



## **Response to the COVID-19 Pandemic**

### **Policies & Procedures**

This has been a difficult time for everyone, and re-establishing a workplace where people feel comfortable performing their jobs safely is a multi-faceted challenge. We hope that this document provides helpful guidance to our workforce. Because we now have experienced teleworking as a group and have learned how to do things differently, the way we work in the future will be different moving forward. The contents of this document include new federal benefits related to COVID-19, our care of ill employees, ways to keep people safe, specific items concerning the Glendale campus, special considerations for Post-production and Production, and a new telework policy. This is a living document that may be updated at any time given the fluidity of the situation.

Preparation of these guidelines has been an interdepartmental endeavor in conjunction with infectious disease experts, and I am grateful for the collective wisdom and care that has gone into putting it together. The guidelines are tailored to Bunim/Murray specifically, and are intended for the use of all our employees.

These policies and procedures are intended only to provide general information on the subject covered and not as a comprehensive or exhaustive treatment of that subject, legal advice or a legal opinion. Any individual or entity consulting these policies and procedures is advised to consult with legal counsel and other professionals with respect to the application of the subject covered to any specific production or other situation.

Stay safe, be well, and wash your hands.

Debbie Hori, SVP Human Resources  
dhori@bunim-murray.com

**CONTENTS**

*I. Enacted Federal Leave Legislation in Response to COVID-19..... 3*

*II. What Is Expected of Employees Who May Be Affected by COVID-19..... 5*

*III. Criteria for Discontinuing COVID-19 Home Isolation..... 6*

*IV. Expectations for all Persons Returning to the Work Site ..... 6*

*V. What you can expect from Bunim/Murray..... 7*

*VI. Glendale Campus Guidelines..... 8*

    Sanitation ..... 8

    Education..... 8

    Accommodation for Higher Risk Individuals ..... 8

    Phased Re-Opening ..... 8

    Entering Campus ..... 9

    Social Distancing ..... 10

    Visitors..... 10

    Food and Drink..... 10

    Confirmed COVID-19 Infections..... 10

*VII. Glendale Campus Work from Home Option..... 11*

*VIII. Post-production Additional Guidelines for BMP “Work from Home” Policy ..... 13*

*IX. Guidelines for Our Production Employees: ..... 17*

    ALL SHOWS ..... 17

    TRAVEL SHOWS ..... 21

    DOCU-FOLLOW SHOWS ..... 21

    HOUSE AND COMPETITION SHOWS ..... 21

*Exhibit A: Benefits Available through Families First Corona Response Act (FFCRA)..... 22*

*Exhibit B: Telework Policy for Corporate Employees..... 24*

*Exhibit C: Telework Arrangement Request Form ..... 28*



## I. Enacted Federal Leave Legislation in Response to COVID-19

Bunim/Murray monitors the evolving situation regarding COVID-19 and how recent federal legislation may impact our employees in conjunction with obligations under the Family and Medical Leave Act (“FMLA”). Bunim/Murray employees are eligible for these benefits while actively working, subject to criteria listed below. The Families First Coronavirus Response Act (the FFCRA) allows free COVID-19 testing (for testing locations in Los Angeles see <https://lacovidprod.service-now.com/rrs>), establishes paid and unpaid leave programs, provides grants to states to process and pay unemployment insurance benefits, expands food service initiatives, and increases federal Medicaid funding. See Exhibit “A” for a schematic of benefits available under the FFCRA.

### Two Categories of Employee Leave of Absences for COVID-19 under the FFCRA

1. **Emergency Paid Sick Leave** (up to 10 days) – employees are eligible for up to two weeks, or 10 days, of paid sick leave, subject to an 80-hour cap for full-time employees and on a pro-rata basis for part-time employees based on average workhours in a two-week period. This benefit does not apply to employees who are on furlough or otherwise not actively working, and is in addition to Bunim/Murray’s Paid Sick and Safe Time allowance of 80 hours per year.
2. **Emergency Family and Medical Leave Expansion** (up to 12 weeks) – First 14 days are unpaid but employees may use any available leave including emergency paid sick leave, accrued vacation, or BMP Paid Sick and Safe Time (PSST). After the first two weeks sick leave (paid or unpaid, since employees can choose to take the first two weeks unpaid and can reserve the 10 days of paid FFCRA leave for other qualified purposes), employees who have worked for Bunim/Murray at least 30 days prior to taking leave may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below **ONLY**. This benefit does not apply to employees who are on furlough or otherwise not actively working.

