

FAQ: RETURN TO WORKPLACE



For Employees Returning to the Studio Lot and L.A. Locations Beginning on or After June 21, 2021 (Phases 1, 2 and 3a)

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Returning to the Workplace

Q: When I am expected to return?

Given the ongoing global spread of the Omicron variant, we are postponing the next phase of our Return to Workplace (RTW) timing for U.S. offices originally scheduled for January 31. We are also asking that all employees who are able to work from home continue to do so through the end of January.

While we are hopeful and expect that we will start to see a decline in cases soon, the highly transmissible Omicron variant is creating new uncertainties and challenges in our daily lives, and we feel that the most prudent thing to do right now is to press “pause” on our RTW plans until further notice.

Fortunately, most modeling we have seen suggests that Omicron should peak in the U.S. by mid to late January. If that holds true, we are looking at a possible return date of the first week of March.

Employees will have the option of flexible work schedules to adjust as we all transition back. During this transition, employees will be expected to be in the office **at least three days per week** with the option

of working up to two days per week remotely. Employees who opt to work remotely one or two days per week should discuss and set schedules with their managers.

Q: What steps do I need to take to access the lot?

- If you have not done so already, all non-union employees will be required to [verify their vaccination status](#) and [complete a brief RTW training](#) session to gain access to the lot and LA locations. The training session provides comprehensive required information for your return, including safety protocols.
- As a reminder, **vaccines and boosters** are now offered weekly on the studio lot on Thursdays from 10 a.m. – 2 p.m. in the SPE medical department. (You can make an appointment [here](#); walk-ins are also accepted. You will have a choice of Moderna or Pfizer).
- If you have not visited your office yet, please plan for at least one day in the office, prior to our January return, to pick up your vaccine verification sticker, acclimate yourself with your workspace, and troubleshoot possible IT, administrative, or facilities challenges.
- The industry’s Return To Work Agreement remains in effect in production areas and for covered union and guild members.

Q: Do I have to pick which three days I will be in the office weekly or can it change week to week?

Please work with your manager to set your schedule. All employees should not be scheduled to work remotely on both Monday and Friday (they may work remote one of these days).

Q: How long will the hybrid transition period last?

We anticipate this transition period to run for three months. We also recognize demands around caring for family members and children may shift as circumstances evolve, so be sure to discuss and work out alternate schedules with your manager, as needed.

Q: What should I do if I am unable to return to the workplace?

You should contact your manager and your P&O business partner. You can find a full [list of P&O partners on mySPE](#). P&O Employee Direct can be reached at PO_EmployeeDirect@spe.sony.com or x4-7062 (U.S. business hours 9 a.m. – 6 p.m. PT).

Updated Protocols

Q: What are the latest safety protocols for employees in Culver City and California offices?

Cal/OSHA, the agency that regulates workplace safety in California, updated several of their coronavirus-related workplace requirements to reflect the state’s latest public health guidance. Among the protocols now in effect:

- You are required to wear a medical-grade face mask (such as a surgical mask or KN95) when **indoors** on the lot or at other Sony Pictures facilities regardless of your vaccination status until further notice. **Note:** In non-production indoor settings where masks are required you may remove your mask when actively eating or drinking. Individuals who are not vaccinated because

they have an approved accommodation, must remain 6 feet from others when eating or drinking indoors.

- Physical distancing will no longer be required for all employees, also provided conditions remain safe.
- SPE will provide all employees with masks if requested. To request a mask, please contact StudioServiceCenter@spe.sony.com.

Q: How do I get my vaccination status verified?

As a reminder, **as of October 18 2021**, SPE requires all non-union employees **working on-site at U.S. offices to be fully vaccinated**.

Culver City-based employees can choose to verify their vaccination status in person or virtually via Teams. Please see additional details below. If you have questions, contact PO_EmployeeDirect@spe.sony.com or your local [P&O partner](#).

