

## Safe Work Practices and Guidelines – Summary and Acknowledgment

*As the situation regarding COVID-19 continues to evolve, NBCUniversal has adopted safety measures intended to reduce the risk of transmission of the virus. Vendor shall ensure that all of its employees, invitees, guests and contractors (collectively, the “Vendor Personnel”) working on our premises are required to review and adhere to the detailed guidance, as outlined in the Stay Healthy Work Safe Guide, the essential elements of which are summarized below.*



### Conduct a daily at-home health assessment

Each day before departing home, Vendor shall ensure that each of its Vendor Personnel will review and follow the steps of the NBCUniversal’s current guidance (found in the Stay Healthy Work Safe Guide) to determine whether to come into work. This guidance includes instructions for Vendor Personnel on how to evaluate whether they, or someone to whom they may have been exposed, are experiencing any COVID-19-related symptoms. If so, such Vendor Personnel shall stay home, notify their manager and/or HR Manager and seek medical attention as appropriate.



### Monitor your temperature

To further protect against coming to work with potentially COVID-19 related symptoms, each Vendor Personnel also may be required to take their own temperature. NBCUniversal sites may also institute access control measures such as temperature screening at facility entry points.



### Practice good hygiene

NBCUniversal has instituted protocols to reduce the risk of spreading the virus that each Vendor Personnel will be required to observe. These include frequently washing your hands and using hand sanitizing gel—especially after touching items and/or surfaces—and after you have coughed or sneezed into a tissue. Vendor Personnel should remember to avoid touching their nose, mouth and eyes; sneeze or cough into a tissue or the inside of their elbow; and regularly disinfect frequently used items and surfaces. NBCUniversal has issued more detailed guidance on hygienic practices that can be found in the Stay Healthy Work Safe Guide.



### Wear facial coverings

Facial coverings may be required in certain areas of NBCUniversal’s facilities or under certain circumstances. Face coverings may also be mandated by state/local government authorities. NBCUniversal’s expectations regarding proper use and care of face coverings for each work location are set out in the Stay Healthy Work Safe Guide.



### Maintain social distancing

Vendor Personnel will be required to observe social distancing protocols, including limiting face-to-face contact with others and maintaining physical distance of 6 feet / 2 meters (approximately 2 arms’ length) whenever possible. The details of these requirements can be found in the Stay Healthy Work Safe Guide. In addition, Vendor Personnel must observe signage (entrance/exit/elevators/ pedestrian flow, etc.) and other floor markings in their work location that are placed to assist in social distancing compliance. NBCUniversal also may implement technology, including wearable devices or smartphone apps, to reinforce social distancing guidance and to facilitate contact tracing to determine with whom an employee that develops COVID-19 symptoms may have come in close contact.

### Request any necessary accommodations

NBCUniversal is ready and willing to discuss reasonable accommodations to its safety and health policies with any qualified individual with a disability that would allow for the performance of essential functions of his or her job. Any questions about a reasonable accommodation should be directed to Vendor.

### Report safety and health concerns

To minimize the risk of illness, it is each Vendor Personnel's responsibility to report unsafe conditions or a concern that any of NBCUniversal's Safe Work Practices has been violated. Vendor Personnel can raise concerns directly to their manager and/or HR manager. Vendor Personnel can also call the Comcast NBCUniversal Listens Helpline by phone (1-877-40-LISTENS in the US) or through the web portal ([www.ComcastNBCUniversalListens.com](http://www.ComcastNBCUniversalListens.com)), which gives an individual the option to remain anonymous. Any concern raised will be promptly and thoroughly investigated. NBCUniversal strictly prohibits retaliation against any individual who raises a safety or health concern or who participates in the handling of an investigation into such a concern.



### Acknowledgment

We acknowledge that we have received NBCUniversal's policies relating to safe work practices, including the Stay Healthy Work Safe Guide and to mandatory reporting of safety concerns. We understand that each of our Vendor Personnel are expected to comply with these policies and to any facility-specific rules or guidelines. We further understand that people who show no symptoms can spread COVID-19 if they are infected, that **any interaction with others poses an elevated risk of contracting COVID-19**, and that NBCUniversal cannot guarantee that our Vendor Personnel will not be exposed.