### Effective Date

Benefits under the FFCRA became available from April 1, 2020, until the law expires on December 31, 2020. Paid leave or unpaid leave prior to April 1 will not be applicable benefits available under this new Act.

### Emergency Paid Sick Leave Eligibility

Actively working employees, regardless of how long they’ve been employed, are eligible for up to 10 days of emergency paid sick leave under the new federal guidelines. Employees will be eligible for the federal benefit if they are unable to work (or telework) for the following reasons:

1. The employee is personally subject to a Federal, State, or local quarantine or isolation order related to COVID-19, such as if they arrive from a personal flight or cruise and the individual is required by government officials to quarantine. This does not apply to a general shelter-in-place order.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to paragraphs (1) or (2).
5. The employee is caring for a child of such employee if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.



As provided by the Act, if a business makes a decision to close or cancel work shifts for business reasons (i.e., lack of work), neither emergency paid sick leave nor expanded family leave will apply as they are available only to employees who are not working due to the specified reasons listed Under “**Emergency Paid Sick Leave Eligibility**”.

### **Pay Rate for the new Federal Sick Leave Benefit / Emergency FMLA Benefit**

If an employee is out for reasons 1-3 under “Emergency Paid Sick Leave Eligibility”, the sick leave will be paid at the employee’s regular rate of pay but is capped at \$511/day and \$5,110 in the aggregate per employee. If an employee is out for reasons 4-6 under “Emergency Paid Sick Leave Eligibility”, the sick leave will be paid at 2/3 the employee’s regular rate of pay, and is capped at \$200/day and \$2,000 in the aggregate per employee.

If an employee is eligible for Emergency Family and Medical Leave Expansion (Reason 5), for weeks 3 through 12, the employee must be paid at 2/3 the employee’s regular rate of pay, capped at \$200/day and \$10,000 in the aggregate per employee.

Overtime worked by an employee must be included for calculating the number of hours paid to an employee in a single workweek under the Emergency Paid Sick Leave Act, subject to the 80-hour cap. However, an employee’s overtime premium is not used to calculate the employee’s regular rate of pay for purposes of calculating the amount of the paid leave benefit.

No overtime in excess of the employees’ locked schedule should be worked without prior approval from their supervisor and Production Management (for post-production and production employees) or Human Resources (for corporate employees).

### **Overlapping Leave Laws, Bunim/Murray Paid Sick & Safe Time (PSST), & Vacation**

The FFCRA prohibits employers from requiring an employee to exhaust PSST balances. Employees are entitled to utilize federal emergency paid sick leave **before** using accrued vacation or PSST. At no time will Bunim/Murray pay payments of PSST and the Federal Emergency sick leave pay for a same day occurrence.

### **Employee Notice**

All businesses covered by the law are required to post a notice. Bunim/Murray has satisfied the notice requirements of the law by posting the notice on My BMP, the employee information internal website, and as an addition to the Benefits at a Glance document in the on-boarding system.

A number of questions about the FFCRA remain unanswered. The Department of Labor will issue further guidance, including additional fact sheets and question-and-answer documents, on a “rolling basis.” If you have questions or need assistance, please reach out to your Human Resource contact person.

