



Stay Healthy Work Safe
Returning to Remote Operations
Employee Information Guide
For Remote Productions

Revised: July 15, 2020

If you have any questions or concerns, please email nbcsports.safety@nbcuni.com



Welcome Back

The health and safety of our employees is our number one priority.

Our Business Continuity, EHS, Medical and Production teams are working on our return to the workplace plans, in coordination with local governments, public health agencies, as well as our Comcast and NBCUniversal partners.

We have been preparing for the resumption of productions by implementing best-in-class procedures to ensure the safety of our personnel. These guidelines were developed based on current information available and emerging best practices. Please note, these may change over time.

As the situation evolves, we will continue to keep you informed. In the meantime, this guide outlines some of what you can expect upon your return to remote production sites.

There may be changes to these guidelines based on jurisdictional, venue, or league requirements.



Pre-Travel

Self-Monitoring

During the period prior to your return to work (*at least 48 hrs.*) please monitor your temperature and symptoms daily. We ask you 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 may be 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 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:
 - 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
- You have been in close 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.

Self -Temperature Checks

Take your temperature daily in the morning & evening to ensure you do not have a temperature at or above 99.0F 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 99.0°F and you have no symptoms, you may go into work
 - Between 99.0°F and 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
 - the same or elevated, 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.



Travel

Travel PPE kits will be supplied to you, which will include: 2 cotton masks, sanitizer packets, etc. prior to departure. This is a one-time only distribution. However, we encourage and recommend that you come prepared with your own masks, sanitizer, & disinfectant wipes. Remember to follow all protocols for airlines, hotels and ground transport. NBCU has been in contact with all airlines, rental car companies/car services and hotels on new COVID-19 procedures & protocols. Information can be made available through your Production Manager, if needed.

Air

- During travel, you should follow social distancing of at least 6', always wearing a mask (*or facial covering*) and proper hand hygiene
- You should clean all high touch surfaces (seat belt, tray table, arm rest) with disinfectant wipes
- Check out your airport's website for new screening & TSA procedures; prepare yourself for extended delays
- Prior to your flight, read the airline's procedures; food & drink may not be offered during the flight

Hotel

- Disinfect all high-touch surfaces (counters, doorknobs, remotes, light switches, etc.) upon arrival to your room
- Remove or avoid items that may not be washed between occupants, such as the bedspread and decorative pillows. Keep clothing and personal items off the floor
- Avoid valet

Travel, continued

Rental Cars

- Follow rental car shuttle protocols
- Rental cars: currently only 1 person/car. Exceptions may be possible if people share same workspace. Two people max in same car.
- If you have no other reasonable option available, employees may use public transportation/ride sharing, while maintaining social distancing, good hygiene practices, and where necessary keep the time near others to a minimum
- You should clean all high touch surfaces (key fob, door handle, steering wheel, and other high-touch areas of the car)
- If fueling a vehicle is necessary, sanitize hands before and after use of fuel pump area

Travel by Car

- Recommended that everyone drive their own vehicle. If carpooling is necessary, please ensure that it is with someone who you share a workspace with on-site. This will limit cross-contamination. Two people max in a carpool, with the passenger sitting in the back seat. Both should follow social distancing protocols.
- Be mindful of any stops you make on the way to the destination; remember to sanitize or hand wash before & after entering any rest stop or other facilities
- While fueling your vehicle remember to sanitize hands before & after use of fuel pump area
- Wipe down your vehicle regularly (key fob, door handle, steering wheel & other high-touch areas of your car)

Click [here](#) to request a PPE Kit

On-Site Health Screening



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

Consistency of health screenings from site-to-site is important to us and will occur across all remotes. The decision to engage Medcor as an on-site provider will be based on the individual sport. There may be instances where screening provided by a sports entity, league or venue will be fully sufficient.

