

Purpose

The purpose of this document is to establish general procedures for employee protection from COVID-19. The program was created in accordance with guidance provided by the California Department of Health (CDH), Los Angeles County Department of Public Health (LACDPH), Center for Disease Control (CDC) and OSHA.

Note: This document will be reviewed and updated in accordance with current government and internal Company guidance.

Scope

The program covers the employees of TWDC and its subsidiaries (“Disney”), working on location in owned and leased properties (non-Theme Parks and Resorts).

Responsibilities

Production Management shall:

- Implement, communicate and enforce requirements of this program to all cast and crew, focusing on social distancing protocols, cleaning and disinfection procedures, Personal Protective Equipment (PPE), and testing. If necessary, this will include department and location specific evaluation and procedures.
- Ensure employees are trained in COVID-19 exposure prevention.
- Provide compliant face coverings to employees.
- Report employee instances of suspected or confirmed cases of COVID-19 to Employee Relations and your Health & Safety Department (H&S). If an outbreak is determined, report to the local health department.
- Ensure that any vendors and contractors working with, or in proximity to, production employees comply with the requirements of this program.

Employees shall:

- Follow all procedures contained in this program and any additional direction provided by Production Management, Employee Relations, or H&S Department.
- Inform their Supervisor of any potential instances of COVID-19 symptoms or suspected/confirmed diagnosis.
- Inform Supervisor and Health & Safety (HSM) of any employees not following the procedures contained in this program. Should the situation continue, Employee Relations may be contacted at (800-499-4870)

HSM shall:

- Maintain and update this program.
- Assist Production Management with applying the program to specific departments or locations.

Procedures

COVID-19 Self-Assessment

- All employees will need to perform a self-assessment at home before reporting to their worksite (see *Communication / Signage Examples* section for examples) each day. This will include a temperature check using a thermometer.
- If the employee answered NO to all questions on the assessment, the employee may report to the worksite as normal.
 - If the employee experiences symptoms while at work, they should inform their supervisor and the HSM, then return home. Refer to *Illness Response and Reporting* section below.
- If the employee answered YES to any of the assessment questions, the employee cannot report to the worksite and should notify their supervisor and the HSM.
 - The supervisor should contact the HSM for further guidance.

Physical / Social Distancing

- Production Management should carefully consider their options with respect to required/essential work and the method of social distancing. Some of examples of social distancing include (but are not exclusive to) are:
 - Working from home
 - Staggering work shifts
 - Alternating team work tasks (e.g. “taking turns”)
 - Dividing onsite work locations so employees are 6 feet or more apart, or separated by appropriate barriers
 - Reference your standard operating procedure, if available
- The Production has established various signage and communications to provide guidance to employees (see *Daily Self-Assessment* section for examples). The Production has also modified shared areas such as restrooms, breakrooms and conference rooms to support distancing. If a new process or location is identified in need of adjustment, employees should inform their supervisor or HSM.
- Employees should avoid sharing equipment. For instances where this is not possible and the equipment is compatible (e.g., hard, non-porous surfaces), the equipment should be cleaned in accordance with CDC and Studio guidelines (reference your standard operating procedure, if available).
- If employees are required to work within 6 feet of each other, supervisors should discuss and create a plan (i.e., interactions should be less than 15 minutes per 24 hour period, and/or employees should use face coverings and face shields).

Face Coverings

- All employees are required to wear a CDC guidance-compliant cloth face coverings, which will be provided to employees by their supervisor or H&S Department.
- The following types of face coverings should not be worn:
 - Neck gaiters
 - Bandanas or scarves
 - Facemasks with an exhalation opening or valve

- Instances where employees require a medical accommodation for an alternative face covering should be handled on a case-by-case basis with their supervisor, H&S Department, or Employee Relations representative.
- Where personal protective equipment may need to be worn in addition to (or in place of) face coverings, employees and supervisors should plan for the appropriate approach that complies with COVID-19 protection. Some examples are (but not exclusive to):
 - Face shield for welding or chemical protection.
 - Air-purifying respirator or supplied air respirator for breathing protection.
 - N95 facemask in response to smoke from a wildfire event.
- Supervisors and employees should plan for work tasks where conditions may affect the proper use of face coverings (e.g., inclement/extreme weather).
- Vendors and contractors are expected to comply with this program in addition to their own COVID-19 safety guidelines. Productions / HSM shall ensure compliance.