## II. What Is Expected of Employees Who May Be Affected by COVID-19

1. As required by the FFCRA, Bunim/Murray will expect its employees to provide documentation in support of the leave to the extent permitted under the certification rules for conventional FMLA leave requests. Guidelines for such documentations are noted on a BMP Time Off Request Form which can be obtained from Human Resources or from the company intranet, MyBMP. For example, this could include a notice that has been posted on a government, school or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care or child care provider.
2. All existing certification requirements under the FMLA remain in effect if an employee is or has taken leave for one of the existing qualifying reasons under the FMLA. For example, if an employee is taking leave beyond the two weeks of emergency paid sick leave because of a medical condition related to COVID-19 that rises to the level of a serious health condition, an employee must continue to provide medical certifications under the FMLA. Bunim/Murray will be flexible with the type of medical certification required. Please contact [benefits@bunim-murray.com](mailto:benefits@bunim-murray.com) for further questions about leaves of absences.
3. ALL quarantined or isolated employees who have not been tested but have self-quarantined, been sent home to quarantine by Bunim/Murray, or have been advised by a medical professional to quarantine are required to report updates of their condition to Human Resources once they have new information. This is important so Human Resources can evaluate whether additional employees should be advised to quarantine, provide the quarantined employee with any needed informational resources, and help the employee determine when they may return to work.
4. Employees who have any illness or who have new symptoms of COVID-19 (i.e., (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell) should stay home and notify Human Resources. Human Resources will ask employees infected with COVID-19 for a list of people with whom they came in contact during the 14 days prior to onset of symptoms. Anyone who is determined to have been in close contact with the infected individual during that time will be asked to self-quarantine for 14 days from the date of their last close contact with the infected individual.
5. Employees are expected to contact Human Resources and communicate an anticipated or expected return to work plan before actually returning to work.
6. Sick employees should follow CDC-recommended guidelines by going to the following link: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. A doctor's return-to-work note is not required.
7. Employees who are well but who reside with a family member that has or may have COVID-19 should notify Human Resources and follow local Public Health recommended precautions. For Los Angeles, the link is <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine>
8. The company is taking all precautionary health measures, to include pausing all non-essential travel.

9. The CDC and Homeland Security recommend that any employee who returns from a cruise in any location or travels outside the United States should self-quarantine for 14 days. An employee in this situation should not come to work and should notify Human Resources.

### III. Criteria for Discontinuing COVID-19 Home Isolation

The decision to discontinue home isolation should be made in the context of local circumstances as a means to return to normal activities to include returning to work. Options per the CDC now include both 1) a time-since-illness-onset and time-since-recovery (non-test-based) strategy, and 2) a test-based strategy. Timeline guidelines are further referenced in the next segments:

- A. Persons with COVID-19 symptoms** who were directed to care for themselves at home may discontinue home isolation under the following conditions:
- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath or other symptoms published on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>); **AND**, *at least 10 days have passed since symptoms first appeared; or*
  - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 (or whatever test is being used in that area as the molecular) from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart (total of two negative specimens) under more serious circumstances.
  - If an Employee was never tested for COVID-19 but has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.
- B. Persons without COVID-19 symptoms, but who have had laboratory-confirmed COVID-19 testing** may discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness; ***HOWEVER, the employee may not return to work until the 14-day quarantine and isolation period is completed.***

### IV. Expectations for all Persons Returning to the Work Site

After returning to work, Employees should:

- Wear a cloth or disposable face covering at all times except while alone in private cubicles or offices. Face coverings must cover the nose and mouth, since they can help contain the source of the virus by keeping a sneeze or cough contained, even in those with the virus who are asymptomatic. In this way, an employee who wears a face covering is protecting their co-workers. In addition, wearing a face covering shows respect to co-workers who may be uncomfortable if someone is not wearing a face covering in communal areas. Employees should wear their own personal face coverings they acquired during the city Safer-At-Home orders. If someone forgets to bring one, Facilities will have extra face coverings available.
- Continue to adhere to hand hygiene, respiratory hygiene, and cough etiquette in CDC's interim infection control guidance