Pre-Arrival

Hotel/Home

- Questionnaire to be completed by all personnel each day **BEFORE** arriving to site via Medcor App; no personal data will be collected during this process besides your name
- If response triggers health concern, the screen will turn red and the employee will be directed to contact the Production Manager (PM) or Tech Manager (TM) prior to leaving hotel/home

Upon Arrival

On-Site Parking

- 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 return to the hotel. Contact your PM/TM immediately
- Will perform screening for any necessary vendors & partners who need compound access

**Comcast NBCU Health Services has existing MSA with Medcor*

Compound

For your safety, the compound will have controlled access – no visitors or guests will be allowed in the compound.

Compounds have been designed with social distancing in mind as much as possible.

Be prepared for staggered call times to assist with the screening process.

- Additional hand wash stations will be located throughout the compound; please practice good hand washing hygiene
- Hand sanitizer stations will be located at every mobile unit
- Masks (facial covering) must always be worn
- Maintain 6' social distancing
- Safety signage will be posted for reminders of good PPE and hygiene practices
- In order to assist with social/contact tracing, we are asking that you stay within your functional work group
- Refrain from traditional greetings – no hugs, high-fives, fist bumps, or handshakes



Golf Carts

When required for your job, we will attempt to provide each person with their own cart. There may be situations where this is not possible. We will manage these situations in a way that makes sense, based on risk.

- Golf cart vendors will provide clean and disinfected golf carts at the beginning of the event
- Only use the cart that has been assigned to you, one person per cart
- Utilize disinfectant wipes to clean high touch areas on the cart before and after use



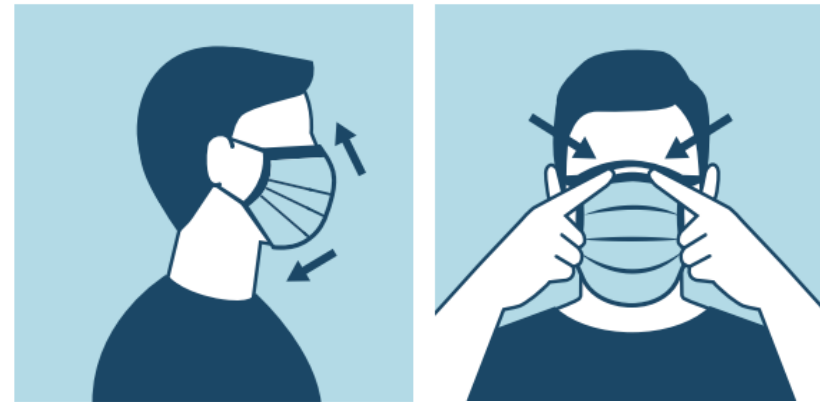
PPE

Personal Protective Equipment

The CDC recommends the use of facial coverings to slow the spread of the virus & prevent transmission. As such, **all personnel on the premises of an NBC Sports Group worksite are required to wear a face mask or cloth face covering.** This will provide 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. You may not enter the worksite without a mask or facial covering over your nose and mouth. Please follow all state & local guidelines when not on-site. You should clean your mask at the end of every day with soap and water.

- **Do you have your own mask/facial covering?**
You are welcome to bring your own masks that you find most comfortable and effective. We will have extra masks on-site
- **How do I wear a face mask?** They should:
 - fully cover your mouth and nose
 - fit snugly but comfortably against the side of your face, no gaps
 - Be secure (i.e. with ties or ear loops)
 - include multiple layers of fabric
 - allow for breathing without restriction
- **Where do I need to wear it?**
Put on your mask before coming to the site, preferably before leaving your home / hotel room.



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

Yes. Masks do not replace your need to follow 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 allowed to completely dry.

**If you have a medical condition that prevents you from wearing a face covering, please alert your Production/Hiring Manager immediately.*

Social Distancing

Limit face-to-face contact with others and maintain physical distance of at least 6' whenever possible. We understand there will be times where brief, intermittent contact with others will be necessary, but do your best to minimize these interactions as much as possible. If someone is not following proper social distancing or not wearing PPE properly, please report to your Production Manager.