IN PERSON VACCINE VERIFICATION

1. Sign up [here](#) to start the process. (Note: Please do not use Internet Explorer as it is not compatible with this link.)
2. Next, visit the Studio Service Center on Main Street and bring the following three items with you:
 - a. Confirmation email you receive once you sign up
 - b. Your SPE Badge
 - c. Your Vaccine Card (digital or hard copy)

VIRTUAL VACCINE VERIFICATION (VIA TEAMS)

1. Sign up [here](#) to start the process. (Note: Please do not use Internet Explorer as it is not compatible with this link.)
2. Email vaccine_verification@spe.sony.com to set up a time to verify via Teams, which typically takes less than 5 minutes. Please include three times when you are available between 7 a.m. and 7 p.m., Monday through Friday. Same day appointments can be accommodated. We will set up the meeting time and confirm via email.
3. Be prepared to have your camera on with three items ready to share during the Teams meeting:
 - a. Confirmation email you receive once you sign up
 - b. Your SPE Badge
 - c. Your Vaccine Card (digital or hard copy)

Once you complete these steps for in-person or virtual verifications, please visit the Studio Service Center on Main Street to receive a verification sticker to be attached to your employee badge. Hours are Monday – Friday, 8 a.m. – 4 p.m. The Studio Service Center will be providing lanyards or clips for all employees so that badges can remain visible.

Q: What if I am required to wear a mask but am unable to wear one due to a medical condition or disability?

Please reach out to your P&O partner to discuss what options may be available. Your request for an exemption from the mask requirement will be handled consistent with the ADA accommodation process.

Q: What if someone is sick in the workplace and I'm uncomfortable.

If someone appears to be unwell, let your manager or your P&O business partner know so that they can address the situation.

Vaccine Verification

Q: Who can participate in Vaccine Verification?

If you have a Sony Badge you can sign up for the verification program.

Q: What if I don't have my Vaccination Card?

Proof of vaccination is required to complete this process.

Q: What if I don't have my SPE badge?

If you have lost or misplaced your badge, you will need a government-issued ID for check-in. To get a new badge, please visit [ServiceNOW](#) to request a new one. Once the request has been submitted and fulfilled, you will receive a confirmation email that the badge is ready for pick-up. The Studio Service Center will be open for badge services Monday through Friday from 8 a.m. – 4 p.m.

Q: When am I considered fully vaccinated?

A: Based on current health guidance, you are considered fully vaccinated two weeks after your second dose in a 2-dose series, such as Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine such as Johnson and Johnson's Janssen vaccine.

Q: What if I'm not fully vaccinated?

If you are partially vaccinated, you can sign up prior to reaching full vaccination. The system will send email instructions based on the information you provide, and you will be able to complete the in-person verification once you are fully vaccinated.

Q: What if my badge name and my vaccine card have different names?

If you have a different name on your vaccine card and your SPE badge, please bring a government issued ID that matches the name on the vaccination card.

Technology

Q: Do I need to bring my computer equipment back to the office?

If you purchased equipment through the Dell Catalog program and are still utilizing it for work, you may keep it at home until further notice. Otherwise, you can return it to the Studio Service Center located on Main Street on the lot.

Item Description	Type
Belkin 6ft HDMI Cable	Cable
Belkin Mini DisplayPort to HDMI Adapter	Adapter

Dell 24" Monitor - E2420HS	Monitor
Dell 24" Monitor - 2419H	Monitor
Dell Pro Stereo Headset USB	Headset
Dell USB-C Mobile Adapter - DA300	Travel Dock
Dell Wireless Desktop Keyboard and Mouse KM636	Keyboard/Mouse
Sony SRS-XB01 Bluetooth Speaker	Speaker

If you took equipment home from your office, then you can keep that equipment at home for the time being (e.g., monitor, printer, keyboard, mouse). You may need to order replacement equipment for your office. Please use the [ServiceNow Request Portal](#) to order desktop accessories. For assistance with ordering equipment, you can contact the Global Service Desk at 310-244-2188.

If you are working a hybrid schedule as you transition back with some days in the office and some days at home, you will need to bring your smaller peripherals back and forth into the office as needed (e.g., headsets, power cords).

Q: Who do I contact if I need IT Support?

For all your IT Support needs, please contact the Global Service Desk first, and they will involve the appropriate support teams as needed. The Global Service Desk can be reached at GSD@spe.sony.com, and locally at 310-244-2188, Toll Free at 877-SPE-SONY, or OnNet at 7912-42188.