- Wash hands with soap frequently and thoroughly for at least 20 seconds including before and after eating, after touching shared objects, after using restrooms, after blowing nose, coughing or sneezing,
- Hand washing with soap and water is preferable to hand sanitizer, but sanitizer is fine if soap and water are not available,
- Cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles,
- Utilize disinfectant wipes whenever touching common surfaces such as door knobs, sink taps, counters, and immediately dispose of used wipes in trash receptacles. EPA-registered wipes effective against coronaviruses are ordered by Facilities and are available at common touch areas.
- Use your elbow or knuckle as opposed to fingers when possible.
- Practice social distancing of no less than 6 feet. Eliminate close contact with others, including handshakes. Distancing and duration both are factors in preventing transmission; it is less likely you'll catch the virus passing by someone than by sitting next to them for a lengthy meeting.
- Use hand sanitizer immediately upon entering the building, and at other times when soap and water are not available. Wash your hands regularly and regularly disinfect those areas within your control with disinfectant wipes or disinfectant type spray.
- Employees are encouraged to take regular breaks outdoors, maintaining social distancing, given the kitchens are closed. Drinks, food, and common utensils should not be shared with others.
- Engage in virtual meetings where possible. Where not possible, limit in-person meetings in conference rooms to four people or less, or to the number currently recommended by state and local government officials, while keeping 6 feet of distance. The executive conference room can seat one additional person.
- Self-monitor daily for symptoms, and seek re-evaluation from medical professionals or occupational health if respiratory symptoms occur or worsen. Employees may take their own temperature at home on a voluntary basis before leaving for work, and should stay home if their temperature is 100.4 degrees Fahrenheit or higher, or if lower than 100.4 degrees, if their temperature is higher than their normal temperature, or if they have other COVID-19 symptoms.
- Personal mail should not be sent to the campus address.

## V. What you can expect from Bunim/Murray

- A daily self-screening protocol will be posted on signage, and electronically on My BMP and BMPU.
- Bunim/Murray Human Resources will take a minimum of five hours of training on COVID-related symptoms, safety, timelines for when an employee may be infectious, time sensitivity, privacy, confidentiality, how to discern and notify employees who were in contact with an ill employee, and the importance of staying in touch with an ill employee. Human Resources will train Health and Safety Managers on these topics.
- HR will reach out to employees who are on leave due to COVID-19 related issues by providing them with a workers compensation claim form, a Time Off Request, or appropriate FMLA or FFCRA leave form, and will place a weekly call to the employee while the employee reports any changes in symptoms and condition. If they are unable to reach the employee for three consecutive days, a call will be placed to the employee's emergency contact to check on the employee's welfare.
- HR will use information from the Time Off Request Form to advise Payroll of any vacation time, PSST, EPSLA, or EFMLEA used by an employee. Personal information, including any diagnosis of COVID-19, will not be included in the report to payroll, and will be held confidentially and disclosed on a need-to-know basis only. Providing a diagnosis to the workers compensation administrator in a work-related COVID-19 exposure would be an example of disclosure on a need-to-know basis.
- HR will coordinate extended leaves of absences.



- Company will follow good hygiene and sanitation practices, including cleaning crew wiping down high-touch surfaces such as door knobs, stair rails, tables, sink taps, etc. at least daily and more frequently if reported contaminated.
- Employees are encouraged to contact Human Resources to report problems, ask questions, and suggest solutions to enhance the safety and productivity of work spaces. Employees are protected from retaliation for reporting concerns about COVID-19 or other safety issues in good faith.
- HR will connect employees to employee assistance program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with COVID-19 related issues including, but not limited to the possible death of a loved one.
- In the event of an employee death, HR will coordinate any life insurance payment or 401(k) distribution to beneficiaries. HR will also determine whether the death meets the requirements of a work related illness under Cal/OSHA recording and reporting requirements. If you would like to update your currently designated Life & ADD beneficiaries, please email [benefits@bunim-murray.com](mailto:benefits@bunim-murray.com).

## VI. Glendale Campus Guidelines

### Sanitation

- Janitorial staff will continue to clean and disinfect offices. Janitorial services are professionally trained in proper cleaning and disinfectant protocols. Prior to re-opening campus, janitorial staff will perform a deep clean of the facility in compliance with CDC guidelines on cleaning and disinfection.
- Company will increase ventilation with outside air to the extent possible. HVAC filters will be upgraded to filter out smaller particles.
- Disinfectant wipes and a trash can will be placed throughout campus at high-touch areas.
- Conference room table and chairs will be wiped down with disinfectant by a meeting participant at the end of each meeting.

### Education

Prior to a return to campus, BMP Staff will receive a Zoom meeting invitation to educate employees on relevant safety guidelines found in this document. After the first return-to-campus meeting, supervisors are responsible for ensuring each team member is trained on safety guidelines, including social distancing measures. Such training is mandatory, and will include COVID-19 symptoms, proper handwashing, wearing protective equipment, and processes.