At some venues and in compounds, you may notice directional and reminder signage showing:

- Where to wait on lines
- Reminders on social distancing
- Maximum occupancy of areas/elevators
- Direction of one-way passage through venues

Please follow all social distancing signage while on-site.



“In-Close” Work Protocol

General

At times, we may need to consider alternatives to maintain 6’ social distancing requirements. When the 6’ social distancing cannot be maintained, an exception process for “in-close” work must be followed. Examples of “in-close” work include:

- Makeup, if talent is unable to self-provide
- Hair, if talent is unable to self-provide
- Attaching lavalier to talent wardrobe when they are unable to self-apply and when other methods of capturing audio are not possible.

Overarching Safety Requirements for “In-Close” Work Protocol

- Social distancing must be maintained for as long as possible, even for approved "in-close" work
- Crew members should maintain social distancing amongst themselves and use the "in-close" work approval only when necessary
- Approved "in-close" work employees must wear additional protective gear (eye protection/face shield and face covering/mask) and follow safety guidelines while engaging in "in-close" work including proper hand-washing routines & other sanitation protocols
- PPE should be properly worn, regularly inspected, maintained, and replaced as necessary as well as be properly removed, cleaned, and stored or disposed as to avoid contamination of self, others, and the work environment





Cleaning

On-site housekeeping service will perform the following:

- Consistently clean all high touch surfaces throughout the day
- Nightly cleaning after crew departure
- Utilize EPA approved disinfecting materials following CDC guidelines

Partnering with a Mobile Unit provider to ensure the cleaning of trucks:

- EIC will ensure MU is properly disinfected after each shift
- Truck occupants will be provided wipes so they may clean workstations, as needed

Equipment cleaning protocols:

- You should avoid sharing equipment between other personnel
- Headsets are not to be shared
- Additional equipment disinfection methods are under consideration (*i.e. use of UV-C lights*)

Hygiene

Proper personal hygiene is the key to illness prevention:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or 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 they feel dry
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Hand sanitizer will be located throughout the compound, especially in high touch areas
- Restrooms, porta-toilets, common areas and hand sanitizer stations are inspected and cleaned regularly throughout the workday.

If you see that a hand sanitizer or soap station needs to be refilled, please contact your PM or TM.

Signage will be posted reminding all personnel to practice good hygiene.





Mobile Unit & Trailers

The Production and Engineering teams developed detailed plans to minimize the amount of people occupying these locations and maximize social distancing. **Non-essential** personnel entering these areas jeopardizes efforts to keep the areas clean. No visitors will be permitted.

- All doors in-between work areas must always remain closed to mitigate cross-contamination
- Masks/facial coverings are required
- Access to office trailers, mobile units and other areas will be limited to essential personnel only
- Please clean your workstations before and after your shift
- Signage with names and phone numbers of who is permitted in the truck
- Use the intercom, call or text to communicate with people in the truck

Catering

- Buffet/shared style meals will not be available.
- 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, and eating utensils will be disposable and single-use
- Tables and chairs will be sanitized between use and at the end of each day
- You should disinfect hands prior to entering and exiting the tent
- Be prepared for staggered lunch call times
- Please follow 6' social distancing ground markings when picking up your meals





Response Protocols

The Comcast NBCU Health Services team, in conjunction with NBCUniversal safety personnel have developed rigorous protocols for investigating and responding to possible cases of COVID-19 affecting our personnel.

Protocols will be followed in any of these situations if one or more of our personnel:

- Begins to feel unwell or exhibits symptoms while on-site
- Reports symptoms after an event
- Reports that they have tested positive for COVID-19
- Reports that they have been exposed to someone with a confirmed or presumed case of COVID-19

NBC Sports Group EHS & HR will lead the process that includes:

- Discussion and confirmation with affected employee of symptoms
- Implementing additional cleaning and disinfection steps
- Establishing timelines of exposure and symptoms
- Perform contact tracing
- Informing other potentially affected personnel
- Establishing and communicating need for further steps such as quarantine

The EHS & HR team will contact our Medical partners to determine immediate next steps required. Our Medical team is made aware of every potential or actual case and we follow their advice and direction for all personnel.

