

RETURN TO WORKPLACE TRAINING



KEY COVID PROTOCOLS

We're modifying some activities that will promote safety and security on the Lot and at SPE locations.



| Weekly Health Screening: STUDIO ACCESS STEPS

Bring your **badge** for studio entry. Watch for emails from “**Studio Access**” every Sunday and read all questions.

- 1) Are you currently experiencing any COVID-19 symptoms or have you experienced COVID -19 symptoms within the past 10 days*, including but not limited to:
Cough, Shortness of breath or difficulty breathing, Fever, Chills, Muscle pain, Fatigue, Headache, Sore throat
New loss of taste or smell, Congestion or runny nose, Nausea or vomiting, Diarrhea
Are you subject to an isolation or quarantine order?
- 2) Regardless of vaccination status, have you tested positive for COVID-19 within the last ten (10) days?*
- 3) Have you been in close physical contact in the last ten (10) days** with:
Anyone who has COVID-19?
OR
Anyone who has COVID-19 symptoms?
Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before illness onset (or, for asymptomatic individuals, 48 hours prior to test specimen collection).

*If you have been cleared by Sony Pictures Medical or by your employer to end your isolation period answer “no” to this question.

**If you have been cleared by Sony Pictures Medical or your employer to end your quarantine period, are fully vaccinated and boosted or not yet booster eligible, or have tested positive using a viral test for COVID-19 within the past 90 days and have recovered, answer “no” to this question.

If you have any questions about the questionnaire or if you can be cleared to come to your workplace, you can contact the Sony Pictures Medical Case Management team by calling (310) 244-5560 or emailing Medgate_Medical@spe.sony.com to review your questionnaire responses.

Vaccinations

SPE requires all non-union and L174 employees working on-site at U.S. offices to be fully vaccinated.

The vaccine requirement is subject to reasonable accommodations as required by law for individuals who cannot be vaccinated due to disability or based on a sincerely held religious belief, practice or observance.

Contact PO_EmployeeDirect@spe.sony.com or your local P&O partner to make an accommodation request.

Once the Verification process is complete a decal will be placed on SPE badges.



Vaccination Verification Process

To complete your vaccine verification, follow these steps: (See October 12 email for virtual option). More info [here](#)

- 1) Sign up [online](#) to start the process.
- 2) Next, verify your vaccination information, in person or virtually.
 - a) **In person**, visit the Studio Service Center on Main Street Monday – Friday, 8 a.m. – 4 p.m
 - b) **Virtually**, 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.
- 3) The following items are required to complete your verification:
 - a) the confirmation email you receive once you sign up,
 - b) your SPE Badge, and
 - c) your Vaccine Card (digital or hard copy).
- 4) Once you complete these steps, you will receive a verification sticker on your employee badge at the Studio Service Center
 - Lanyards or clips will be made available for all employees so that badges **remain visible**.

COVID-19 Vaccination Record Card
Please keep this record card, which includes medical information about the vaccines you have received.
Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

Last Name _____ First Name _____ MI _____
Date of birth _____ Patient number (medical record or IIS record number) _____

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 st Dose COVID-19		mm / dd / yy	
2 nd Dose COVID-19		mm / dd / yy	
Other		mm / dd / yy	
Other		mm / dd / yy	

| Flex Schedules

Flex Schedules

Employees will have flex schedules through at least June 2022

- Be in office 3 days week

- Option to work up to 2 days remotely

- Set schedule with your manager

Masks

Los Angeles County Department of Public Health lifted most of its indoor mask requirements for public settings, but at the same time, strongly recommends wearing masks in many indoor spaces and crowded settings. Here on the lot in Culver City, we will be following similar guidance.

Fully vaccinated employees will no longer be required to wear masks indoors. There are, however, some important exceptions:

- Unvaccinated employees who have approved accommodations to return must continue to wear masks unless they are alone in an office or other private setting.
- Employees who are covered by a collective bargaining agreement that requires wearing masks must continue to mask at work.
- There may be certain locations, events or meetings designated by the company as requiring masks (e.g., crowded settings, accommodation of high-risk participants, etc.). Please watch and follow instructions on invitations and posted signage, and consult with P&O and Safety and Security regarding when such designations may be appropriate.

Aside from these exceptions and barring any changes in COVID conditions in L.A. County, masking on the lot will now be a personal choice. If employees are more comfortable wearing masks, then they are, of course, free to continue doing so. No employees should feel obligated or pressured to remove their face mask while in the office if they don't feel comfortable. We ask that everyone stay mindful and respectful of your colleagues and their comfort levels during this period of adjustment over the coming weeks.

