

## Purpose

The purpose of this document is to establish general procedures for employee protection from infectious diseases. This document 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 health authority and internal Company guidance.

## Scope

The program covers the employees of Disney Entertainment 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 illness exposure and transmission prevention.
- Provide compliant face coverings to employees upon request or where applicable.
- Collaborate with Employee Relations and your Health & Safety Department (H&S) to prevent and react to infectious disease transmission, including positive case reporting for COVID-19.
- 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 if they are unable to work due to illness, including instances and/or symptoms of COVID-19 or suspected/confirmed diagnosis.
- Inform Supervisor and Health & Safety (HSM) of any non-compliance concerns. Employee Relations may be contacted at (800-499-4870)

### HSM shall:

- Develop and maintain show-specific protocols in accordance with this program.
- Collaborate with Production Management to apply the program to specific departments or locations.

## Procedures

### Unexplained Illness/Symptoms Self-Assessment

- By reporting to their worksite each day, the employee is attesting that they are not experiencing symptoms of unexplained illness including COVID-19/influenza/norovirus, etc.
- If the employee is currently experiencing symptoms of unexplained illness, they should alert their Supervisor and HSM that they are unable to work and remain home until symptoms have resolved or their personal physician has cleared them to return to work. If symptoms occur during a work day, the employee should inform their supervisor and the HSM, then return home.

## Face Coverings

- Employees may be required to wear Disney-approved face coverings, which will be provided to employees by their Supervisor or H&S Department.
- 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, Supervisors and employees should plan for the appropriate approach. 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. Productions / HSM shall ensure compliance.

## Cleaning & Maintenance

- Production must supply a clean and hygienic workplace for all employees, free of recognized hazards.
  - Cleaning services should be engaged and maintained where necessary

## Personal Hygiene

- Hand Washing
  - 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 may be provided as supplemental to restrooms and handwashing stations (min. 60% alcohol per CDC guidance).

## Training Materials & Guidelines

- Training materials will be provided to all employees and updated in accordance with current health authority and internal Company guidance.
- Training materials will be provided to all employees upon start of work. Subjects may include:
  - General Health & Hygiene information, including symptoms of common illnesses, proper Personal Protective Equipment, and personal hygiene guidelines to prevent illness transmission at the workplace.