If in-person IT Support is needed, be advised that the team will adhere to all safety protocols including physical distancing rules. The IT Support Team will also help ensure your IT equipment is adequately sanitized upon the support visit.

Q: Has anything changed with printing at shared printers?

Ricoh badge-authenticated printing and scanning has been upgraded. This update moves services to the cloud and provides additional layers of security. Simply select the new "Ricoh_Queue" from your list of printers, instead of the previous "My_Queue on ricoh_na1". If you have a question or if you need assistance with printing or scanning, contact the Ricoh service center at 310-244-7878.

Chair Program

Q: I have a chair that was delivered to me as part of the chair program, do I need to return the chair for this phase?

Facilities will be picking up chairs after we announce full return to workplace plans. For the time being, we will supply a 'loaner' chair for your use at the office. If you do not find a chair at your desk when you return, call the Studio Service Center at x4-4SSC or email StudioServiceCenter@spe.sony.com.

Q: Can I buy the chair that was delivered to my home?

We are currently assessing whether we will be able to offer this option.

Accessing the Studio Lot (and L.A. Locations) and Parking

Q: How do we check in to the lot?

You can check in with your SPE ID badge. If you have lost or misplaced your badge, you will need a government-issued ID for check-in. To get a new badge, please visit [ServiceNOW](#) to request a new one. Once the request has been submitted and fulfilled, you will receive a confirmation email that the badge is ready for pick-up. The Studio Service Center will be open for badge services Monday through Friday from 8 a.m. – 4 p.m. PT.

Q: Where do I park on the lot?

Returning employees should plan to park in their normal parking lot; however, assigned parking spaces may not be available at this time, depending on location. If you have previously been assigned a parking space, please contact StudioServiceCenter@spe.sony.com to confirm availability or to make alternate arrangements. Reserved parking sections are not available at this time. Employees who usually park in reserved parking should park in unassigned parking.

If you have NOT previously been assigned to a parking lot or you are reporting to a new work location, please contact StudioServiceCenter@spe.sony.com for assistance.

Lot Services (What's Open?)

Q: Will the Studio Stores be open?

The Studio Store on **Main Street** has reopened to regular hours for studio merchandise and snacks. Hours of operation can be found on [mySPE](#). The store in Jimmy Stewart will re-open at a later date.

Q: Will the Studio Service Center be open?

The Studio Service Center is open for badge, parking, and vaccine verification services Monday through Friday from 8 a.m. – 4 p.m. PT.

Q: Will SPE's Culver City childcare center be open?

The Child Development Center is currently open on a limited basis. For more information, please contact the Center at Child_Development_Center@spe.sony.com or 310-244-8400.

Q: Will the gym be open?

The Athletic Club is open and all hours of operation can be found on [mySPE](#).

Q: Will the Dental Offices be open?

Onsite Dental is currently open Monday - Friday, 7 a.m. - 4 p.m. PT. They are accepting new patients. For more information, you can reach Onsite Dental by phone at 949-397-4551 or by email at mgardner@onsitedental.com.

Q: Is the credit union open?

The First Entertainment Credit Union is open on limited basis. Please call them at (888) 800-3328 to confirm hours.

Q: Are pantry services available?

Pantry services inside SPE buildings, including coffee and snacks as well as the provisioning of plates, napkins and utensils, are now available on a limited basis . More pantries will be replenished over time.

Q: Will mail service and shipping & receiving be available to employees?

Yes. All services are available, including production shipping and local messenger service. Feel free to contact Mark Muramoto with questions or concerns (mark_muramoto@spe.sony.com or ext. 4-8508).

Q: If I have bulky or large items I am bringing back, who should I contact?

If you need assistance carrying bulky or large items, please call the Studio Service Center at x4-4SSC or email StudioServiceCenter@spe.sony.com. They can assist bringing items (e.g. files, equipment) from your car to your office when you return. Please provide as much advance notice as possible.

Q: What services are currently being offered at SPE medical?

A variety of services are being offered, and the following are current schedules:

Registered Dieticians

Currently our registered dieticians are working from home using zoom for virtual visits, and typically schedule visits Monday, Wednesday and Fridays. To schedule an appointment, please email Medgate_Medical@spe.sony.com. The medial department will forward the requests to Lauren Schmitt RD who will then reach out to schedule.

