

# INTERNAL ONLY – Non California PRODUCTION LEADERSHIP - COVID 19 Health & Safety Guidelines

As we return to production, the remaining COVID protocols on set are solely driven by local, state and/or federal requirements. Below are the safety policies still in effect, as well as the responsibilities that now fall on production executives, production leadership, and department heads.

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## Production Start-Up Checklist

- Production Executive will reach out to Employee Relations (ER) once show is officially green lit to provide show details (including the start of writers’ rooms).
- ER will provide the appropriate documentation to production leadership which will include:
  - The COVID-19 Health & Safety Guidelines (this document)
  - The forward-facing DES COVID-19 Health & Safety Quick Guide which should be distributed to cast/crew
- ER will discuss with production leadership and/or department heads during round robins to walk through the responsibilities that now lie with production management.
- Employee Relations will be available for any questions and/or issues during the course of production and will continue to provide any updates on changing protocols or policies as applicable.

## Production Responsibilities

### Sourcing and providing PPE and COVID-19 test kits.

- Production will source and provide masks and/or respirators (N95, KN95, etc) to those that request one, as well as those who are required to wear one in certain circumstances (see [Appendix A](#)).
  - Most divisions have a stockpile of fabric masks as well as N-95s, however production will need to source disposable masks if desired.
- It is up to the production to source FDA approved COVID-19 test kits to provide when necessary (see [Appendix A](#)).
  - The contact tracing team will advise on the individuals that are due a test and/or required to take one.

### Ensuring cast and crew follow local, state and/or federal guidelines.

- There will no longer be a designated Disney corporate Health & Safety Manager present on-site for each production. Production leadership and Department Heads are now responsible for holding their crew accountable to follow all the rules that are set forth in this document and as required by jurisdiction (see [Appendix A](#)).

We have a shared responsibility to keep each other safe and help to keep our production moving forward. Please continue to remind cast and crew that if they feel sick or exhibit any signs or symptoms of illness they should stay home and contact their direct Supervisor or Employee Relations.

## Health Screening Checklist

- Performers or crew members exhibiting unexplained COVID-19 symptoms should not report to the workplace and must inform their immediate supervisor.
- Performers or crew members who begin exhibiting unexplained COVID-19 symptoms at the workplace should leave the workplace and report to their immediate supervisor.
- Performers or crew members that test positive for COVID-19 should remain home and report to their immediate supervisor as soon as possible.

## Positive Test Protocol/Case Management

Production Leadership, Department Head and/or Supervisor must be notified immediately by anyone working on the production if they receive a positive Covid test result. The Production Leadership/HOD will then relay the following information:

- Direct the positive case to fill out a [POSITIVE CASE REPORTING FORM](#) as soon as possible and remind them to stay home or go home if they are already on site.
- Inform them that ER will contact them with to initiate contact tracing and communicate next steps.

ER will review the Positive Case submission and contact the positive case (either via email or phone call), notifying them of next steps, isolation dates, etc. (see [Appendix A](#)).

ER:

- Confirm if positive case is experiencing any symptoms, and if so, when symptoms began.
  - Advise the positive case to isolate as per CDC or local guidance (see [Appendix A](#))
- Send notification to Labor Relations
- Confirm those who are defined as a close contact and direct the positive case to self-notify those persons. The contact tracer will also email the close contacts with next steps (see [Appendix A](#)).
- ER will email Line Producer, Production Executive, and the positive case with the below information:
  - Isolation Dates for the positive
  - Names of close contacts
  - Any masking or testing requirements (see [Appendix A](#))

## Communication Protocol

The name of the positive case should only be shared with those who have an absolute need to know (ER, Producer, UPM, HOD, Physical Production Executive, etc.).

When communicating test results please follow these guidelines:

- Send an email titled 'not eligible to work,' 'not cleared,' or 'critical result' to production point of contact.
- 'Not eligible to work' may be included on production reports where necessary for insurance.
- Do not name a positive case as 'positive' in any communication.

## Appendix A

### Positive Test Result *(requirements below per CDC)*

Isolation	Testing	Masking
<ul style="list-style-type: none"> <li>Isolate for 5 days from start of symptoms or positive test (if asymptomatic)</li> <li>Can return on Day 6 if symptoms are improving and fever-free for 24 hours (without fever reducing meds)</li> </ul>	<ul style="list-style-type: none"> <li>No testing required, but if a test is taken (on their own) and it is positive, they cannot work until a negative test, or day 11.</li> <li>In order to work maskless, there must be two sequential negative tests (no sooner than day 5) at least 48 hours apart.</li> </ul>	<ul style="list-style-type: none"> <li>Wear a high-quality mask for 10 days from positive test or onset of symptoms around others for a total of 10 days from positive test or onset of symptoms, especially in indoor settings.</li> <li>If you have access to antigen tests, you should consider using them. With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10.</li> </ul>

### Close Contact (COVID Exposure) *(requirements below per CDC)*

Quarantine	Testing	Masking
<ul style="list-style-type: none"> <li>No quarantine necessary if asymptomatic.</li> </ul>	<ul style="list-style-type: none"> <li>Recommended to take a test 5 full days after your last exposure to positive case</li> </ul>	<ul style="list-style-type: none"> <li>Wear a high-quality mask or respirator (e.g., N95) any time you are around others indoors (performers mask when they are not performing or having hair &amp; makeup applied) for 10 days from exposure to positive case</li> </ul>
<ul style="list-style-type: none"> <li>If symptomatic (within 10 days of exposure to positive case), isolate immediately, get tested, and stay home until you know the result. If positive, follow positive case protocol.</li> </ul>	<ul style="list-style-type: none"> <li>If symptoms persist, after testing negative with an antigen test, consider continuing self-isolation and retesting in 1–2 days if testing negative with an antigen test</li> </ul>	<ul style="list-style-type: none"> <li>Wear a high-quality mask or respirator (e.g., N95) any time you are around others indoors (performers mask when they are not performing or having hair &amp; makeup applied) for 10 days from exposure to positive case</li> </ul>