### Accommodation for Higher Risk Individuals

Company will minimize the risk to employees who may be at higher risk for serious illness, such as older adults and those with chronic medical conditions by minimizing face-to-face contact between these employees to include telework if possible and if their job duties permit. Similar considerations will be taken for those who reside with people at higher risk. Employees in these high risk situations who need an accommodation are encouraged to discuss with their personal physician whether their medical condition places them at higher risk and then reach out to Human Resources.

### Phased Re-Opening

Campus will re-open in stages so everyone can adapt to new safety measures.



- Phase 1: “Soft Opening” with limited people on campus and physical distancing of occupied offices/cubicles. People adjust to new safety measures such as temperature check routines, face covering usage, and processes.
- Stage 2: “Broader Opening of Facilities” with continued physical distancing of occupied offices/cubicles, and upon observation that people have complied with safety guidelines, workflow has adjusted, and there are no reported infections on campus. Continued training on safety measures.
- Stage 3: “Modified Full Opening” with continued physical distancing of occupied offices/cubicles at less than full capacity, and upon observation that people are still complying with safety guidelines, workflow has adjusted, and there are no infections on campus.

## Entering Campus

- **Stay Home When Sick:** Employees who are sick for any reason (excluding non-infectious chronic illnesses) should stay home. For the purposes of containment, Employees who call in “Sick” to Human Resources will be asked a series of questions such as “are you calling out due to having COVID-19 symptoms and are experiencing a fever, coughing, or difficulty breathing” or any other conditions currently noted by health officials as symptoms of COVID-19. Human Resources will keep a confidential record of anyone who tested positive for COVID-19.
- **Temperature checks:** Upon arrival at work, employees will receive a QR code on their cell phone, and temperature checks will be taken via a non-invasive infrared digital thermometer (at the Glendale campus, temperatures will be taken following the protocols provided by Facilities for accurate temperature measurement). Employees will maintain social distancing of 6 feet. Hourly employees are on-the-clock once they queue to have their temperature taken.
  - An unmanned temperature kiosk will be used for the Glendale campus, with hand held units also available. A table will be nearby with instructions of what to do when symptomatic or registering a fever. The employee will place a sticker on their shirt to show they successfully took their temperature. A different color will be assigned to represent each day. A fever measured by the kiosk will cause an audible alarm monitored by the security guard. Upon an alarm, the guard will instruct the employee to scan the QR code poster near the kiosk with their phone, where the employee will enter their personal information and leave campus. If employee is unable to scan QR code with their phone, they should complete a triage card located on the table and place into the triage box. HR will receive a Smartsheet email alert and call the employee for intake and to determine next steps. A temperature of 100.4 degrees Fahrenheit or higher will cause the employee to immediately be sent home.
  - After visiting the kiosk, an employee will place a sticker on their shirt as evidence they stopped by the kiosk. Anyone without a sticker will be sent home.
- **Staggered Shifts:** Work shifts for departments in building 1015 and zones in building 1011 may be staggered by management to promote efficient movement of staff through the temperature stations and promote social distancing.
- **COVID-19 Symptoms Noted:** Employees who appear to have symptoms (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell) upon arrival at work or who become sick during the day but did not test with a high fever will immediately be separated from other employees, interviewed by Human Resources by phone, and sent home. If the employee needs to be transported home in another vehicle, employees who are transporting the ill employee should wear surgical masks or N95 masks, and the car must be disinfected thereafter.

## Social Distancing

- Company will work to reduce potential exposure incidents among employees by practicing social-distancing and hygienic and safety measures, including one person per office or cubicle and at least 6 feet between work stations.
- Building 1011 will have protective barriers placed between zones (red, green, blue, and the combined green/purple).
  - Employees should not enter zones to which they are not assigned.
  - Employees will enter only through their designated entrance (blue – tech room entrance, red – kitchen entrance, green/purple – stairway from underground parking).
  - Accommodations will be made for those who have difficulty entering their designated zones due to a disability.
- Only one person can use the elevator at a time.
- Stairs will be designated for either going up, or going down so people are not passing each other.
- Entrance doors to restrooms will have foot openers or adjacent disinfectant wipes and trash receptacles.