Physical Therapy – Onsite – Vibrant Care Rehabilitation

Our Physical Therapist Lauren Shrigley is now working on lot in the SPE Medical Department on Mondays and Wednesdays and is available from 7:00 a.m. – 4:00 p.m. PT, per her schedule availability. She treats our Worker’s Compensation patients as well as our personal injury patients.

For Personal Injuries

Please email Karen_Valley@spe.sony.com with your request. Vibrant Care accepts most PPO insurance. Insurance and out of pocket expenses will be verified with the patient before treatment is rendered.

Dr. Steven Witlin / Dr. John Molitoris (back up)

Our SPE Medical Physician is available on lot in the SPE Medical Department to see patients on Tuesdays and Thursdays between 11:45 a.m. and 1:00 p.m. PT. He accepts most PPO Insurance and also treats our occupational cases. To set up an appointment for a non-occupational visit please call the SPE Medical Department at x4- 5560 or email the request to Medgate_Medical@spe.son.com.

Culver City Lot – Food Options

Q: What food options are available on the lot?

Due to the recent surge in Omicron, dining services hours have temporarily been adjusted. You can find all adjusted hours on [mySPE](#).

- The **Commissary in the Norman Lear Building** is open Monday – Friday, 11 a.m. – 2 p.m. PT for online ordering or walk ups. Commissary favorites and Grab & Go options are available. No cash is accepted at this time.
- The **Gower Café (Avenue C)** near the Studio Store is open 24 hours a day.

- The **Coffee Bean & Tea Leaf** is open Monday through Friday 7:a a.m. – 2 p.m. PT for online ordering or walk ups. Full beverage menu and pre-packaged food are available for purchase. No cash is accepted at this time.
- The **Morita Coffee Shop** is open currently closed but will be opening in February 2022.
- **Morita Commissary** is currently closed but will be opening in February 2022.

We recommend ordering in advance via the Thrive app (for The Coffee Bean & Tea Leaf and The Commissary in the Norman Lear Building). Thrive Ordering can be found in the App Store or on Google Play. For more information or a direct link to download, go to thriveapp.io. Please note the Thrive app does not deliver to TCSOB.

Q: For the commissaries, do I need to order food in advance on the app or can I order and pay in person when I go to the commissary?

You may still order in-person; however, we recommend ordering in advance via the Thrive app (for The Coffee Bean & Tea Leaf and The Commissary in the Norman Lear Building).

Thrive Ordering can be found in the App Store or on Google Play. For more information or a direct link to download, go to thriveapp.io. **Note:** Cash is not accepted at this time.

Q: Can I order food for delivery to the lot (Door Dash, Postmates, etc.)?

At this time, employees are welcome to place food orders through delivery apps. Food deliveries will be accepted at the following gates:

Main Lot

- Madison Gate
- Culver / Motor Gate
- Overland Gate

TCSOB

- Washington Gate

Delivery drivers will be directed to holding areas by security. Employees will need to communicate directly with drivers and pickup orders from the driver at one of the above gates.

Q: Can I go to Culver City to get food?

Yes, you can go off lot to get food and drive or walk back on the lot.

Culver City Lot – Meetings

Q: Are in-person meetings allowed?

Yes. In-person meeting rules are aligned with public health rules and CDC guidance.

Q: Can we leverage terraces with seating so we can meet outside?

All existing outdoor areas with seating can be utilized for meetings.

Resources

Q: Is there a list of resources available in one place?

Yes, below is a list of resources available to help employees going back to the workplace.

- **P&O Employee Direct:** For any SPE employee work-related questions. (U.S. business hours 9 a.m. – 6 p.m. PT) PO_EmployeeDirect@spe.sony.com or x4-7062.
- **The Studio Service Center:** For all facilities and security-related items including badge requests, door access, pantry services, parking inquiries, security escorts, temperature control and visitor pass requests. (24 hour coverage Monday – Friday with hours on Saturday and Sunday from 6 a.m. – 3 p.m. PT.) StudioServiceCenter@spe.sony.com or x4-4SSC.
- **Global Security Operations Center:** For any urgent/emergency calls or concerns. (24-hour coverage, seven days a week) GSOC@spe.sony.com or x4-5505.
- **Global Service Desk:** Can be reached at GSD@spe.sony.com, and locally at 310-244-2188, Toll Free at 877-SPE-SONY, or OnNet at 7912-42188.
 - **Mail Service:** Contact Mark Muramoto at mark_muramoto@spe.sony.com or ext. 4-8508.

