Sports Ops team will be responsible for disinfecting other areas in the compound as per the NBCU Pandemic Site Cleaning and Disinfectant Procedures – [See Appendix C](#)

- These procedures are based on the CDC guidelines
- A comprehensive guide prepared by OSHA regarding best practices for workplace cleaning related to COVID-19 can be found here:
 - [OSHA Guidance on Preparing Workplaces for Covid-19](#)
- Follow existing CDC guidelines for mass gatherings disinfectant process.
 - [CDC Gatherings and Community Events](#)

2.0 Travel

Travel Guidelines

- During travel all personnel should follow proper social (physical) distancing of at least 6', always wearing a mask (or face covering) and proper hand hygiene.
- Clean all high touch surfaces (airplane, rental car, hotel) with disinfectant wipes.
- Rental cars – one person per car is strongly encourage. Exceptions can made where two people share the same workspace/area. Two people max.
- Public transportation – If public transportation is necessary maintain social distancing, good hygiene practices, and when needed keep the time near others to a minimum.
- Prepare for delays during travel.
- When booking travel, avoid connecting flights and peak travel times.
- Follow rental car shuttle protocols.
- Follow all protocols for Airlines, Hotels, Car Rental:
 - **Car Rental:**
 - [Hertz](#)
 - **Airline:**
 - [American](#)
 - [Delta](#)
 - [Jet Blue](#)
 - [United](#)
 - **Hotel Chains:**
 - [Hilton](#)
 - [Hyatt](#)
 - [Marriott](#)
 - [Wyndham](#)
 - [IHG](#)



3.0 Television Compound

General Requirement Overview

- Compound shall be designed with social distancing in mind as much as possible.
- Controlled access to the compound – signs utilized, and entrances managed to help ensure no unauthorized person enters compound.
- Clean zone – designate a single drop-off area for equipment and supply deliveries outside of compound boundaries.
- No guests or visitors allowed in the compound.
 - Does not include NFL or Stadium officials
 - Exceptions may only be approved by VP Ops (Tim DeKime)
- Consider staggering call times to allow social distancing during arrival on-site.
- If meetings are necessary, utilize virtual platforms as much as possible.
- All rental vehicles including golf / utility carts should be delivered with a statement of cleanliness from the vendor and be stocked with wipes for disinfecting between uses.
- Disinfectant – ensure disinfectant is available at locations throughout compound with concentration on entrances and exits to mobile units, office, trailers, portable toilets, tents, and booths.
- Larger shows with multiple entities may create mini-compounds to maintain social working bubbles.
- Limit equipment or tool sharing.
- Computers and office supplies should not be shared.

Signage

- Safety and health signage will be provided to every show and may be pre-ordered or PDF's made available through EHS.
- Post signage throughout the compound and inside MU's, trailers, offices, room etc.
- Signage will provide reminders such as:
 - Do Not Congregate
 - Line Up Here
 - Wear a Face Covering
 - Use Hand Sanitizer
 - Maintain Social Distancing
 - Stay 6' Apart
 - Wash Your Hands
 - Use Wipes to Clean Your Workspace
- [See Appendix D](#)



Cleaning & Disinfecting

- Personnel shall be allowed flexibility and supplies necessary to wash hands and sanitize as needed.
- Consider procuring the services of a 3rd party cleaning company to perform cleaning services for the duration of the event. – [See Appendix E](#)
- Cleaning service will regularly clean all high touch surfaces throughout the compound.
- Keep floors, carpets, doors and windows clean
- Wash and wipe commonly used equipment several times daily
- Equipment should have disinfecting wipes nearby so personnel may follow a “**Clean-Touch-Clean**” system
- Frequently wipe “high-touch” areas such as door handles
- Use a broad spectrum virucidal, bactericidal, and fungicidal disinfection product.
- Refer to the EPA List N: Disinfectants for Use Against SARS-CoV-2
 - [All products on this list \(link\)](#) meet EPA’s criteria for use against COVID-19

Bathrooms and Facilities

- Ensure toilets are properly sanitized and maintained on a regular schedule
 - 4x per day quick disinfecting of all touchpoints: taps, countertops, door handles, flush handle etc.
 - 1x per day full disinfecting (at start or end of shift)
- Liquid hand soap and disposable towels must be provided
- Portable toilet orders (if necessary) should include hand-sanitizer dispensers inside each unit.
- Additional handwashing stations should be sourced.
 - Levels determined per show, greater than “typical” numbers
- Handwash stations should also have hand-sanitizer.
- Cleaning supplies and PPE will be pre-ordered before each. Adequate supplies will be on-hand to be readily available for anyone to use.
- PPE & Cleaning supplies will include
 - Hand-Sanitizer
 - Disinfectant wipes
 - Tissues
 - Gloves
 - Face Shields
 - Paper Towels
 - Masks (each personnel will receive 2 washable, quality masks)



- When washing machine is not available, utilize soap and water to clean both sides of mask, hang to dry.
- Extra, disposable masks will be available.

Mobile Units

- In most if not all cases, we have reduced the number of personnel located inside a Mobile Unit to maintain social distancing of at least 6'
- All interior doors of the mobile unit must remain closed at all times to help isolate each section of the mobile unit.
- Signs on either side of the door shall state "**Do Not Leave Open**"
- For internal room walls that do not meet the ceiling, consider some type of barrier should be installed. i.e. cleanable curtain
- Vendors will deliver clean / sanitized Mobile Units.
- Only personnel with workstations inside mobile units can enter
 - Ops should post list of authorized occupant names on door of each area.
- Personnel should disinfect hands prior to entering and when exiting mobile units.
- Disinfectant will be located inside and outside of each mobile unit.
- Personnel working in mobile units must wipe down workstation prior to and after work shift with disinfectant wipes.
- Personnel in mobile units should restrict movement to their workstation.
- Mobile Unit equipment loading / unloading instructions found here
 - [See Appendix F](#)
- Communications - Virtual meetings and other remote solutions should replace / limit all in-person meetings where applicable.
- Mobile Unit copier / printer should be wiped down before and after use.
- No luggage to be stored inside the Mobile Unit.

Featherlite, Office Trailers

- Personnel should disinfect hands prior to entering and exiting office.
- Ensure facilities utilize High Efficiency (HE) particulate filters.
- Ensure office desk placement allows for proper social distancing.
 - Only personnel assigned to a specific mobile unit, office, or trailers etc. are permitted to enter that space. Consider establishing a Production Manager "drive-thru window".
- Mark one door as entrance only and other as exit only.
- Distribution of information (player bio/camera sheets/etc.) should be done with digital copies when possible.



