

Hello all-

As the Coronavirus disease 2019 (COVID-19) dominates headlines and the situation on the ground continues to evolve, we wanted to share some information about what you and ViacomCBS can do together to be protected and prepared.

ViacomCBS has convened a crisis management team that has been meeting regularly to plan our preparedness and response efforts, and we will continue to provide updates and guidance for our staff and productions as needed.

### ***What is COVID-19 and what are the symptoms of infection?***

COVID-19 is a respiratory illness from a family of viruses that includes the common cold and flu. The most common symptoms are fever, tiredness and dry cough, with some patients experiencing aches and pains, nasal congestion, runny nose, sore throat or diarrhea.

These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms. People with fever, cough and difficulty breathing should seek appropriate medical attention.

To learn more, please visit the World Health Organization (WHO) website at [www.who.int](http://www.who.int).

### ***Are there things I can do to prevent getting sick?***

There is currently no vaccine to prevent COVID-2019 (COVID-19). However, everyday preventive actions can help protect you from respiratory illness and prevent the spread of disease and infection:

- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Avoid touching your nose, mouth, and eyes with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water aren't readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Cover your cough or sneeze with a tissue, which you should throw in the trash.

In order to facilitate these preventive measures, we will be implementing the following:

- Anti-bacterial solution (e.g. Purell type sanitizer and wipes) will be provided throughout the production spaces, including offices, studio, sets, etc.
- For any production provided craft service food items, the use of single serving food portions will go into effect. Any food product that is in shared portion packaging will be removed.
- Set Medics have been instructed to be proactive in identifying possible symptoms in employees, and will conduct interviews as required to make a more detailed health assessment.

### ***What if I feel sick?***

**PLEASE STAY HOME** -- by going to work when you are sick, you increase the risk of spreading illness to those around you. Those showing symptoms of COVID-19 should seek medical attention as appropriate. If you see your doctor in-person or go to urgent care, call ahead to report you may have COVID-19 and describe your symptoms. This information will help your healthcare provider take steps to keep other people from getting infected or exposed.

If you are sick, please contact your HR Production Partner for additional guidance on returning to work.

***Do I need to let anyone know if I am travelling abroad?***

Yes, please advise your HR Production Partner of any personal travel plans to impacted areas.

***Where can I obtain more information about COVID-19?***

Here are some external sites you can visit:

**UNITED STATES**

- [Center for Disease Control](#)
- [World Health Organization](#)
- [NYC Department of Health](#)
- [CA Department of Public Health](#)

**CANADA**

- [Public Health Agency of Canada](#)
- [Ontario Ministry of Health](#)
- [British Columbia Ministry of Health](#)

In short, your best protection is to follow the same common-sense procedures you would follow to protect yourself from getting any illness, including the common cold and flu.

Your health and wellbeing is our top priority. We will continue to monitor this situation closely and provide you updates as needed. Thank you for your help in this effort to keep our workplace safe and protected.