COVID-19 Exposures

Q: I was with someone who tested positive for COVID-19, what do I do?

If you have been within 6 feet of an infectious person (within 48 hours of their positive test or symptoms) for more than 15 minutes cumulatively over a 24-hour period masked or unmasked you are a **close contact**. Please take the following actions:

VACCINATION STATUS:

- If you are fully vaccinated, you do not need to quarantine BUT you must **test 3-5 days following the date of exposure and follow all masking and social distancing requirements**.
- If you are not vaccinated, you must quarantine for 10 days post day of exposure and monitor for symptoms. (If you test positive please reference the FAQ: I tested Positive for COVID-19).

OTHER CONSIDERATIONS:

As a close contact any interaction you have with others is considered **2nd degree contact** and does not warrant any testing or additional actions for these individuals.

Q: I was exposed to someone who was exposed to a person who tested positive for COVID-19, what do I do?

If you have been exposed to a confirmed close contact, this exposure is considered a **2nd degree contact**. No immediate actions are required. Monitor for symptoms and contact your primary care physician if symptoms develop. You do not need to notify SPE of a 2nd degree exposure.

Q: I was notified of a positive case in my workplace but was not directly contacted, what do I do?

Anyone who is a close contact of a confirmed case in the workplace is notified via phone by SPE personnel. If you are not contacted by an SPE representative, then you are not a close contact. No immediate actions are required. Monitor for symptoms and contact your primary care physician if symptoms develop.

Q: I tested positive for COVID-19, what do I do?

You must isolate for 10 days and monitor for symptoms. If you have been at an SPE worksite within 48 hours of your positive test or symptoms please notify SPE via the Global Security Operations Center at 310-244-5505.

COVID-19 Protocols and Information

Q: I am a manager, and my employee has reported that they have tested positive and has been on the lot within the past 48 hours, who should I inform?

If your employee has tested positive for COVID-19, please complete the [confirmed case form](#). If you have questions, please contact the Global Security Operations Center at (310) 244-5505 or GSOC@spe.sony.com. **Note:** If your employee shares health information with you, please remember to treat that information as confidential and handle in accordance with requirements for handling sensitive personal information. If you have questions about the handling of employee health information, contact your P&O business partner.

Q: What if I'm working remotely and I test positive for COVID-19?

If you need information about a leave of absence, sick pay or if you have other questions and need support, please reach out to P&O Employee Direct at PO_EmployeeDirect@spe.sony.com or x4-7062 (U.S. business hours 9 a.m. – 6 p.m. PT).

Q: Are we doing COVID-19 testing on the lot?

COVID-19 testing is being provided by accredited vendors on the studio lot and at our production sites. At this time, testing on the lot is being carried out primarily for productions and is not set up for general appointments. If you have questions, please contact SPE COVID Testing by emailing testing@spe.sony.com.

Q: Can I request to be tested for COVID-19?

Los Angeles County is providing free COVID-19 tests and you can apply to get an appointment [here](#).

Q: What if I have been identified as a confirmed close contact?

If you were notified that you are a confirmed close contact you must follow all CDC and local quarantine requirements. If your work schedule will be impacted, please contact your P&O business partner or P&O Employee Direct at PO_EmployeeDirect@spe.sony.com or x4-7062 (U.S. business hours 9 a.m. – 6 p.m. PT).

Q: If I hear other employees talking about a suspected or confirmed COVID-19 case, or I suspect an employee of being sick, what should I do?

Raise your concerns directly to your manager or P&O business partner. Please do not unnecessarily discuss confidential health information relating to other employees.

Q: If someone on the studio lot or at one of our sites tests positive for COVID 19, how will that be handled?

SPE has a detailed response plan in place when made aware that there is a confirmed case of COVID-19 in the workplace. The plan includes contact tracing, cleaning and communication.

Q: If there is a confirmed COVID-19 case in the workplace, what kind of communication will happen?