We further understand that, because the COVID-19 pandemic is a fluid situation, NBCUniversal's policies, practices and protocols may change. We understand that we will be expected to comply, and ensure each of our Vendor Personnel comply, to any subsequent policies and guidance provided by NBCUniversal.

We acknowledge and accept, and have informed Vendor Personnel, that personal information of Vendor Personnel will be processed by NBCUniversal in accordance with NBCUniversal's Covid-19 Workforce Privacy Notice.

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Signature

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Print Name

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[FILL IN VENDOR NAME]

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Date Signed

Stay Healthy  
Work Safe

## STAY HEALTHY AND SAFE

Thank you for your continued cooperation and understanding when practicing proper safety measures while entering, visiting or providing services at an NBCUniversal facility. Please read the following information carefully, as it contains updated health and safety protocols and guidelines that you will need to follow while on premises at a NBCUniversal facility.

If you have any questions or concerns, please reach out to a member of your management, so that they can coordinate with their respective NBCUniversal contact.

## WHAT'S INSIDE

### Workplace Checklist

We have outlined various health and safety measures you need to follow before, during, and after each day of work.

### Taking Care of Yourself and Others

In this guide, please review the latest requirements on good hygiene practices, facial coverings, social distancing and resources to support you.

Please note that each NBCUniversal facility may have specific guidelines and ways of operating in addition to what is shared below. Please reach out to your management for details pertaining to your local NBCUniversal facility.

## WORKPLACE CHECKLIST

### Acknowledgement

NBCUniversal has implemented new protocols and safety measures to help ensure a safe environment. As we gradually return to the workplace, it is important that all individuals working at our facility uphold these new ways of working and follow the procedures specific to each NBCUniversal facility.

### Monitor Your Health Daily

Your employer has agreed that you will follow these procedures before entering a NBCUniversal facility:

- If you have any COVID-19 symptoms including cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, or loss of taste or smell, do not report to work, seek medical attention, and contact your HR manager.
- Take your temperature daily in the morning and evening to ensure you do not have a fever. Some NBCUniversal sites may also institute temperature screenings at facility entry points, as set forth in more detail below. If in doubt, stay at home if you are feeling unwell and suspect you may have a fever.

Self-administered health assessment requirements are subject to change to maintain adherence to local regulations and government health authority recommendations.

### Facial Coverings

Your employer has agreed that you will bring a facial covering from home. If you do not have a facial covering, one will be provided to you upon entering a NBCUniversal facility. Facial coverings should be made out of two layers of tightly woven 100% cotton fabric. Make sure your mouth and nose are fully covered. The covering should fit snugly against the sides of your face so there are no gaps.

All individuals working at our facility are strongly encouraged to wear facial coverings while present at the office. As directed by local Facilities/EHS teams or to comply with local laws or regulations, you may be required to wear facial coverings. These requirements may be in effect in common areas where social distancing cannot be maintained, or you may come into contact with another person (such as in commissaries, elevators, or control rooms).

Each company site has a unique workplace configuration. Therefore, facility-specific guidance will be provided to you. Facility-specific requirements are subject to change to maintain adherence to local regulations and recommendations.

Wearing a face covering does not replace your need to follow all social distancing and hygiene protocols; these are extremely important in helping to ensure your safety.

## ☐ **Commuting to the Office**

- If you are taking public transportation to get to and from a NBCUniversal facility, please be sure to follow all local transportation authority guidelines.
- Please inquire with the facilities team about any special parking instructions or regularly scheduled shuttle changes, if applicable, in advance of your return.

## ☐ **On-site Health Screenings**

To limit the spread of COVID-19, NBCUniversal sites may conduct temperature screenings at facility entry points. All persons seeking entry to NBCUniversal sites with screening equipment will be screened.

Based on medical guidance, the following temperature levels will determine whether someone will be admitted to an NBCU facility:

Temperature Range	Level	Action
100.3°F (37.9°C) or less	Green	Individual may proceed into NBCU-managed site
100.4°F (38°C) or above	Red	Individual is denied access to NBCU-managed site; individual advised to contact manager

NBCUniversal sites may use a variety of temperature screening equipment including non-contact infrared thermometers and thermographic cameras. While you are waiting to be screened, you will be required to follow posted social distancing protocols and to observe instructions such as floor markings designating 6 feet of separation.