- Office phones and equipment should be cleaned frequently throughout the day.
- To reduce the need for personnel to enter the office, move supplies and information to an area outside and/or supply documents digitally, i.e. camera sheets, schedules, etc.
- Printer & copiers should be wiped down before and after use.

Catering and Craft Service Areas

- Personnel should disinfect hands prior to entering.
- Schedule 5-minute increments for departments to grab lunch.
- Defined one-way paths should be determined.
- Post signs: Do not eat or linger inside office.
- Mark on the ground 6ft spaces for the lunch line pick up.
- Lunch and food orders shall only be pre-packed items in sealed containers. Personnel may bring own individually packaged meal from home/hotel.
- All cups, plates, eating utensils, etc. should be pre-packaged, disposable and single-use.
- No shared food items (i.e. coffee, cereal with milk, fresh fruit in bowls, PB&J)
- All condiments must be individual packs.
- Tables and chairs should be sanitized between use and at the end of each day.
- Catering area should be set up following social distancing protocols.
- Wash or sanitize hands after eating or drinking

Technical Equipment

- Equipment must be designated to a specific person for the duration of the show and are not to be shared. This includes, but is not limited to:
- 2-way Radios
 - Headsets
 - Ear pieces and mics
 - Eye pieces on RF cameras
- Equipment supplier (NBC personnel or NEP) must sanitize this equipment at the end of each shift and store for use the next day or show.
 - [See Appendix F](#)

4.0 “In-Close” Work Protocol for Production

General

- For situations where 6’ social distancing cannot be maintained, additional safety measures must be reviewed and followed.
- Examples of where in-close work protocols may be required include:
 - Makeup & hair for on-air personnel
 - Sound “Wiring” of the lavalier or earpiece if person is unable to self-apply and other methods of capturing sound are not possible / suitable.

Overarching Safety Requirements for In-Close Work

- Social Distancing must be maintained for as long as possible, even for approved In-Close work.
- Approved In-Close work employees must review the required PPE, hand-washing routines, and other sanitation protocols.
- Approved In-Close work employees must wear additional necessary protective gear (eye protection/face shield and face covering/mask)
- PPE must be properly worn, regularly inspected, maintained, and replaced as necessary. It must also be properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, and the work environment.
- There is to be no communal/shared use of equipment and gear. All gear should be cleaned / wiped-down after use.
- Handwash and/or hand sanitizing stations must be placed nearby these work areas so personnel can immediately sanitize quickly and regularly

Hair and Makeup

- [See Appendix G](#)

Audio

- Eye protection / face shield and face covering/mask must always be worn by Audio Techs while working near another person.
- Technicians should consider possibility to “pre-wire” clothing or find other alternatives that reduce / avoid in-close contact with on-air personnel.
- Lavaliers, ear pieces and other equipment must be assigned to a specific person and avoid shared usage.
 - Equipment may be used by another person after fully cleaned.
- All equipment must be sanitized before and after each use.

Golf Carts (if applicable)

- 2-seater carts; 1 person only
- 4-seater carts; 2 people only, 1 in each row
- Use disinfectant wipes to clean the high touch areas on the cart before and after use.

5.0 Miscellaneous

- Production Support (runners) shopping trips shall be kept to essential items; disinfect any items brought back to the compound.
- Utilize delivery services or curbside pick-up for items to help reduce public exposure.
- Consider keeping a runner outside of the compound all day for errands to public places.
- All drivers shall follow social distancing guidelines. If production uses a van or bus, it must leave enough empty seats to follow social distancing
- All vendors shall comply with NBC Sports safety protocols and company specific protocols when working on NBC Sports compounds.
- Practice CTC: **C**lean – **T**ouch – **C**lean
- Elevators – Follow venue capacity rules; if capacity is not indicated, do not use a crowded elevator.

Appendix A – Health Self-Monitoring

Monitor Your Temperature

During the period prior to your return to work (**at least 48 hrs.**) please monitor your temperature and symptoms daily. Take your temperature each morning and evening to ensure that you do not have a fever before coming to work. **Please take responsibility to self-monitor in order to protect yourself and the health and safety of your colleagues.** We understand thermometers are very difficult to find, but please travel with a thermometer to check your temperature daily.

You will receive a daily health questionnaire that must be acknowledged, starting two days before the morning of your travel day.

If you are experiencing or subject to any of the following situations, please do not come to work and contact your on-site Production Manager.

- Feeling feverish or have a temperature of 99.0°F or above
- Feeling unwell or experiencing flu-like symptoms* such as:
- Been in contact (in the past 2 weeks) with a person known to be infected or under quarantine/isolation due to COVID-19

* These symptoms may be updated by the [CDC](https://www.cdc.gov) as they learn more about COVID-19. 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.

Do not leave your home / hotel & contact your manager if you are experiencing any of the following COVID-19 symptoms, which include:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Fever or chills ▪ Cough ▪ Shortness of breath or difficulty breathing ▪ Fatigue ▪ Muscle or body aches | <ul style="list-style-type: none"> ▪ Headache ▪ New loss of taste or smell ▪ Sore throat ▪ Congestion or runny nose ▪ Nausea or vomiting ▪ Diarrhea |
|--|---|
- If you have been in contact with a person known to be infected or under quarantine / isolation due to COVID-19

Take your temperature daily in the morning and evening to ensure you do not have a temperature at or above 99.0 ° F before coming to work.

Guidance for self-temperature check:

- Wait 30 minutes after eating, drinking, or exercising
- Wait at least 6 hours after taking medicines that can lower your temperature such as acetaminophen, paracetamol, ibuprofen, aspirin
- If your temperature is...
 - below 99°F and you have no symptoms, you may go into work
 - between 99°F -100.3°F with no symptoms, wait 15 minutes and retake your temperature
 - at or above 100.4°F, do not come into the office
- If your second temperature is...
 - less than 99.0°F, and you have no symptoms, you may go to work
 - higher than your first check, you cannot come to work
 - the same as the first, wait another 15 minutes and retake your temperature.
- If your third temperature check is
 - less than 99.0°F, you may go to work
 - is same or higher, you cannot come to work

**Call your supervisor or PM and remain at home.
If in doubt, stay at home if you are feeling unwell and
suspect you may have a fever.**

Appendix B – NBCU Exposure Response Checklist

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ENVIRONMENTAL HEALTH & SAFETY

Incident Response Checklist: COVID-19

FOR INTERNAL USE ONLY

The COVID-19 outbreak has reached a period where worksites are experiencing both **suspected and confirmed cases of COVID-19**. In all cases, follow the guidance of healthcare providers and local health departments. These documents have been developed in consultation with and approval by Comcast Health Services and revised based on the current operating picture.