## Visitors

The company no longer allows visitors, including spouses, children, representatives or sales people until further notice. Meetings with visitors should occur virtually. Where business-critical in-person visits do occur, such as to allow the facilities to remain operational, they should be in accordance with the pandemic guidelines.

## Food and Drink

- The kitchens will be closed to promote social distancing and eliminate as many common touch areas as practical.
- While kitchens are closed, bottled water will be available at various points across campus.
- Employees may wish to bring their own coffee, water, and snacks while kitchens are closed.
- If an employee brings their lunch to work they will need to store it in a personal insulated container instead of using a lunch room refrigerator.
- Employees who order food delivery will meet their delivery person just outside of campus, similar to what they do from home when utilizing delivery services.
- Employees may choose to bring in their own small single-serve coffee machines for their personal use (multi-cup coffee pots with burners should not be brought to campus).
- Any snacks or lunches provided by the company will be in single-serving pre-wrapped portions to eliminate common touch utensils.
- Employees should not engage in pot lucks or other communally shared food, or drink out of the same container.
- Flatware will be individually wrapped.
- Food truck service will be suspended until further notice.
- Group lunches, if resumed, will be staggered to promote physical distancing, and if the kitchen is re-opened, tables and chairs will be distanced or removed.
- Since face coverings cannot be worn while eating, social distancing is critical at meal times.

## Confirmed COVID-19 Infections

- If an employee working on campus is confirmed to have a COVID-19 infection, Bunim/Murray will inform those employees who are determined to have been in close contact with the infected individual, including

those who have wrapped within the past 14 days, of their potential exposure to COVID-19 in the workplace but will maintain confidentiality as required by the Americans with Disabilities Act (ADA). The close-contact employees will be directed to quarantine for 14 days, self-monitor for symptoms, and if symptoms occur, get tested and report results to HR confidentially. In the event any quarantined employee tests positive, or is deemed to test positive, Bunim/Murray will then conduct contact tracing for that individual, and will follow the protocols set forth above. The quarantined co-worker may telework if the job is conducive to teleworking. If not, Human Resources will assist with coordination of any available benefits (see Exhibit “A”).

- Notifications to employees who were determined to be potentially exposed will include people working on the same floor of the infected employee for the 1015 building, in the same zone in the 1011 building, and in other areas visited within the 14 day exposure period. Employees who have family members or roommates that work for the company, live in the same household, and are sent home to quarantine will also be required to quarantine for the 14-day quarantine period. If there are multiple confirmed cases of COVID-19, the department affected will be sent home and be required to quarantine for the 14-day quarantine period.
- Upon an employee receiving a positive test for COVID-19 and reporting it to Human Resources, janitorial staff will conduct a deep cleaning as soon as practical. Upon notice that there is an infection on campus, the respective 1015 floor or 1011 zone (red, blue, green, or purple) where the affected employee worked will be closed, disinfected, and the affected area will revert to telework for 14 days. Alternatively, in lieu of performing a deep clean the location may instead be shut down for more than 7 days to allow for natural deactivation of the virus, followed by janitorial staff disinfecting all common surfaces.
- If the number of COVID-19 cases at the location are increasing, compliance with existing protocols and effectiveness of existing protocols will be re-evaluated with the help of an outside expert, and the location may be shut down if necessary for a minimum 14 day quarantine.

## VII. Glendale Campus Work from Home Option

The opportunity to work from home (WFH) is a “privilege”, not a right. Not every employee, set of job duties, or project will qualify for the opportunity to work remotely. The decision as to whether employees may work remotely rests solely at the discretion of BMP. To increase physical distancing, supervisors may approve work from home (WFH) for their staff, based on job-related criteria, the supervisor’s assessment of the needs of the department and company, and the employee’s proven ability to work independently and productively. Employees who work from home will need to complete a Telework Arrangement Request Form (Exhibit “D”), meet expectations set by their supervisor for reachability, productivity, and check ins. Behavioral and performance expectations will need to be maintained for remote workers. Human Resources may also recommend WFH for employees who are at higher risk for serious symptoms of COVID-19. Such WFH options may be:

- On campus 1 to 2 times per week, or
- On campus with safety measures, or
- Complete remote work

Privileges to WFH may be revoked at any time by the supervisor or the company, and for any reason. To support WFH, the supervisor can approve Facilities & Office Management to provide the employee with office supplies. Special guidelines for post-production are found below.



