

FAQ: COVID-19 SAFETY PROTOCOLS



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Current Protocols

Q: What are the latest COVID-19 health and safety protocols for employees in 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 COVID-19 workplace requirements to reflect the latest public health guidance. Among the protocols now in effect on the lot in Culver City as well as in offices in other areas of California:

Masking:

Masking is not required – neither outdoors nor indoors. However, many public health agencies including the Los Angeles County Department of Public Health strongly recommend wearing masks in many indoor spaces and crowded settings, and employees are always welcome to determine for themselves if and when they wish to wear masks. Click [here](#) to find the most recent L.A. County guidance regarding masks.

There are, however, some important exceptions where masking may be required:

- 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 definition, below), 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.
- Employees not covered by a collective bargaining agreement must mask in the presence of employees required to mask because they are covered by a collective bargaining agreement.
- There may be some events or meetings designated by the company as requiring masks (e.g., some screenings, crowded settings or events, 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 masking is now a matter of personal choice.

Employees are encouraged to do what's best and comfortable for them. We ask that everyone remain mindful and respectful of your colleagues and their choice to wear or not wear a mask. SPE will provide all employees with masks if requested. To request a mask, please contact 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 available options. Your request for an exemption from the mask requirement will be handled consistent with the ADA accommodation process.

Social Distancing:

Social (physical) distancing is still encouraged, but no longer required.

Q: I feel sick, but am unsure whether it is COVID, what should I do?

If you are unwell, stay home, whether you have been diagnosed with COVID or not. With the availability of free and low-cost Antigen tests at most neighborhood pharmacies, it is now relatively easy to diagnose COVID at home. Again, you should not come to work if unwell, even if the illness is not diagnosed as COVID.

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

Stay home and notify the Sony Medical Department by filling out [this form](#) as soon as possible, or by contacting them at 310-244-5560, and they will let you know your next steps. Contact your primary care physician for any questions or treatment options.

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.

Q: Does SPE require vaccines for employees?

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 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. You are required to have your vaccination status verified.

Q: When am I considered fully vaccinated?

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: Are boosters required?

We encourage everyone to get all applicable boosters, but they are not required at this time to be considered fully vaccinated.

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: Will SPE provide time off to get my COVID-19 vaccination?

If you need to take time during work hours to go to your COVID-19 vaccination 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](#).

COVID-19 Exposures

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

Stay home and notify the Sony Medical Department by filling out [this form](#) [link] as soon as possible, or by contacting them at 310-244-5560, and they will let you know your next steps. Contact your primary care physician for any questions or treatment options.

Q. What is the definition of a COVID-19 “Close Contact?”

When evaluating whether someone is a “Close Contact,” SPE will apply the standard in effect under the applicable public health and workplace safety standards.

Within Los Angeles County - a “Close Contact” is defined as someone sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period while the case was infectious. Persons are considered to be infectious two days before symptoms began until isolation ends. If the patient tests positive for COVID-19 but does not have any symptoms, the employee is considered to be infectious from two days before the test was taken until isolation ends. At SPE, we also consider whether corporate employees meet the CDC close contact definition (see below).

Outside of Los Angeles County – the current CDC definition of Close Contact is applicable unless the local jurisdiction has stricter requirements. Close Contact is defined by the CDC through proximity and duration of exposure as someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures for a total of 15 minutes). The CDC defines close contact through proximity and duration of exposure.

For union-represented employees covered under the industry’s RTW Agreement, additional standards may apply per the terms of the agreement.

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

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 workplace Close Contact.

OTHER CONSIDERATIONS:

As a close contact - any interaction you have with others is considered a **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. If you develop symptoms, stay home and follow applicable protocols and contact your primary care physician. You do not need to notify SPE of a 2nd 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 by SPE personnel via phone or email. 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, and contact your primary care physician.

Additional 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 (please do not report positive cases via email). **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?

Stay home and notify the Sony Medical Department by filling out [this form](#) as soon as possible, or by contacting them at 310-244-5560, and they will let you know your next steps. Contact your primary care physician for any questions or treatment options.

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, for individuals identified by SPE as a close contacts or otherwise directly by SPE to test. On-lot testing 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](#). Antigen tests are available at most pharmacies and are covered by insurance.

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 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 testing and other 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?

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 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: 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 systems are monitored and calibrated 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: 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.

COVID-19 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 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: 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 on the studio lot on the first Thursday of the month 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: What if I don't have my COVID-19 Vaccination Card?

Proof of vaccination is required to complete this process, digital copies of your vaccination record are acceptable.

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 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. Verification stickers can also be picked up at the TCSOB Lobby Security Desk and the Slauson Lobby Security Desk.