

# FAQ: RETURN TO WORKPLACE



## For Employees Returning to the Studio Lot and L.A. Locations

**Updated:** April 25, 2022

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### Returning to the Workplace

#### ***Q: When I am expected to return?***

Happily, we are finally seeing the rapid decline in Omicron cases and hospitalizations in the U.S. we have been expecting. As such and following current data and trends in the markets in which we operate, we are setting our **return date for our U.S. offices for March 14, 2022.**

As you all know, conditions related to the pandemic can shift quickly. We will continue to monitor health and government guidance, and if circumstances change, we will adjust our return plans accordingly if necessary. Dates and conditions vary by region and country so be sure to watch for information specific to offices outside the U.S. from local leadership and P&O/Security & Safety.

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: Can I come back to the lot before March 14?**

Yes, the lot is now open for employees on a voluntary basis once Vaccine Verified and RTW Training has been completed.

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

- If you have not done so already, all non-union employees and all employees in Local 174 covered positions 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 11 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 March 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 the three day I will be in the office weekly need to be a set three days or can it change week to week?**

Please work with your manager to set your schedule. Please note, managers may not approve a schedule to work remotely on [both](#) Monday and Friday (they may approve a schedule to 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](mailto:PO_EmployeeDirect@spe.sony.com) or x4-7062 (U.S. business hours 9 a.m. – 6 p.m. PT).

**Q: What if I have additional questions/concerns about the return?**

Our P&O, Security & Safety, IT, and Facilities teams will be holding weekly information sessions leading up to our return to answer questions and make sure employees have all they need to transition back to the office. You can sign up for these sessions [here](#).

## 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, as well as the County of Los Angeles and the City of Culver City continually update their coronavirus-related workplace requirements to reflect the state’s latest public health guidance. Among the protocols now in effect on the lot in Culver City:

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. Click [here](#) to find the most recent L.A. County guidance regarding masks. Here on the lot in Culver City, we will be following similar guidance.

Starting with our return on March 14, **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.
- If you are determined to be a close contact (see page 11), you will be required to mask indoors for 10 days after last contact with an infected person.
- Employees who are covered by a collective bargaining agreement that requires wearing masks must continue to mask at work.
- Certain locations on the lot including the gym, food services, and theaters are covered by specific local requirements. Please follow posted signage.
- There may be some 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.

We recognize that this is a significant change after the last two years of varying masking restrictions. 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.

- Physical distancing is no longer required.
- SPE will provide all employees with masks if requested. To request a mask, please contact [StudioServiceCenter@spe.sony.com](mailto:StudioServiceCenter@spe.sony.com).

***Q: Will SPE require vaccines for employees to return?***

SPE requires all non-union employees and all employees in Local 174 covered positions **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\\_employeeedirect@spe.sony.com](mailto:po_employeeedirect@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.

***Q: How do I get my vaccination status verified?***

SPE requires all non-union employees and all employees in Local 174 covered positions **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](mailto: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](mailto: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. Verification stickers can also be picked up at the TCSOB Lobby Security Desk and the Slauson Lobby Security Desk.

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

Fully vaccinated employees are no longer 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.
- If you are determined to be a close contact (see page 11), you will be required to mask indoors for 10 days after last contact with an infected person.
- Employees who are covered by a collective bargaining agreement that requires wearing masks must continue to mask at work.
- Certain locations on the lot including the gym, food services, and theaters are covered by specific local requirements. Please follow posted signage.
- There may be some 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.

We recognize that this is a significant change after the last two years of varying masking restrictions. 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.

If you forget to bring your mask to work, please request one by contacting [StudioServiceCenter@spe.sony.com](mailto:StudioServiceCenter@spe.sony.com).

***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, digital copies of your vaccination record are acceptable.

***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 access to your work site. 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. While everyone is encouraged to have a booster vaccination, at this time the booster is not considered necessary to be considered fully vaccinated. Your booster status may impact quarantine rules if you are a close contact. Note: The definition of fully vaccinated in the industry's Return To Work Agreement governs applicable production areas and employees by that Agreement.

**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.

**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 11 a.m. – 2 p.m. in the SPE medical department. (No appointment is necessary, and you will have a choice of Moderna, Pfizer, or Johnson & Johnson) 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](#).

**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](mailto: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 “Ricoch\_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?**

Yes, chair pick-ups will commence starting February 22. 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](mailto:StudioServiceCenter@spe.sony.com).

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

While the office chair that was loaned to you for home use does need to be returned to the office, you may purchase a new chair from one of [SPE's furniture vendors](#) at a discount. You may also find chairs at [Staples](#) where you can use your employee discount.

## 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](mailto:StudioServiceCenter@spe.sony.com) to confirm availability or to make alternate arrangements. Reserved parking sections may be limited at this time. Employees who usually park in reserved parking should park in unassigned parking if reserved parking is unavailable.

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](mailto: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 been open for studio merchandise and snacks. Hours of operation can be found on [mySPE](#). The store in Jimmy Stewart will reopen by March 14.

### **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](mailto: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](mailto: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 have been restored with automatic inventory and replenishment inside SPS buildings every other week. This includes coffee, creamer, sweetener, teas, plates, and napkins. Plastic single-use utensils are being replaced with reusable metal utensils in line with sustainability initiatives and local Culver City requirements. Starting March 14, snack baskets will now be delivered twice a week, instead of once a week.

### **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](mailto: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](mailto:StudioServiceCenter@spe.sony.com). They can assist bringing items (e.g., files, equipment) from your car to your office when you return. Please provide a minimum of 24 hours advance notice.

### **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](mailto: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](mailto: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 12:00 p.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.sony.com](mailto:Medgate_Medical@spe.sony.com).