In the Event the Company has to temporarily shut-down to contain an outbreak, employees will be sent home and notifications for return to work plans will be disseminated utilizing the company's BMP Staff email. We encourage employees to contact your Human Resources contact person (email [humanresources2@bunim-murray.com](mailto:humanresources2@bunim-murray.com)) with any changes to your phone contact information. The Company will maintain critical business operations by having employees report to work remotely if their job duties are conducive for remote work.

## VIII. Post-production Additional Guidelines for BMP “Work from Home” Policy

As noted above, the opportunity to work from home (WFH) is a “privilege”, not a right. Not every employee, set of job duties, or project will qualify for the opportunity to work remotely. The decision as to whether employees may work remotely rests solely at the discretion of BMP. Interested post-production employees should complete a Telework Arrangement Request Form (Exhibit “D”).

Nearly all job categories within post-production involve computer-based manipulation of media. The technical ability to do this work remotely has been possible for some time. However, enabling this remote capability is not without costs. Additional hard drives, higher internet bandwidth, special dedicated servers, cloud storage and specific software are just some of the items required to support a WFH capability. In addition, it will often increase the workload for those still in the office to support those working from home. Enhanced technology, connectivity, and mentoring available on campus may require an on-campus presence for some people or projects. Therefore, the privilege to WFH is something that is earned by delivering exceptional creativity and reliable performance. Additional factors, such as the length of experience in the position at BMP, will also be considered.

This document details many of the technical requirements and performance expectations that relate to an employee choosing to work remotely (WFH).

### **Requirements**

#### **Internet connectivity (Bandwidth)**

Most residential internet connections are “asymmetrical”, with download speed usually 10 times faster than upload speed. For home use, this is usually acceptable. However, for an editor trying to upload media back to BMP, poor upload speeds may not meet BMP upload requirements, and may make it impossible to deliver files in a timely manner. Therefore, any employee seeking to work from home must maintain a minimum level of internet bandwidth appropriate for their job. The acceptable level of bandwidth varies depending on the job duties. For example, an on-line colorist requires much higher connection speed to deliver hundreds of gigabytes worth of full resolution masters compared to an “off-line” editor seeking to publish a rough cut for review and approval. Prior to seeking approval to WFH, employee must test and document their home’s internet speed (Both up and down). Determination of an acceptable speed per job description is solely at the discretion of BMP. In those situations where the company requires the employee to work from home rather than on campus, expenses incurred for any required increase in bandwidth should be submitted for reimbursement along with acceptable documentation. In those cases where on campus work is offered and there is no requirement to work from home, but it is the employee’s preference to do so, the employee will be responsible for any necessary internet speed upgrade.

#### **Computer/Monitor/Audio/Camera**

A successful WFH experience depends on a minimum level of computer hardware and software available at home. Any WFH request requires that the employee certify that their home system meets a minimum level of capability and compatibility. Depending on job category these levels will vary. Compatibility will be determined by BMP and may change without notice. For example, a company-wide software upgrade may prevent an employee’s home system from being compatible with BMP. The responsibility for keeping a home system current and compatible with BMP rests solely on the employee, and they should not expect BMP Post-production tech support to service



their home systems. However, BMP may consider sending a BMP computer system home with the employee if systems are available.

Hardware guidelines: (Constantly changing and updating. Use for reference only. Check with the Post-production System Administrator to determine if a home system specifications and internet bandwidth meets current requirements.)

Mac or PC. Processor: Minimum RAM. OS level. Webcam. Nonlinear editing system (NLE) version. Audio: Stereo Monitors/Headphones.

## **Software**

BMP uses a wide variety of software within our post-production workflow. For example, AVID “Media Composer” is our primary NLE, but some projects rely on Adobe Premier Pro, or Black Magic’s “Davinci Resolve”. