

**NBCUniversal**

**COVID-19 PRODUCTION UPDATE**

The health and safety of our production crews are always our top priority.

Following the outbreak of the coronavirus (COVID-19) we have been closely monitoring the local and global situation. We are working closely with health and safety experts at Comcast NBCUniversal, and with authorities including the World Health Organization, to understand the latest guidance and are coordinating with our productions directly.

- We will continue to follow the guidance from local officials and manage workplace solutions on a case-by-case basis. If you have specific questions or concerns please reach out to your Line Producer, Executive In Charge of Production or Tech Manager.
- As of now, we are following the [U.S. State Department travel guidelines](#) and have also advised that non-critical travel outside of an employee's home country should be paused.
- Practice good hygiene to prevent the spread of viruses. This includes frequent hand washing using soap and water. If that is not available, then use an alcohol-based sanitizer. Avoid touching your eyes, nose, or mouth with unwashed hands. This is advice we should follow throughout the year, especially during cold and flu season.
- If you are experiencing flu-like symptoms or believe you've been exposed to coronavirus, please stay home from work. If you have questions about the applicable time off policies, please work with your Line Producer, Executive In Charge, or Tech Manager to contact your HR partner.

We will continue to keep you apprised of the latest developments and ask that you reach out to your Line Producer, Executive In Charge of Production, or Tech Manager with any questions or concerns.