## **Culver City Lot – Food Options**

### **Q: What food options are available on the lot?**

*As of March 14, 2022*

- The **Commissary in Lear** will be open for breakfast service Monday – Friday, 8 a.m. – 10 a.m. and lunch service Monday – Friday, 11 a.m. – 2 p.m. for mobile ordering or walk ups. Commissary favorites and Grab & Go options will be available.
- The **Coffee Bean & Tea Leaf** will be open Monday through Friday 7 a.m. – 5 p.m. for mobile ordering or walk ups. Full beverage menu and pre-packaged food will be available.
- The **Morita Coffee Shop** will be open Monday – Friday, 8 a.m. – 2 p.m. for mobile ordering or walk ups. Full beverage menu and snacks will be available.
- The **Morita Commissary** will be open for lunch service Monday – Friday, 11:30 a.m. – 2 p.m. for mobile ordering or walk ups. Commissary favorites and Grab & Go options will be available.
- The **Gower Café (Avenue C)** near the Studio Store is open 24 hours a day.

**\*\*Our Commissaries and Coffee Shops are now cashless!** Payment options are available through the Thrive app, Credit Card, and Apple Pay\*\*

We recommend ordering in advance via the Thrive app (The Coffee Bean & Tea Leaf, The Commissary in Lear, Morita Coffee Shop, and Morita Commissary). 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 (The Coffee Bean & Tea Leaf, The Commissary in Lear, Morita Coffee Shop, and Morita Commissary).

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.

**\*\*Our Commissaries and Coffee Shops are now *cashless*! Payment options are available through the Thrive app, Credit Card, and Apple Pay\*\***

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

Employees are welcome to place food orders through delivery apps. Food deliveries will be accepted at the following gates:

Main Lot

- South Thalberg
- 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.
  - For all vaccinated and accommodated employees, in-person meetings may be held without social distancing requirements.
  - If you are uncomfortable attending in-person meetings, you may discuss with your manager whether you may participate via Teams from your desk.

***Q: Will conference rooms be able to support hybrid Microsoft Teams Meetings?***

Yes, many conference rooms have been upgraded to be able to host hybrid meetings with participants both in-person and joining via Microsoft Teams. Please visit the [Video Conferencing Portal](#) for more information on updated conference rooms, training videos, and support information.

***Q: Can we use 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](mailto: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](mailto: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](mailto:GSOC@spe.sony.com) or x4-5505.
- **Global Service Desk:** Can be reached at [GSD@spe.sony.com](mailto: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](mailto: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?***

The definition of a COVID-19 “Close Contact” has been updated to include anyone regardless of vaccination status who shared the same indoor airspace as an infected person for a total of 15 minutes within 24 hours.

Although L.A. County no longer requires a quarantine period, it does now require all Close Contacts of a person infected with COVID-19 to wear a mask around others for a total of 10 days, and to be tested within 3-5 days of exposure.

Our contact tracing system will remain the same, and you will be notified by Safety and Security, either by phone or email, if you are determined to be a Close Contact.

SPE’s masking policy for Culver City remains unchanged at this time.

As a reminder, Los Angeles County Department of Public Health strongly recommends wearing masks in many indoor spaces and crowded settings. You can find the most recent LA County guidance [here](#).

### **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 **2<sup>nd</sup> degree contact**. No immediate actions are required. Monitor for symptoms. If you develop symptoms, stay home and follow applicable protocols. Contact your primary care physician. You do not need to notify SPE of a 2<sup>nd</sup> degree exposure unless you develop symptoms

***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. If you develop symptoms stay home and follow applicable protocols. Contact your primary care physician..

***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 to your positive test or onset of 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](mailto: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](mailto: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](mailto: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?***

The definition of a COVID-19 “Close Contact” has been updated to include anyone regardless of vaccination status who shared the same indoor airspace as an infected person for a total of 15 minutes within 24 hours.

Although L.A. County no longer requires a quarantine period, it does now require all Close Contacts of a person infected with COVID-19 to wear a mask around others for a total of 10 days, and to be tested within 3-5 days of exposure.

Our contact tracing system will remain the same, and you will be notified by Safety and Security, either by phone or email, if you are determined to be a Close Contact.

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](mailto:PO_EmployeeDirect@spe.sony.com) or x4-7062 (U.S. business hours 9 a.m. – 6 p.m. PT) or your direct supervisor. For local quarantine requirements, please see the California Department of Public Health [Website](#) and the Los Angeles County Department of Public Health [Website](#).

***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 directly by an SPE representative and provided instructions and information regarding their quarantine and next steps. A communication will be sent more broadly to people who work in the same building or areas where the person diagnosed with COVID-19 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-workplace 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 the screening questions, stay home. If you have any questions, you can contact our medical staff at x4-5560.

***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 period of time and be advised of your return date by Sony Pictures personnel. 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](mailto: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](mailto: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?***

Employees hosting visitors must observe the following guidelines:

- Visitors are permitted for business purposes only. Personal guests are not allowed at this time.
- Obtain permission from your supervisor before inviting visitors.
- To arrange a visitor pass for a guest, you must create a visitor invitation in the VisitSPE application, available here: <https://visitspe.spe.sony.com>.
- Ensure that your visitors are fully informed of and able to comply with all current SPE COVID safety protocols.
- Ensure that your visitors do not enter restricted areas, private workspace and / or production space without authorization.
- Visitors should be prepared to present government issued photo ID and proof of COVID-19 vaccination to security upon arrival.

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

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?***

Yes. We are conducting tours. For more information please contact the Tour Department at [studio\\_tours@spe.sony.com](mailto:studio_tours@spe.sony.com).

***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](mailto: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](mailto: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](#).