If you refuse to be screened, you will be denied entry.

For facilities where the local law has a lower temperature threshold, the local law will prevail.

## **TAKING CARE OF YOURSELF AND OTHERS**

NBCUniversal has enhanced the cleaning protocols throughout the facility including high-frequency cleaning and disinfection of high-touch areas (desks, doors, restrooms, turnstiles and elevator buttons), and ongoing monitoring of Indoor Air Quality (IAQ).

In addition to these new ways of operating, it is also important that you help us in maintaining a safe working environment by following the measures below each day while at our facility.

### **Practice Good Hygiene**

Your employer has agreed that you will follow these practices while at a NBCUniversal facility:

Wash hands frequently and/or use hand sanitizer, especially after touching frequently used items and/or shared surfaces, and after you've coughed or sneezed into a tissue. Avoid touching your face.

Wash your hands regularly with soap and water throughout the day, particularly:

- As soon as you enter the office from the outside.
- After blowing your nose, sneezing or coughing.
- Before you eat and/or handle food.

Other good hygiene practices:

- When you sneeze or cough, cover your mouth and nose with a tissue or your sleeve.
- Immediately throw away used tissues into a trash bin.
- Don't touch your eyes, nose or mouth, if your hands are not clean.

## Maintain Social Distancing

Individuals working at our facility must adhere to all signage providing guidance on social distancing measures in common areas, elevators, walk ways, etc. Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. Whenever possible, employees and people working at our facility should maintain a physical distance (approx. 6 feet/2 meters) when interacting with others and should not gather in groups and consider holding virtual meetings. Each facility site has a unique workplace configuration. Some workplace configurations may not allow for social distancing (such as in commissaries, elevators, or control rooms). In these instances, facial coverings will be required or additional guidance will be provided. We also encourage individuals working at our facility who go outside the facility during the work day to practice social distancing.

## Do Not Invite Visitors

You may not invite any visitors to any NBCUniversal facilities. Only approved individuals will be allowed to enter company offices and buildings. Please adhere to your local facility guidelines for any additional visitor policy changes.

## Contact Tracing

Contact tracing is a coordinated process that identifies those who have come into close contact with individuals who may be infected with COVID-19 and is used by public health professionals in community settings as well as trained professionals in workplaces. In the workplace, contact tracing is important to help identify employees, contractors, vendors, and visitors who may have come in contact with someone who is presumed or confirmed to have contracted COVID-19.

NBCUniversal has trained internal Medical and Human Resources team members to conduct contact tracing in the event of a confirmed COVID-19 case in the workplace. These trained professionals understand the basics of contact tracing and protect the privacy of all parties involved in the contact tracing process.

All individuals entering NBCUniversal's offices may be subject to contact tracing.

As part of the contact tracing process, personally identifiable information will not be shared with anyone outside of the trained Medical and Human Resources professionals and will be used only for the purposes of communicating the minimum details to effectively execute contact tracing.

All individuals must notify their respective manager and the NBCUniversal EHS contact if they exhibit any COVID-19 related symptoms. These individuals will be asked to provide details of others who they came into contact with for an extended period of time (10 minutes or more) and within 6' (or two arm's length).

NBCUniversal is currently researching the possible use of technology to assist with contact tracing. If technology is to be utilized, you will be required to comply with the guidelines for usage.

### Contact Information

If you have any questions or concerns, we encourage you to reach out to any of the contacts below:

- If you ever feel uncomfortable while in the office, please contact your manager.
- If you become ill at any point or exhibit any COVID-19 related symptoms after you have returned, please leave the office, seek appropriate medical attention and contact your manager.
- To raise an anonymous concern, you may contact Comcast NBCUniversal Listens at 1-877-405-4783. NBCUniversal strictly prohibits retaliation against any individual who requests an accommodation or raises a safety or health concern or who participates in the handling of an investigation into such a concern.