Cleaning / Disinfection

- Common / High Touch Surfaces
 - Common and high touch areas should be cleaned on a regular basis throughout the employee's work shift. Surfaces may include:
 - Door knobs, handles and bars
 - Office desks and countertops
 - Stairway handrails
 - Elevator buttons
 - See your High Touchpoint Checklist for further details if available
 - Although areas may be cleaned by the H&S Department or janitorial services, employees should routinely clean their work areas.
 - Surfaces covered with visible dirt/grime should be pre-cleaned before disinfection.
 - Only products provided by the H&S Department and listed on the "EPA List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)" should be used. Manufacturer's directions for use, including required personal protective equipment (e.g., gloves), must be followed.
 - Employees should not use products or supplies brought from home.
- Hand Washing & Personal Hygiene
 - Employees shall wash their hands frequently. Proper handwashing includes:
 - Using soap and water
 - Washing all of areas of the hands (e.g. under the nails, back of hands, etc.) for at least 20 seconds.
 - Rinsing hands and drying them thoroughly via paper towels, air blowers, etc.
 - Hand sanitizers will be provided supplemental to restrooms and handwashing stations (min. 60% alcohol per CDC guidance).
 - If supplies are not available, the employee should notify their supervisor or HSM.

Illness Response & Reporting

- The CDPH and LACDPH illness response measures, including contact tracing, will be managed through a joint effort between the H&S Department, Employee Relations, and the affected business unit.
- Confirmed COVID-19 cases will be investigated in accordance with local Health Department protocols. Employees who were potentially in close contact with the COVID positive co-worker will be informed and evaluated. Reference your standard operating procedure as these guidelines are subject to change.
- If a workplace experiences an outbreak of 3 or more COVID-19 cases within a 14 days, the H&S Department must report the cluster to the local Health Department.
- A workplace where the potential exposure occurred will be properly cleaned and disinfected.
- Clearance for returning to work for affected and exposed employees will be determined by the H&S Department and Human Resources/Employee Relations.
- As necessary, Risk Management and the Production Safety Department will provide guidance on regulatory requirements.

Training

- Training will be reviewed and updated in accordance with current government and internal Company guidance.
- Training will be provided to all employees. Subjects will include:
 - General COVID-19 overview, including symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
 - Who to inform in the instance of an infection.
 - How an infected person can spread COVID-19 to others, even if asymptomatic.
 - How to prevent the spread of COVID-19 by using approved face coverings.
 - Proper handwashing procedures.
 - Personal Hygiene - Avoiding touching eyes, nose, and mouth with unwashed hands; cough and sneeze practices; sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
 - Safely using cleaners and disinfectants.

Daily Self-Assessment

U.S. & CANADA*

HEALTH SCREENING CHECKLIST

The Walt Disney Company and Affiliated Companies
COVID-19 Screening Questions

If you answer “Yes” to any one of these, please stay home and stay safe.



Take your temperature at home prior to coming to work. Do you have a high temperature?



Do you have any of the following symptoms? *Cough • Shortness of breath or difficulty breathing • Chills • Muscle pain or body aches • New loss of taste or smell • Sore throat • New onset of nausea, diarrhea and vomiting*



Have you had close contact with anyone diagnosed with COVID-19 in the past 14 days and have not completed the required self-quarantine period? Or are you awaiting results of a COVID-19 test due to possible exposure or symptoms?

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If you are not able to report to work, please contact your leader or local office.

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Communication / Signage Examples