Mitigation Strategies	
Business Operation	
Work From Home (WFH) protocols are implemented across the company. Core employees reporting to NBCU sites must follow the following protocols:	
Monitor their health:	
<ul style="list-style-type: none"> If an employee is not feeling well and/or has a fever (100.4°F/38°C or above), they should NOT come to the office, they should be instructed to advise their manager and/or HR Manager and seek medical attention as appropriate. 	
Self monitor their temperature before coming to work and in the evening:	
<ul style="list-style-type: none"> Temperature readings below 99°F / 37.2°C with no symptoms: you may go into work. Temperature readings at or above 100.4°F / 38.0°C: do not come to the office and let your manager and HR Manager know, even if you have no other symptoms. Seek medical attention as appropriate. Temperature readings between 99°F / 37.2°C : -100.3°F / 37.9°C with no symptoms: wait 60 minutes and retake your temperature at home. 	
For current information, refer to the Coronavirus updates: FAQs and Daily Updates page on NBCUNow. Advise employees to practice standard cold/flu prevention precautions :	
<ul style="list-style-type: none"> Wash your hands or use alcohol-based hand sanitizers regularly. Avoid touching your eyes, nose, and mouth – they are direct entry points for viruses. Use a tissue or wash your hands first. Avoid close contact (6 feet) with a sick person if you can. Clean and disinfect high touch areas: doorknobs, handles, elevator panels/buttons, light switches, phones, remotes, and other shared workspaces. 	
Health Services	
Coordinate with HR and BC/CM/EHS team if an employee reports illness related to COVID-19.	
Environmental Health and Safety	
Local EHS shall advise facilities on and implement Chief Medical Officer-approved infection control measures. Consider whether temporary shutdown of affected workspace is necessary.	
Facilities	
Follow the guidance in the NBCU Pandemic Site Cleaning and Disinfection Procedures .	
Human Resources	
Employees who tested positive for COVID-19, who are presumed positive for COVID-19, or came in close-contact with a person who has tested positive for COVID-19, or who have a temperature at or above 100.4°F / 38.0°C should notify their HR manager.	
If an employee is experiencing symptoms of COVID-19 they should be directed to consult with their primary health care provider. They will likely be directed to self-isolation for a period of at least 14 days after the last known exposure to the suspected or positive patient. Managers and HR Managers should contact BC/CM who will engage EHS and Health Services for specific guidance. Coordinate with Corporate Communications on messaging.	
Security	
Work with HR to implement/maintain appropriate screening protocols for their site. Consult with EHS/Health Services as needed to determine appropriate levels of PPE and the need to secure any workspaces.	
Corporate Communications	
Communications and messaging should be coordinated with Corporate Communications and HR. Evaluate the need for broader company communications dependent on recommended action from HR/Legal/EHS/Health Services.	
Business Continuity / Crisis Management	
BC/CM is Incident Coordination for this event. BC/CM will work with EHS and Health Services to provide response strategies.	
Legal	
The Law Department will provide legal counsel. This guidance may address issues, such as employee return to work, requirement of doctor's note or certification; recordability of absence as to OSHA (EHS/Medical coordination) with consideration of ADA, OSHA, collective bargaining, and other legal obligations.	

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1



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ENVIRONMENTAL HEALTH & SAFETY

Incident Response Checklist: COVID-19

FOR INTERNAL USE ONLY

Response Strategies

TRIGGER: If any of the following criteria are met, then follow checklist protocols.

Employee, contractor, guest, or visitor(s) reports positive COVID-19 test result OR the individual meets any of the current criteria for suspected case of COVID-19 listed below:

- 1. Close contact - Household contact of a symptomatic confirmed or probable COVID-19 case - OR -
2. Close contact - Prolonged presence < 6ft (>15min) of a symptomatic confirmed or probable case or direct contact with infectious secretions (for example, coughed/sneezed on)
3. Proximate contact - Not a prolonged presence <6ft (<15 minutes, for instance, but more than a brief passing) with a symptomatic positive or probable case in an enclosed environment*
4. Proximate contact - Prolonged presence >6ft with symptomatic positive or probable case in an enclosed environment* may constitute a proximate exposure depending on duration of the exposure and level the space was enclosed*
5. Unique jobsite - If in a unique jobsite where individuals cannot maintain >6ft social distancing or interfaces with public, then all of the above exposure scenarios apply with the addition of more stringent criteria in evaluating close contacts: Prolonged presence <6ft of a positive or probable case who developed symptoms within 2 days of the exposure (a 2-day "lookback").

*Enclosed environment reflects closed rooms without open windows or good air flow. Consult your local Facilities or EHS lead for assistance with this determination.

*This decision will have to be locally-determined based on the unique workplace environment. Contact EHS and/or Medical for input.

Responsible Party / Action

Business Operation

- Advise the individual to go home and seek medical care as needed. Practice prudent social distancing and discretion while individual exits the facility.
Report confirmed/suspected case to HR manager. Continue to follow this checklist.
HR will obtain information from individual, including their work areas and people with whom they have come in contact.
Coordinate with local HR and EHS lead to determine personnel who may need to be sent home and/or areas that may need to be disinfected.

Environmental Health and Safety

- Local EHS shall notify Corporate EHS - Neil Pankow: +1-312-636-9121.
Coordinate with Comcast Health Services regarding infection control measures.
Coordinate with HR to identify individuals and areas affected by the potential/confirmed case.
Advise facilities on proper cleaning methods.
Determine recordkeeping needs based on case details: https://www.osha.gov/SLTC/covid-19/standards.html

Health Services (if onsite)

- Health Services personnel should wear PPE when directly evaluating any potential COVID-19 patients.
Identify potential Coronavirus COVID-19 patient(s) using current clinical criteria.
Isolate confirmed/suspected patient from other individuals, provide patient with mask and gloves; close medical facility until affected areas can be disinfected and confirmed clean by EHS.
From 8p-8a CDT call BC/CM for urgent cases: +1-212-413-6800. Outside of North America call: +1-327-623-3218
Obtain information from patient(s) including work areas they have occupied and any close contacts.
Contact local EHS to coordinate disinfection of areas occupied by the potential patient once they have left the location.
As needed - Ensure rapid transport (not via mass transit) to healthcare facility. Call 911 emergency services if patient is under duress. Notify healthcare provider/medical facility in advance that patient is on their way. Coordinate between Hospital and Human Resources to gather information regarding NBCU patients; travel to hospital.

Facilities

- Coordinate with HR and EHS to determine affected areas that require disinfection.
Reference the NBCU Pandemic Site Cleaning and Disinfection Procedures for cleaning response and required PPE. Consult EHS with any questions regarding appropriate PPE (third party cleaning agencies must provide their own PPE).

Human Resources

- Report potential/confirmed case to NBCU COVID-19 Reporting Line (8a-8p CDT): +1-844-869-1232
From 8p-8a CDT call BC/CM for urgent cases: +1-212-413-6800. Outside of North America call: +1-327-623-3218
Coordinate with Facilities, EHS, and Health Services to identify areas affected by the potential/confirmed case.
Engage HR Social Tracing Team to identify close-contact employees. Guidance to employees will be provided as necessary in coordination with EHS and Health Services. If completing contact tracing, use the contact tracing workbook and email the list to bccm@nbcuni.com upon completion.

Human Resources (continued)	
<input type="checkbox"/>	Coordinate with Corp Comm regarding messaging, respecting employee privacy: Lauren.Skowronski@nbcuni.com
<input type="checkbox"/>	<i>As needed – Prepare to / Inform emergency contacts regarding the location and wellbeing of affected NBCU employees.</i>
<input type="checkbox"/>	Maintain the privacy of the employee’s medical condition and work closely with employment law and health services to determine what, if anything, is critical to share with colleagues.
<input type="checkbox"/>	Coordinate with Facilities, Health Services, and EHS to have the work areas the individuals was present in thoroughly cleaned.
<input type="checkbox"/>	Coordinate Comcast Health Services for info sessions. Encourage one-on-one sessions with high-risk or highly concerned employees. Coordinate on-site EAP counseling.
<input type="checkbox"/>	Prepare manager/team for re-assimilation of employee. Engage Health Services for help with responding to concerns.
<input type="checkbox"/>	Consider return to work issues for employees with childcare issues.
Security	
<input type="checkbox"/>	Prevent entry into affected areas, if necessary.
<input type="checkbox"/>	Monitor CCTV and swipe access records for the individual and assist EHS and Health Services with identifying affected individuals and areas. Coordinate with Legal. Assist emergency services to expedite arrival and departure from location.
Corporate Communications	
<input type="checkbox"/>	Work with BC/CM/EHS/Health Services to develop/review communications to affected personnel (NBCU Alerts, employee comms, hotline, etc.).
Business Continuity / Crisis Management	
<input type="checkbox"/>	Activate and follow the Enterprise Crisis Management Plan and serve as Incident Commander.
<input type="checkbox"/>	<i>As needed – Notify the Management Support Team (MST) for escalation and awareness.</i>
Legal	
<input type="checkbox"/>	Update legal guidance for employee return to work, requirement of doctor’s note or certification, recordability of absence as to OSHA, when absences may be covered by FMLA. Consider ADA, OSHA, collective bargaining and other legal obligations.
<input type="checkbox"/>	Work with Security teams to grant appropriate permission for CCTV image usage.



Appendix C – NBCU Pandemic Site Cleaning and Disinfection Procedures

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NBCUniversal

Business Continuity and Crisis Management

Cleaning/Disinfection Procedures

Updated as of 3/22/20

NBCU Pandemic Site Cleaning and Disinfection Procedures

(Adapted from NBCU Pandemic Influenza Plan Section 2.7)

Daily Preventive Site Disinfection Process and Cleaning Procedures

Routine cleaning schedules should be used if a site is not directly impacted by an outbreak.

If a site is in close proximity to an outbreak or impacted region, the routine schedule **or** the daily procedure below may be used. (These are minimum recommendations; sites may go beyond these recommendations based upon the situation, more detailed information is available in the NBCU Pandemic Influenza Plan).

If an operation is directly impacted (government regional action, wide-spread closing of area schools, etc.) the following cleaning procedures should be used:

General Cleaning

- Keep floors, carpets, doors and windows clean
- Wash and wipe public seating/resting areas at least four times a day
- Wash and wipe the walls and floors of public seating/resting areas at least once daily
- Wash and wipe commonly used equipment at least once daily
- Frequently wipe “high-touch” areas, such as door handles and pantry areas

Suggested General Cleaning Tools/Products

- Broom
- Brush
- Bucket
- Squeegee mop
- Towel
- A Broad spectrum virucidal, bactericidal, pseudomonicidal, tuberculocidal and fungicidal capability disinfection product. Examples include:
 - AIRX 44 (Carpet)
 - AIRX 75 (All Other Non-Technical Surface)
 - EZ-KILL Wipes (All Technical Surfaces/Equipment)
 - Bleach 1:99 for general cleaning (1:49 for contaminated areas)

Bathrooms and Associated Facilities

- Ensure bathrooms are properly maintained and function properly
- Repair any defects and leaks immediately
- Liquid hand soap and disposable towels or air hand dryers should be provided in bathrooms
- Police bathrooms 5x’s a day
 - 4x’s quick disinfecting of all touchpoints: taps, countertops, door handles, flush handles, kick plates, dispensers, toilet seat covers, stall locks
 - 1x full disinfecting at night; wash/dry walls daily
- Leave bathroom doors open, if possible, to eliminate contact with door knob (first door entry)

Refuse

- In addition to disposal of daily waste, wash refuse collection chambers and related facilities should be cleaned at least twice daily
- Ensure refuse is not accumulated in common areas, such as corridors, rooftops, staircases or lightwells

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NBCUniversal

Cleaning/Disinfection Procedures

Business Continuity and Crisis Management

Updated as of 3/22/20

Common Areas

- Police areas 5x's a day
 - 4x's quick disinfecting of elevator call buttons, handrails, door handles, water fountains, tables/chairs, as well as shared workspaces, such as control rooms (use of gathering areas such as conference rooms, huddle rooms, pantries and Fitness Centers are discouraged).
- Disinfect interior walls of elevators 2x's a day
- Disinfect outside of all lockers and heavily trafficked floors (i.e. open floor plan) daily

Ventilation/Water Tanks

- Ensure ventilation systems are well maintained and are cleaned regularly
- Keep ventilating systems in operation during business hours
- Ensure cooling towers function properly
- Ensure all water storage tanks are properly covered and that there is no overflow

Post-Exposure and Suspected-Case Site Disinfection Procedure

When a suspected or confirmed infectious case has been identified in the workplace, sites must follow the cleaning recommendations as set forth by the Center for Disease Control (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

These post-exposure procedures are intended for a potentially impacted area but may find a role in a time of heightened awareness and vigilance, especially in common and shared workspaces, such as control rooms and open layout work areas. These are minimum recommendations; sites may go beyond these recommendations based upon their own situation. If there are questions as to whether this procedure or routine should be used contact EHS or err on the side of caution.

Office Space

- Cleaners given disposable gloves, gowns, masks (optional) and cleaner specific PPE (third-party cleaning personnel will obtain PPE from their employer).
- All surfaces wiped down with appropriate building disinfectant.
 - Chairs, desk, credenza, keyboard, mouse, phone, pictures, tables, wall, air vents & light covers
 - Call buttons in elevator lobby, pantries, copy
 - Machines/Common printers
- Surrounding spaces disinfected upon request
- Carpet cleaned if obviously soiled

Technical Space with Electronic Equipment

- Cleaners given disposable gloves, gowns, masks (optional) and cleaner specific PPE (third-party cleaning agencies must provide their own PPE)
- All surfaces and equipment wiped down with building disinfectant that has been approved by Technical Operations i.e. EZ-KILL Wipes
- Surrounding spaces disinfected upon request

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Appendix D – Safety Signs for Compound



Appendix E – Safe From Spread Sanitization Standard Operating Procedure

Safe From Spread Contacts
 Sean Turner 801-725-9909
 Ryan Combe 801-831-8521



SAMPLE SAFE FROM SPREAD SANITIZATION STANDARD OPERATING PROCEDURE

Safe From Spread SSOP: SA001

Ogden, UT Date Updated: June 1, 2020

Process for Sanitizing NBC Sports / Golf Channel Facilities

SCOPE:

Sanitization of Facilities including tables, desks, phones, keyboards, monitors, chairs, couches, doors, knobs, handles, windows, floors, walls, toilets, faucets, sinks, etc.

CLEANING AND SANITIZING SCHEDULE:

Nightly Sanitization of Golf Channel Trailers.

Ongoing sanitization of courtesy vehicles

Day Porter: Spot sanitize hotspots as needed throughout the day.

MANUAL SANITIZING:

1. Put on protective safety suit, gloves and N95 mask.
2. Fill spray canister with 7% Hydrogen Peroxide outside of the facility being sanitized.
3. Utilizing ultra-low volume spray (ULV), completely cover the entire interior of the facility being sprayed.
4. Allow product to sit on each surface for a minimum of 6 minutes to allow for disinfectant to completely kill all viruses and bacteria. Product will evaporate so there is no need to wipe surfaces dry.
5. Keep area sprayed unoccupied for a minimum of 1 hour after treatment

ONGOING MANUAL CLEANING OF HOTSPOTS: Day Porter

1. Put on gloves and N95 mask.
2. Fill spray bottle with 4% Hydrogen Peroxide in an outdoor setting.
3. Hand spray all hotspot areas including door handles, stair railings, golf cart steering wheels/knobs, countertops, hand wash stations, etc.
4. Keep surface area wet if possible or until evaporated. High traffic areas will be wiped dry to prevent contact with wet product.

RECORDKEEPING:

- Utilizing the Daily Sanitation Board, record the date and time of the hotspot treatment throughout each day and the end of day trailer treatments.

Appendix F – NEP Returning to Work Document (May 22’20)

NEP Broadcast Services Employee Health & Safety



Safety Goals

- Our focus at NEP has been the health and safety of our employees, customers, visitors, vendors, and logistics personnel. As we prepare for the future, our priority is to return to the workplace in a manner that continues to put health and safety at the center of our operations as we continue to deliver the highest level of service to our customer base.



Collaborative Protocols

- After diligently working along side our partners, medical consultants, and in accordance with local Public Health, CDC, WHO, and local and state government directives where we operate, we have outlined key safety protocols in which we will operate to maintain a safe and healthy work environment to mitigate risks as we continue to serve our clients.



Adaptive Response

- We have many protocols in place targeted to minimize the chance of infection in our facilities. However, in the event that an employee, contractor, or vendor tests positive, we have a workplace incident response team that will begin work to notify, sanitize, and communicate all appropriate guidelines and responses. As details begin to develop from CDC, WHO, and infectious disease specialists, we will continue to evaluate all cleaning technologies and standard protocols and update as any information changes.



NEP Mobile Units & Flypacks

General Cleaning Regimen

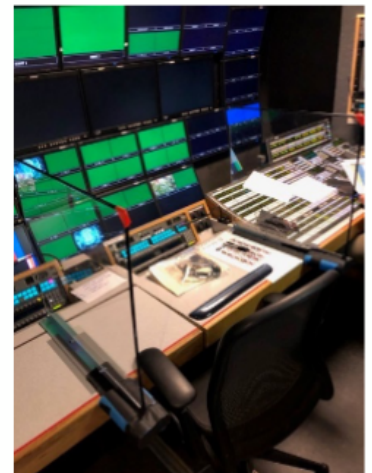
- **Sanitization** of Stairs & Handrails, Consoles & Workstations
- **Sanitization** of frequently touched surfaces twice a day (i.e. door handles, counters, etc.)

HVAC Filtration, Bi-Polar Ionization and Filtration.

- Installing air purification systems in our Mobile Unit HVAC systems.
Bi-Polar Ionization effectiveness is increased as a result of our high airflow environment. Continuously deactivate/ kills virus, mold, VOC's, etc. and act on air within the entire MU. Not just air passing thru the HVAC system. Disinfecting both the breathing space and surfaces anywhere the air is flowing.

Install High Efficiency MERV13 filters as applications allow.

- **Health Shields/Sneeze Guards** available and configured as required.
- **Electrostatic Spray Disinfection**
- Partner with clients for **PPE, Sanitizing** products and processes
- Portable **UV-C Box** sanitizers or **UV-C Wands** available for mobile unit gear.
- **Conditions of Entry** signage posted at entrance of all mobile units.



NEP Mobile Units & Flypacks Cont'd

Control Room Cleaning

- Clear **Labeling** of headsets, talkback panels and other touch operational technical surfaces to identify each single operator.
- **Cleaning Materials** provided to each operator using this equipment to facilitate the cleaning in accordance with sterile wipes or similar.
- Each operator responsible for his/her workstation and equipment.
- At conclusion of shift or production, all touch surfaces will be again sanitized by NEP prior to the next production.

Cleaning Responsibilities Asked of Crew

- Radios/Microphones
 - These will be thoroughly sanitized and cleaned by the worker using or who will be using the radio.
 - Once sanitized, the equipment must be clearly identified as being sterilized and ready for use by being sealed in a new unused plastic bag.
 - All radios/mics are to be clearly labeled so that during breaks, it is clear who the radio belongs to.
- All equipment that leaves the truck must be sanitized by the operators prior to returning the equipment back to the truck including but not limited to; camera equipment, audio equipment, out-boarded monitors, etc.
- All equipment inside the truck should be wiped down by each operator prior to leaving the truck each day.