**For regular updates and any changes related to policies and protocols regarding your return, please contact a member of your management team.**

## **Covid-19 Workforce Privacy Notice**

**Last updated July 21, 2020**

### **What is the purpose and scope of this document?**

NBCUniversal is committed to the privacy and security of the personal information of its workforce. This COVID-19 Workforce Privacy Notice (“**Notice**”) describes how we collect, use, and disclose personal information about our employees, contractors and other individuals who provide services to us (collectively, “**workforce**”) in the context of our response to the COVID-19 pandemic and our working relationship with you (“**workforce personal information**” or “**your information**”). This Notice supplements any other workforce privacy notice that may have been provided to you, and we may update it at any time. This Notice does not form part of any contract of employment or contract to provide services.

In this Notice we will use the terms “NBCUniversal”, “we”, “us” and “our” to refer to the company that employs you or engages you or (if you are employed by a vendor) that has engaged your employer to provide services to it, and other companies in the NBCUniversal group of companies.

### **The kind of information we collect about you under this notice**

As part of our ongoing efforts to maintain the health and safety of our workforce, we collect, store, use and share various types of personal information about our workforce. We collect this information either directly from you or (where applicable) from your employer (e.g. if you are a contractor or employed by a vendor), or from another person or entity, or through the use of technology (e.g. wearable devices, mobile phone apps). The kind of information we collect about you may include, where applicable:

- Information regarding potential exposure to COVID-19;
- Information about potential symptoms;
- Information about pre-existing conditions or heightened health risk factors;
- Information about a diagnosis of COVID-19 or your immunity to it, where you have disclosed this to us, or where we have collected it based on your separate authorization.

### **What will we do with your personal information collected under this notice?**

We will use information about your **physical health** to help protect the health and safety of our workforce and workplace (for example, by restricting potentially infectious individuals from attending the workplace, or providing notice of potential health or safety issues identified through contact tracing); to support our workforce; to assess your fitness to work; to conduct workforce planning, management and other operational activities (for example, to make decisions related to COVID-19 leaves of absence which may involve staffing considerations, or to conduct risk or trend analysis); to comply with (or exercise rights under) employment and other laws and regulations, and our contractual obligations; and (if necessary) to protect your vital interests.

### **Who will your workforce personal information be disclosed to under this notice?**

We will disclose your workforce personal information to the following types of entities (where applicable):

- We share your information with people within NBCUniversal and Comcast who have a “need to know” that information to carry out the purposes described in this Notice. This includes, as applicable, relevant personnel within NBCUniversal and NBCUniversal group functions such as Human Resources, Business Continuity & Crisis Management, Environment, Health & Safety, Legal and Comcast Medical.
- We share workforce personal information with government health agencies as required by law, or if compelled to do so by judicial or administrative process.
- If you test positive for COVID-19, we may conduct contact tracing to identify and warn workforce members with whom you had contact while infectious. With your separate consent, we may disclose your name and COVID-19 positive status to those workforce members, in order to alert them of the need to take steps to protect themselves and others.
- Where appropriate, we share certain workforce personal information with authorized third-party service providers, such as healthcare providers, security providers, HR management and administration suppliers



and technology suppliers. It is our practice to require our third-party suppliers to take appropriate security measures to protect personal information, and to only allow them to process personal information for specified purposes and in accordance with our instructions.

- We may share your workforce personal information with your employer, if you are not an NBCUniversal employee (e.g. if you are a contractor or employed by a vendor), for workforce or workplace health and safety, operational or contractual reasons.
- We may disclose your workforce personal information to a provider of healthcare to aid any treatment or diagnosis of you where you are unable to authorize the disclosure.
- We may share your information if relevant in a lawsuit, arbitration, grievance or other claim or challenge to which you and NBCUniversal are parties and where your physical health may be at issue.

### **How We Protect Your Personal Information**

We maintain organizational, technical, and physical safeguards to help protect the information we collect and use. These safeguards vary depending upon a variety of factors including the sensitivity of the information we collect and use. Despite all reasonable practices, no security method is infallible.

### **Privacy Department Contact Details:**

[privacy.operations@nbcuni.com](mailto:privacy.operations@nbcuni.com)

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