All close contacts will be notified by an SPE representative and provided instructions and information regarding their quarantine and next steps. A communication may be sent more broadly to people who work in the same building or areas where the person diagnosed with COVID-19 was at the lot or other Sony Pictures location without providing the name of the individual.

Q: Why wasn't I told a certain individual tested positive for COVID-19?

In order to protect the privacy of our employees, this information is handled confidentially, and access is limited to those who need to know. For more information on contact tracing, [click here](#).

Q: What if I don't feel well and I'm at work – what is the process?

If you start to feel sick at work, you should go home.

- If it's an emergency, call x 4-4444 and medical assistance will be summoned.
- If you are unable to secure a ride home immediately, please call our medical staff at x4-5560,
- You can contact a nurse at x4-5560 with any questions. If the medical office is closed, contact the Global Security Operations Center at x4-5505.

Q: What if I don't feel well and I'm at home – what is the process?

If you are sick, stay home for your own health and for the health of others in the workplace. If you are feeling better, but still presenting symptoms, please reach out to your manager or P&O business partner to discuss continued work from home arrangements. If you are unable to work and have questions regarding your need for time off, please contact your P&O business partner.

Q: If I go home sick, do I need to provide a doctor's note clearing me to return?

Contact your P&O business partner for the return to work requirements for your circumstance.

Q: Do I have to get tested if I call in sick?

You are not required to be tested; however, you will need to respond to the health and symptom questionnaire to be allowed access to the lot or other Sony Pictures location. If you are not able to answer "no" to all of the screening questions, you will be contacted by SPE Medical to assess your circumstances.

Q: How do I get cleared to return to the workplace if I've been identified as a "close contact"?

You will need to quarantine for a set period of time. You should be in touch with your manager, P&O business partner and/or SPE Medical about the process to follow, depending on your situation.

Cleaning and Additional Measures

Q: What is the cleaning regimen and extra steps to sanitize across the studio lot?

In preparation for employees phasing back to the workplace, here are additional measures we're taking to keep the studio lot clean:

- Before a floor is occupied, the floor and path of travel to the floor will go through a deep cleaning and sanitizing process.
- Additional hand sanitizer dispensers have been installed throughout the lot.
- Increased cleaning / disinfecting has been implemented for the following areas: Elevator push buttons; door handles in building entrances and restroom doors and all push plates; handrails. High touch areas will be wiped down three times daily using various industry standard disinfectants.

Q: Is the HVAC system filtered/protected?

Yes. We also have UV lighting (that offers a greater layer of protection by killing bacteria and viruses) in most of our units on the studio lot and are in the process of completing this installation on the other units. We also have independent contractors monitor our systems and air quality. In addition, the building ventilation system will be monitored with an increase to both the ventilation rates and the percentage of outdoor air that circulates into the system. For any HVAC issues, please contact the Studio Service Center at StudioServiceCenter@spe.sony.com or x4-4SSC (24-hour coverage Monday – Friday and as required to support lot activity on weekends).

Q: How does UV lighting work and how does it clean the air?

UVC exposure inactivates microbial organisms such as bacteria and viruses by altering the structure and the molecular bonds of their DNA. After UVC exposure, the organism dies off leaving no offspring, and the population of the microorganism diminishes rapidly which leaves us with clean coils and equipment as well as sterile air which is then introduced to the tenant floors.

Q: Isn't UV light harmful?

Although harmful to the eyes when in direct contact, UV lighting is standard in most Class A facilities in the industry and is typically located in the air conditioning unit on the roof of any given building. At no time is the lighting introduced into any area below the roof level, therefore it is safe to occupants.

Q: Who should I contact if I want my work-area / common-area cleaned and sanitized?

Please contact the Studio Service Center at StudioServiceCenter@spe.sony.com or x4-4SSC (24-hour coverage Monday – Friday and with hours on Saturday and Sunday from 3 p.m. – 6 p.m. PT).

Q: What is the cleaning regimen for the restrooms?

Regular day porters are doing additional cleaning in all public restrooms: Disinfecting door handles, faucets, flush levers and toilet seats. In addition, all restrooms will have a wipe down service three times a day as well as a full disinfecting twice weekly.

Policies and Benefits

Q: Am I able to travel for business purposes?

Business essential travel is being considered on a case-by-case basis. Visit [mySPE](#) for updated Travel Guidelines.

Q: Are visitors allowed?

At this time, we ask employees to limit visitors to those necessary for business reasons only. All visitors will be subject to the SPE Health Screening process. Critical business guests will be allowed on an exception basis with approval. Email the Studio Service Center StudioServiceCenter@spe.sony.com with a business justification and they will escalate the request. Each request will be considered on a case-by-case basis, based on the business justification provided.

Q: Am I allowed to bring my pet to the lot?

At this time, pets are not permitted on the Studio Lot. If you are seeking an accommodation to bring a service/assistive animal please contact your P&O Business Partner.

Q: Are we conducting studio tours?

We are not conducting tours at this time.

Q: What leave of absence or other benefits are available to me as an SPE employee?

For Regular full time employees, detailed information about leaves of absence can be found in the [Employee Handbook](#) and about benefits can be found on [mySPE](#). If you have any questions contact SPE_Benefits@spe.sony.com. For production and union-represented employees if you have questions about leave of absence or other benefits contact P&O Employee Direct at PO_EmployeeDirect@spe.sony.com or x4-7062 (U.S. business hours 9 a.m. – 6 p.m. PT).

Q: Where can I get more information about government programs supporting sick leave and worker's compensation for COVID-19?

For employees in California, more information can be found [here](#).

Vaccines

Q: Will SPE require vaccines for employees to return?

As of October 18, 2021 SPE requires all non-union employees **working on-site at U.S. offices to be fully vaccinated**. If you need to take time during work hours for an appointment, feel free to do that. For information about how to record this paid time off, please reach out to P&O Employee Direct (po_employeeidirect@spe.sony.com or 310-244-7062) or your P&O Business Partner. You can read more about the benefits of vaccination on the [CDC website](#). For additional questions, please contact your P&O partner.

Key Next Steps for U.S. Employees

- **Get Vaccinated** – Vaccines are now offered weekly on the studio lot on Thursdays from 11 a.m. – 2 p.m. in the SPE medical department. (No appointment is necessary, and you will have a choice of Moderna or Pfizer.) Vaccines are also readily available through your health care provider or local pharmacy. Aetna and CVS Pharmacy can also help you schedule an appointment (click [here](#)). **Pfizer and Moderna vaccinations require several weeks between shots, so please plan accordingly.** If you need to schedule a vaccination appointment during work hours, or you need to rest during the work day due to vaccine side effects, you can take this as paid time off. Please let your manager and team know when you will be unavailable.

- **Verifying Vaccination Status** – If you are a non-union employee and have not already done so, as of

October 18, 2021 you will need to have verified your vaccination status in order to be on-site. Culver City employees can [sign up here](#) to complete your vaccine verification, and full details regarding the process are available [here](#). U.S. employees who are based outside of Culver City will receive a communication with details about your location's verification process. (If you have already completed the SPE vaccine verification process, you do not need to re-verify at this time.)

Q: If I'm vaccinated, do I still need to wear a mask?

Los Angeles County's Department of Public Health has revised their coronavirus-related requirements. In line with this guidance, you are required to wear a face mask when indoors on the lot or at other Sony Pictures facilities in LA county regardless of your vaccination status until further notice. Face masks continue to be optional when outdoors or when you are in a room alone.

If you forget to bring your mask to work, please request one by contacting StudioServiceCenter@spe.sony.com.

Q: Will we offer the vaccine on the lot or SPE offices?

Vaccines and boosters are now offered weekly on the studio lot on Thursdays from 10 a.m. – 2 p.m. in the SPE medical department. (No appointment is necessary, and you will have a choice of Moderna or Pfizer.) Visit [mySPE](#) for more information.

Q: Will SPE provide time off to get the vaccine?

If you need to take time during work hours to go to your appointment, then please do so. In the U.S., the benefits team has shared more information in their regular newsletter which is posted on [mySPE](#).

Q: When am I considered fully vaccinated?

A: Based on current health guidance, you are considered fully vaccinated two weeks after your second dose in a 2-dose series, such as Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine such as Johnson and Johnson's Janssen vaccine.

If you do not meet these requirements, you are not considered fully vaccinated, and should continue following all unvaccinated safety protocols.

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