NEP Broadcast Services Equipment

Inbound equipment

- Shipping case exteriors sanitized (UV-C Wand or Chemical)
- Contents removed and sanitized (UV-C Wand or Chemical)
- Barcodes scanned and items returned into QC staging

Outbound equipment

- Equipment is checked, configured/integrated
- Headsets, mics treated in UV Box then sealed in plastic bag - tagged "Sanitized"
- Barcodes scanned and packaged for shipment/delivery
- Equipment & shipping cases sanitized (UV-C Wand or Chemical)



Our Facilities – Offices & Field Shops

- **Temperature/Health** daily screening checks
- **PPE** mandated, provided and worn each day
- **Social Distancing** guidelines followed daily
- **Open** interior facility doors during business hours
- **Sanitization** of frequently touched surfaces regularly
- **Avoid** all physical contact with others
- **Cleaning** services daily - Office, Restrooms, Breakrooms, Surfaces

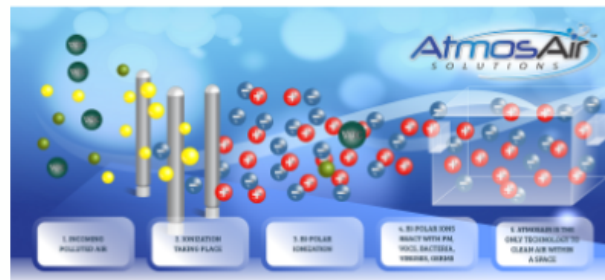


Using the SterilWand for Decontamination

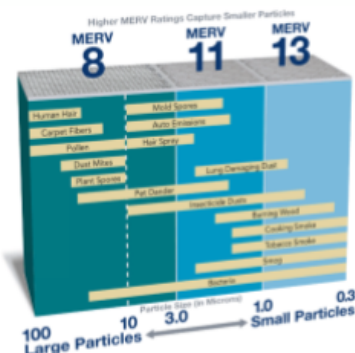


Bi-Polar Ionization and Filtration Notes

Reduced static electricity. Bi-Polar ionization naturally neutralizes the air, eliminating static charges
 Reduced bacteria and viruses. Because Bi-Polar ions negatively affect the DNA of bacteria and viruses, you'll protect your space's inhabitants from illness and disease
 There are no filters to change or collector cells to clean. Simply replace the AtmosAir ionization tubes every two years



NEP is evaluating and testing products from a variety of companies including these below



[AtmosAir](#)

[AtmosAir Video](#)

[Comparison Chart](#)



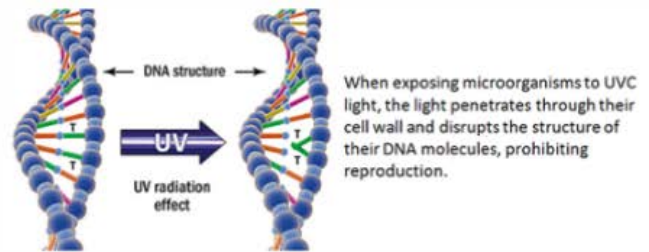
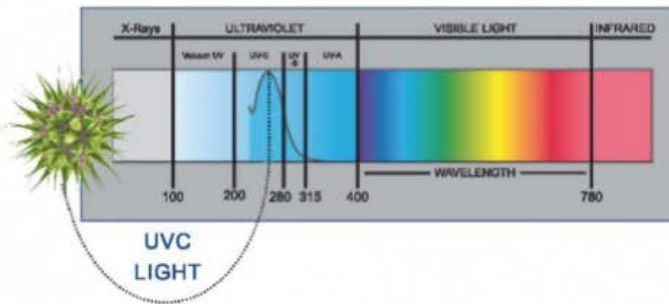
[Steril-Aire](#)

[Steril-Aire Video](#)

[Steril-Aire Coronavirus and UVC](#)

UV-C Notes

- Germicidal UV-C light is dispensed at low levels
- Microorganisms absorb the UV-C wavelength
- DNA in infection-causing pathogens are broken
- Pathogens are disabled, stopping them from reproducing and spreading
- The “C” wavelength of the electromagnetic UV family has, among other things, germicidal effects - destroying microorganisms: bacteria, virus, protist, and fungus/mold





Appendix G - Hair and Makeup Protocols

- One client and one makeup artist per room is the preferred method
- Those getting their hair and makeup done should be seated 6 feet apart or greater if sharing rooms is necessary
- Use disposable makeup brushes when possible
- Hair and Makeup artists wear face masks, face shield and gloves. The gloves are removed, disposed of and hands are washed in between each client. Gloves may be removed when doing hair, but hands must be cleaned prior to touching the hair.
- Each client wears a clean salon robe while getting hair and makeup done. When they are done with HMU the robe is removed and put in the laundry
- The chairs are disinfected with no less than 70% and no more than 80% isopropyl alcohol in between each client
- 2 sets of hair tools are on hand while one is in use the other is in the UV oven
- Each client in the chair has their hair done with sealed or sterilized hair tools. Tools are cleaned with professional cleaner, and disinfected with no less than 70% and no more than 80% isopropyl alcohol and placed in a UV tool oven
- Multiple sets of makeup brushes are on hand. Each client in the Makeup chair has their makeup applied with freshly sterilized makeup brushes. Brushes are cleaned with professional cleaner, then sprayed with no less than 70% and no more than 80% isopropyl alcohol and disinfected in the UV oven
- Each makeup sponge and powder puff used is new and disposed of after each client
- Unless it is a new lip or eye pencil for use on only one client the use of eye or lip pencils are prohibited
- Touch-ups to Hair and Makeup should be self-applied. If necessary, artist must be wearing the appropriate PPE (see below).
- All makeup products are creams, paints gels or loose powder. The amount of product needed for each client is removed from container by spatula for onetime use, and then placed on palate that has been cleaned and disinfected with no less the 70% isopropyl alcohol and disinfected in the UV oven prior to use. Between clients the palate is cleaned with professional cleaner, then sprayed with no less the 70% and no more than 80% isopropyl alcohol and disinfected in the UV oven
- All make up containers are disinfected with no less than 70% and no more than 80% isopropyl alcohol between each client

Appendix H – Face Mask Requirements

The CDC recommends the use of face coverings to slow the spread of the virus and prevent transmission. NBC Universal has also issued a company-wide policy requiring face masks as part of the “*Reopen*” rules for workplaces and operations.

As such, **all personnel on the premises of an NBC Sports Group facility or remotes are required to wear a face mask or cloth face covering. As of 8/19/20, bandanas and masks with exhaust / exhalation valves are no longer acceptable for use.**

This will provide each person with an additional layer of protection for you and your colleagues.

While traveling to and from work, we recommend you follow all CDC guidelines regarding social distancing and face coverings.

Where can I get a face mask?

We request that you bring a small supply of your own masks that you find most comfortable and effective. If you do not have a face mask, they will be available on-site or in your PPE Kit.

How do I wear a face mask?

Cloth face coverings should:

- fully cover your mouth and nose
- fit snugly but comfortably against the side of your face, no gaps
- secure (i.e. with ties or ear loops)
- include multiple layers of fabric
- allow for breathing without restriction



Can I remove my mask?