All of the above will be completed in consultation with our expert Medical, Safety and HR personnel, in a transparent fashion, while maintaining medical privacy.

How Can You Help?

Now more than ever, your safe practices will help protect the health and well-being of your co-workers and family. We need YOU to do the following:

- Self-monitor & self-report symptoms. Tell the PM if you do not feel well
- Social distancing: Follow the 6' rule as much as reasonably possible
- Remain in your "work bubble;" avoid mingling after hours/driving with other crew members with whom do not share a workspace or are in direct contact with
- Wear your mask (facial covering)
- Practice good hand hygiene and follow sneeze/cough etiquette
- Make safe and sensible decisions for your off-hour activities
- If you see anything or anyone not following the NBC Sports Protocols, reach out to your PM/TM or email nbc sports.safety@nbcuni.com



Helpful Links & Email

- NBCUniversal COVID-19 Updates & FAQs: [NBCU COVID-19](#)
- NBC News coverage: [NBC News](#)
- Coronavirus Website: [CDC](#)
- Coping with Stress: [CDC - COVID-19 Stress and Coping](#)
- Email: nbc sports.safety@nbcuni.com



FAQs

What happens if someone has symptoms on-site?

If one of our personnel begins to feel unwell or exhibits symptoms while on-site, the Production Manager will immediately engage our EHS and HR teams to assess using established medical and safety protocols. These protocols involve cleaning/disinfecting of areas, contact tracing for possible exposures as well as medical consultation for any affected person. If contact tracing shows possible exposure to other personnel, we will contact those people as soon as possible.

What do crews do for food on off hours?

It is highly recommended to utilize drive-thru, pickup, delivery and/or hotel room service.

Can I hang out with my friends after work?

There are no specific rules regarding off-hours activities, but we expect our employees to make smart, safe, sensible decisions outside of work. However, it is recommended that our crews socialize within their "work bubble" and avoid mingling after hours/driving with other crew members that you do not come in contact with on-site. Our personnel need to follow any prevailing local rules or requirements regarding safety measures (i.e. social distancing, masks, public gatherings etc.).

While some jurisdictions have less stringent safety guidelines in-place, we strongly remind you to take a conservative approach to reducing your potential exposure, thereby protecting your health and the health of your co-workers.

What if I need to lift something with another crew member (case)?

We realize that it may not be possible to always maintain strict social distancing throughout your work-day. We also do not want employees to expose themselves to a greater risk of injury by not following traditional safety practices. We believe that observance of the other measures (i.e. masks, health pre-screening, practicing good hygiene, robust housekeeping/disinfectants) will help to ensure that these limited "in-close" interactions do not cause any more than a marginal increase in risk.



FAQs, continued

Will I be tested prior to returning to work? Will I be tested daily on-site?

Testing is being actively investigated by the Comcast NBCU Health Services Team, but currently not ready to be implemented as an overall strategy in NBC Sports Group's plan. There are many challenges with testing, which include availability/capacity, low accuracy of some test kits, and timing of tests.

There are three types of tests and each one of them comes with their own set of challenges. For example, if someone were to get a COVID-19 test on Wednesday in preparation for an event on the weekend, a negative test (generally) means that they weren't infected on Wednesday. When the event starts on the weekend, a test result from Wednesday may not be as valuable. Anyone who feels that they have been exposed to COVID-19 and wants to get tested, should contact their healthcare provider or the local health department for medical advice.

Will I have to wear a mask in the compound, in the mobile unit and/or on the golf course?

Yes. Our NBC Sports Group policy is that all personnel always wear a mask (or facial covering) while on-site. There are very limited exceptions where masks may be removed, including:

- While occupying a personal office by yourself (unlikely on a remote)
- While eating or drinking, while observing social distancing
- On-air personnel, while observing social distancing

Is there a health hotline that I can call for advice or to give information?

Please contact your Production or Hiring Manager. They will refer you to one of our Safety Team members