Security will provide a required type of mask upon entry if you need one. Or to request a mask, please contact StudioServiceCenter@spe.sony.com.

Physical Distancing

There are currently no specific physical distancing requirements in effect in non-production areas.

In addition, there are no capacity restrictions in place at this time.

Reminder: For production areas, the industry's Return To Work Agreement remains in effect.

**Physical
Distancing**

| SIGNAGE

You'll see new signs promoting safety protocols.

**PROOF OF VACCINATION IS
REQUIRED TO ENTER**

If no proof of vaccination, you may enter only:

- **To order, pay for and pick up food to go**
- **To use the restroom**

**A surgical or N95 mask must be worn*



| HVAC UPGRADES

1. **Most of the buildings and stages have been upgraded to Merv 13 filtration** which provides enhanced filtration and filtering of bacteria, virus carriers, pet dander, smoke, smog, mites, mold spore, lint and dust.
2. **Many of the buildings and stages have been upgraded with UV lights** installed inside the unit at the coils where it is safe and can instantly kill viruses, bacteria, and mold.
3. Most of **our larger buildings have what's called outside air economizers** which allows us to increase or decrease the amount of outside fresh air we introduce into the building. We are increasing the amount of outside air as well as the number of air exchanges in our buildings.
4. In smaller buildings that may have smaller HVAC units, **we have fewer people, more private offices, and in many cases operable windows which will also allow people more outside fresh air.**
5. Our larger **newer buildings have very robust HVAC systems.**
6. **Cleaning** – There will be increased cleaning and disinfecting for high touch areas like elevator push buttons; door handles in building entrances and restroom doors, etc. They will be wiped down daily using various industry standard disinfectants.

| TIPS AND REMINDERS

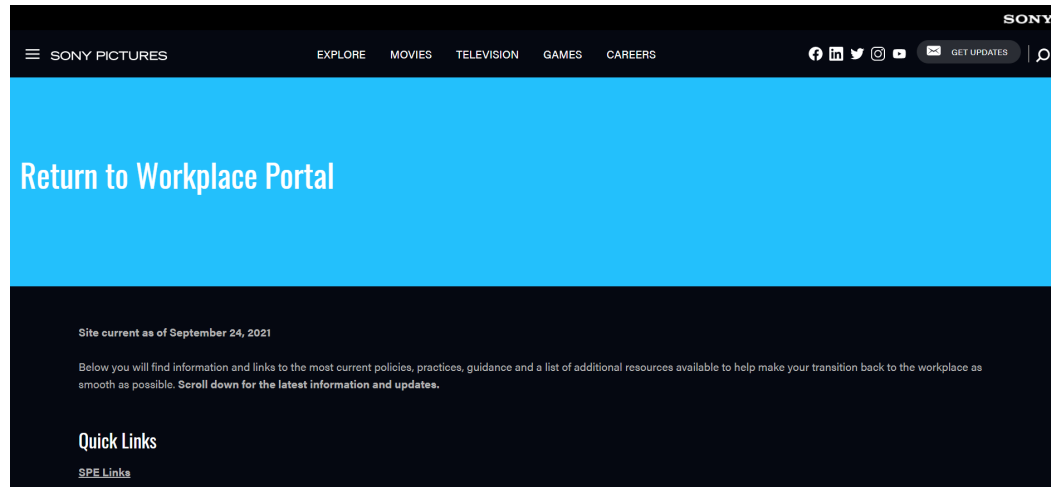
- Don't forget your **badge!**
- **If you start to feel sick** at work, you should go home immediately. (Stay home if you don't feel well.)
- Please do not self-relocate to another **workspace**; if you have a concern about your location, reach out to your P&O captain.

Appreciate your patience – safety is most important

| COVID-19 Resources Available

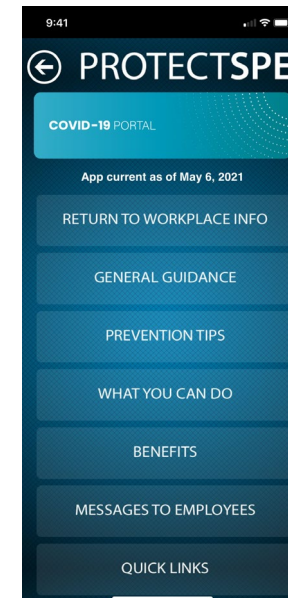
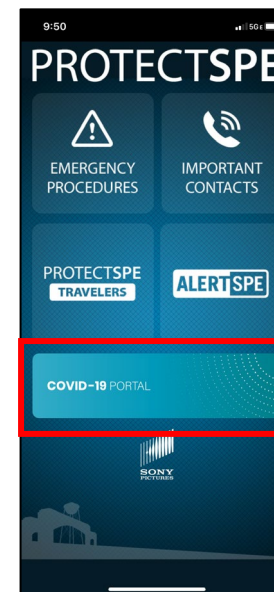
Online Resources

External SPE website – www.protectspe.com – accessible to all SPE employees without a password or VPN. Current guidance, policies and updates along with links to official sources of information.