You may remove your mask when working alone in isolated spaces, such as a private workspace, or when consuming a meal.

Do I still need to “social-distance” when I am wearing a mask?

Wearing a mask does not replace your need to follow all social distancing and hygiene protocols; these are extremely important in helping to ensure your safety.

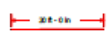
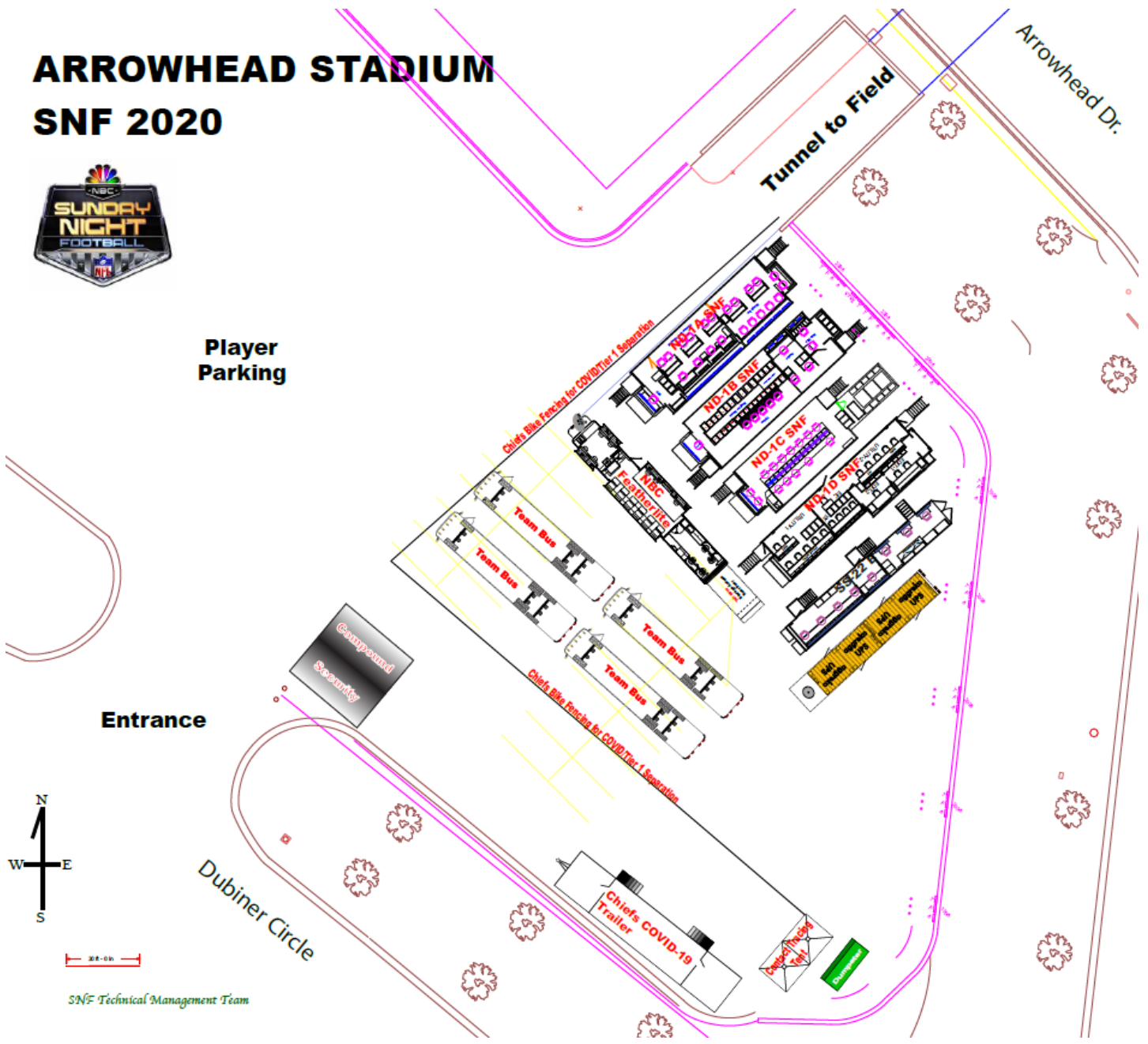
Do I need to wash my mask?

Cloth face coverings should be washed after each use in the washing machine or by hand using a bleach solution and allowed to completely dry.

If you have a medical condition that prevents you from wearing a face covering, please alert your HR representative and supervisor immediately.

