

WMG COVID-19 POLICIES

Wrigley Media Group prioritizes the safety and well-being of its personnel, clients, and partners, and has established these protocols to protect their safety. Thank you for your cooperation!

Personnel Protocols

The following protocols must be strictly followed by all WMG personnel.

Healthy at Home:

The following protocols must be followed by all WMG personnel:

- Continuing performing your work from home.
- We will develop a plan for all personnel to return to work in the office when we can do so safely.
- While working from home, all personnel must be available via email, Teams, and phone during business hours, and check such devices and platforms frequently.
- All applicable policies from the WMG Employee Handbook remain in effect while working from home, including, but not limited to, Leaves of Absence (PTO/Sick days), Standards of Conduct (Attendance, Use of Equipment, Privacy, Social Media), Business Expenses, Business Ethics (Confidentiality, Intellectual Property), Non-Harassment, Equal Employment Opportunity.
- If you need additional equipment or resources while working from home, please notify HR.
- Adhere to physical distancing of at least 6 feet when outside your home.
- Wear a mask covering your nose and mouth when in public.
- Wash your hands frequently, either with soap and water for at least 20 seconds or hand sanitizer.
- Perform routine environmental cleaning using antibacterial wipes.

Communication:

The following Communication-related protocols must be followed by all WMG personnel:

- If you are unable to perform your work from home, please notify your supervisor and HR.
- Report to HR as soon as possible if you (or a person living in your home) have been diagnosed with or exposed to COVID-19.
- Notify both HR and your supervisor if you (or a person living in your home) are experiencing/have experienced any COVID-19-related symptoms (listed below).
- Appropriate measures will be taken to ensure that any WMG personnel diagnosed with or exposed to COVID-19 may return to work as quickly as possible, while following all current guidance from the CDC and state and local government officials.
- Notify your supervisor and HR if you need to use a sick day or would like to use a PTO day.
- Notify HR if any of the following supplies are not available at our office building: Masks, Hand soap, Hand sanitizer, Antibacterial wipes, Gloves, Tissues, Paper towels, Toilet paper.

Before Entry to Office or Set:

The following protocols must be followed by all WMG personnel before entering our office building or a production set:

- If you do not need to come into our office building or on to a production set to perform your job or work on a specific project, you are not currently permitted to do so.
- If you need to come into our office building or on to any production set to perform your job or work on a specific project, notify both your supervisor and HR in advance for authorization.
- All personnel must successfully perform the Self Health Check (below) and answer “No” to all questions before leaving their home to come into our office building or on to any production set.

Healthy at Work (in Office/on Set):

The following protocols must be followed by all WMG personnel while working in our office and/or on a production set:

- A log and Self Health Check forms will be provided at the entrance of our office building and all production sets.
- All individuals must enter our office building via the front door, sign in and out on the provided log, and complete a Self Health Check form before entering either our office building or a production set.
- All individuals must meet the following criteria (as reflected on the Self Health Check form) to be permitted to enter: a) have not been sick or if so, have been free of any COVID-19-related symptoms for at least 72 hours, b) have not knowingly been exposed to any individual exhibiting COVID-19-related symptoms within the last 72 hours, and c) have not knowingly been exposed to any individual diagnosed with COVID-19 or tested for COVID-19 but still awaiting results.
- All individuals must wear a mask covering the mouth and nose at all times, unless masking would create a serious health or safety hazard or if an individual is working alone in an enclosed space.
- All individuals must maintain physical distance of at least 6 feet whenever possible.
- To allow for physical distancing of at least 6 feet, limit in-person meetings or gatherings to at least 10 people or less, and/or use larger spaces or outdoor spaces when feasible.
- Personnel must take frequent breaks to wash their hands, either with soap and water for at least 20 seconds or hand sanitizer, while working in our office building or on a production set.
- Personnel must perform regular environmental cleaning using antibacterial wipes while working in our office building or on a production set, including after each use of frequently touched surfaces (i.e. camera equipment, common area tables and chairs, door and refrigerator handles, copiers, microwaves, etc.).
- Masks, gloves, hand sanitizer, and antibacterial wipes will be made available for our personnel, clients, and guests in our office building.

The following protocols must be followed by all WMG personnel while working on a production set:

- To allow for physical distancing of at least 6 feet on production set, personnel must limit the number of people permitted on-set and make other adjustments as needed, such as using exterior locations and/or larger interior locations.
- Personnel must limit production crews to no more than 10 individuals.
- Personnel should travel to set alone whenever possible, and any production vehicle should be occupied by only one crew member at a time.
- Personnel must ensure that masks, gloves, hand sanitizer, and antibacterial wipes are taken to and made available for our personnel, clients, and guests on all production sets.
- All individuals must follow all governmental orders, guidelines, and procedures in the country/state/municipality in which work is being performed, including any protocols which may be more stringent than the ones included here.

Additional Information

COVID-19-related Symptoms:

The following COVID-19-related symptoms are based on CDC guidance and subject to change based on same which can be located [here](#):

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Nausea, vomiting, or diarrhea

Self Health Check:

All personnel must successfully answer “No” to all questions before leaving their home to come into, entering, or remaining in our office building or any production set:

- In the last 72 hours have you had a:
 - fever of 100.4 or higher?
 - cough?
 - shortness of breath or difficulty breathing?
 - chills or repeated shaking with chills?
 - new muscle aches?
 - sore throat?
 - new loss of taste or smell?
 - gastrointestinal symptoms (nausea, vomiting, diarrhea)?
- Has anyone in your household, or anyone you have been in direct contact with in the last 72 hours, been ill with the above symptoms recently?
- Have you ever been diagnosed with COVID-19 or tested for COVID-19 but still awaiting results?
- Have you been exposed to COVID-19 within the last 14 days (i.e. with the last 14 days, has anyone living in your household, or anyone you have been in direct contact with, been diagnosed with COVID-19 or tested for COVID-19 but still awaiting results)?
- Has anyone living in your household been exposed to COVID-19 within the last 14 days (i.e. within the last 14 days, has anyone living in your household been in direct contact with anyone living outside your household that has been diagnosed with COVID-19 or tested for COVID-19 but still awaiting results)?

More Information:

For additional guidance regarding COVID-19-related precautions, please visit:

- [Team Kentucky COVID-19](#)
- [Kentucky Healthy at Work](#)
- [Centers for Disease Control and Prevention](#)
- [World Health Organization](#)
- [Occupational Safety and Health Administration](#)
- [Association of Independent Commercial Producers](#)