Mobile Application

If you are not near a computer or laptop, **ProtectSPE mobile app** is a good option on your phone. You can download the ProtectSPE app in the [iOS](#) and [Android](#) app stores.



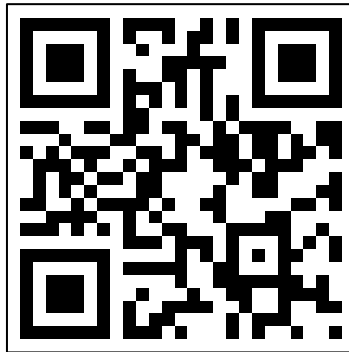
Emergency Preparedness



ProtectSPE Mobile App

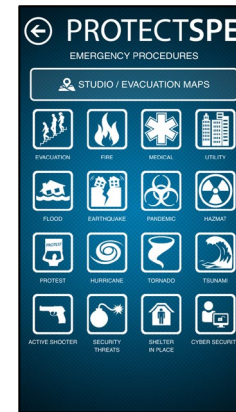


Scan for iOS & Android



The ProtectSPE application empowers Sony Pictures Entertainment employees, partners and visitors to quickly access information about emergency procedures, contacts and other useful safety related details.

Emergency Procedures



With the ProtectSPE application, you will have the following resources at your finger-tips:

- Detailed emergency procedures for employees, partners and visitors
- Evacuation assembly areas
- Important SPE safety contacts
- Information on how to register for SPE's internal emergency notification service (AlertSPE)





COVID-19 TRAINING

Need to Know Information For Your Reference

| COVID-19 FACTS

- COVID-19 is an infectious **disease that can be spread through the air** when an infectious person talks or vocalizes, sneezes, coughs, or exhales
- **Particles containing the virus can travel more than six feet**, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection, decrease the spread of COVID-19, but are most effective when used in combination.
- COVID-19 may be **transmitted when a person touches a contaminated object** and then touches their eyes, nose, or mouth, although that is **less common**
- An **infectious person may have no symptoms**
- **Vaccination** is effective at preventing COVID-19 and protecting against both transmission and serious illness or death.
- Please refer to the CDC and Los Angeles County Public Health websites for more information

| KNOW THE SYMPTOMS AND WHAT TO DO

Symptoms of COVID-19 may include:

- 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

If you have symptoms:

- Do not come to the workplace (if at work, go home)
- Contact your medical provider for advice or treatment
- Contact P&O for LOA info
- Get tested

Call 911 or your local emergency facility for serious symptoms including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

FOLLOW ALL SAFETY MEASURES

- **Wash your hands** often with soap and water for at least 20 seconds. Use hand sanitizer if soap and water are not available.
- **Avoid touching your eyes, nose, and mouth**
- **Cover your mouth and nose with a tissue when you cough or sneeze.** Wash hands after.
- **Don't shake hands** or greet people in a way that breaks physical distance requirements.
- **Avoid using other coworkers' phones** or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

KNOW COMPANY PROTOCOLS AND RESOURCES

- Company protocol and **other information can be found at [ProtectSPE.com](https://protectspe.com).**
- Information on COVID-19 benefits such as **paid sick leave and workers' compensation benefits can be found [here](#).**
- If you are vulnerable and would like to discuss or request an **accommodation contact P&O.**
- **Concerns about hazards, practices should be reported to the Studio Service Center: StudioServiceCenter@spe.sony.com or x4-4772**
- SPE prohibits retaliation for good faith reporting of a safety concern.
- Information on vaccinations can be found here:
<http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup/>
- -For information on how to access testing:
<https://covid19.lacounty.gov/testing/>



| Next Steps

- You can access a copy of these slides on mySPE posted in the [Return to Workplace Portal](#).
- Complete your vaccination verification
- Locate your badge and remember to bring it with you to the lot

An outdoor patio area featuring a round white table and four white chairs. The patio is enclosed by a white railing and is situated on a brick-paved deck. In the background, there are lush green plants, a palm tree, and a view of a body of water and a white building with many windows. A large white umbrella is partially visible at the top of the frame.

THANK YOU