Appendix I – TV Compound with Social Distancing

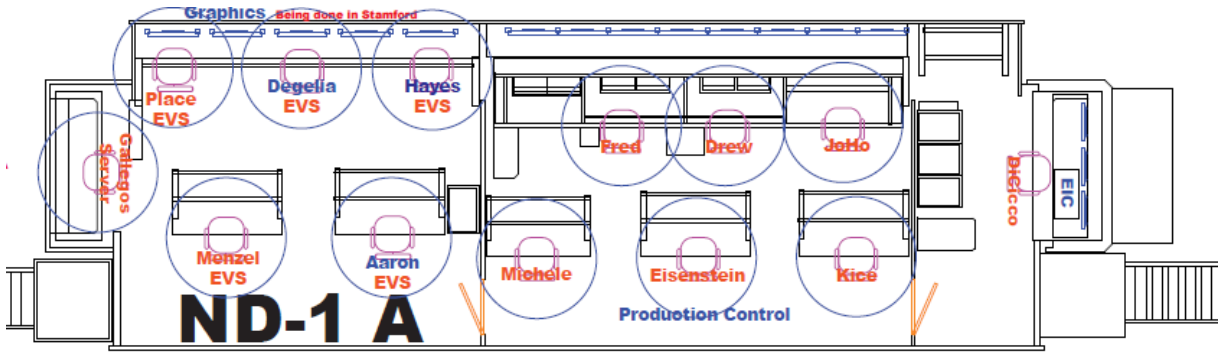
ARROWHEAD STADIUM SNF 2020



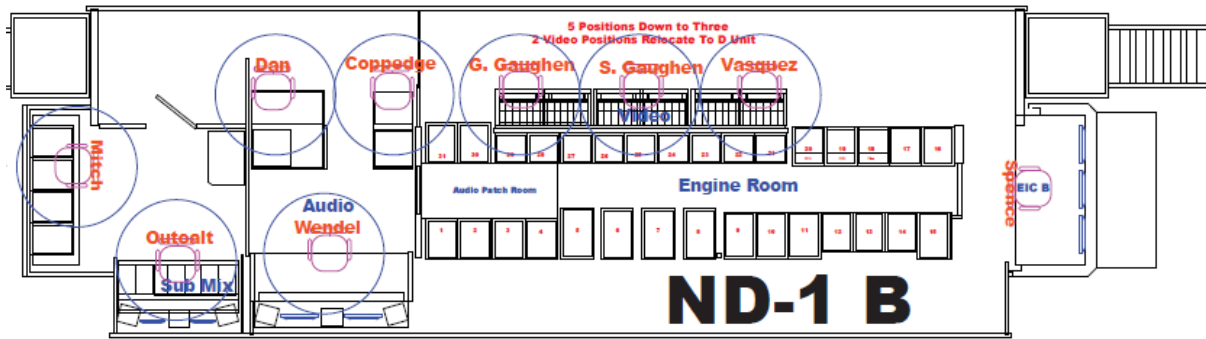
SNF Technical Management Team

Appendix J – Truck Layouts with 6’ Diameter Bubbles

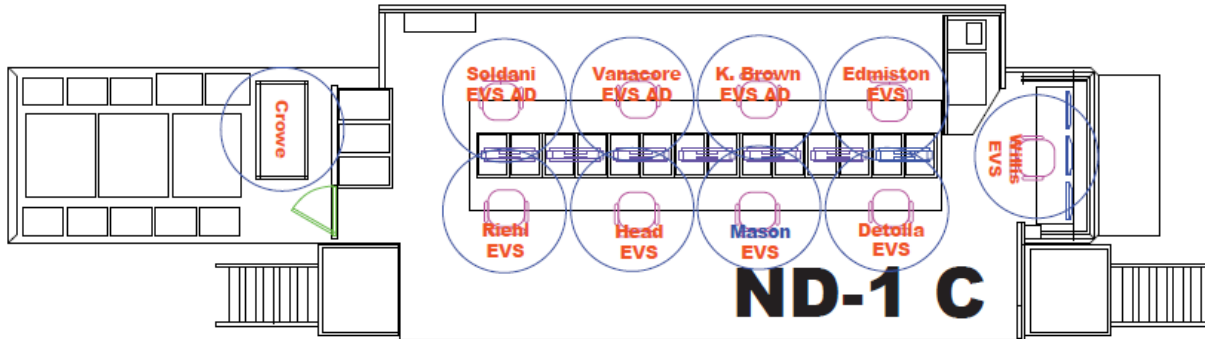
ND-1 A Truck Layout with Social Distancing



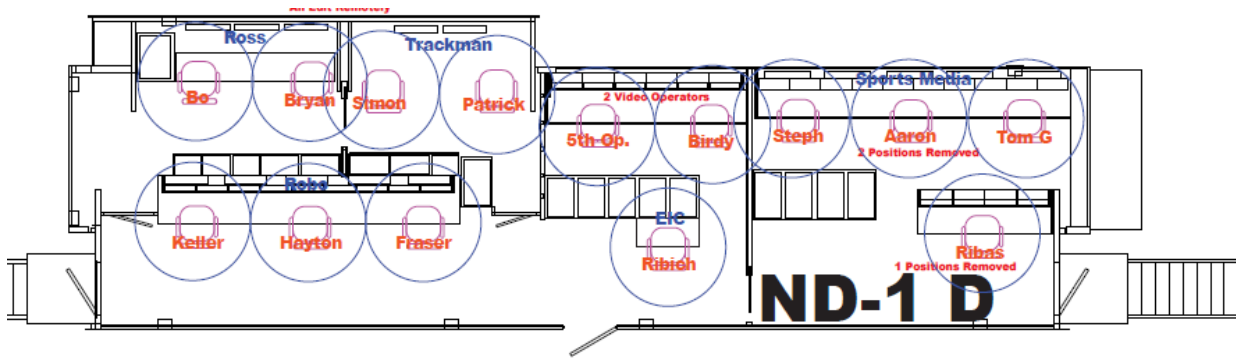
ND-1 B Truck Layout with Social Distancing



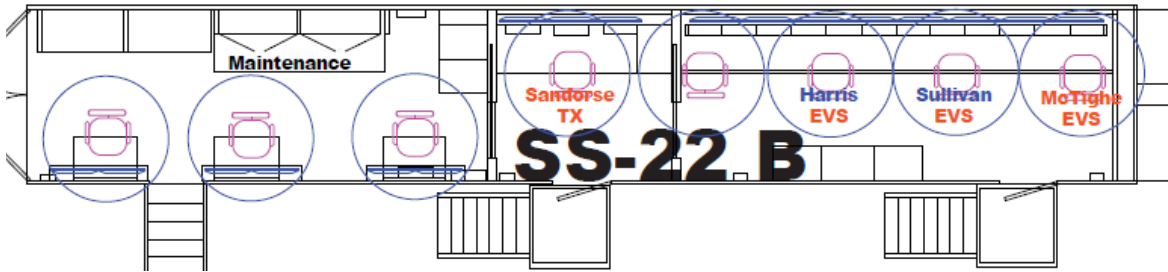
ND-1 C Truck Layout with Social Distancing



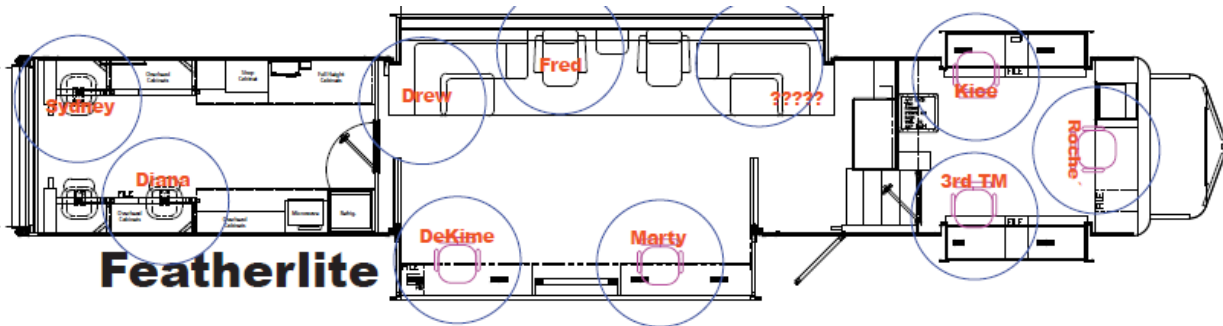
ND-1 D Truck Layout with Social Distancing



SS-22B Truck Layout with Social Distancing



Featherlite Truck Layout with Social Distancing



Appendix K – Important CDC Reference Links

- [Get the Facts about Coronavirus](#)
- [Using Personal Protective Equipment](#)
- [Social Distancing](#)
- [When and How to Wash Your Hands](#)
- [Cleaning and Disinfecting Your Facility](#)
- [Coughing & Sneezing Etiquette](#)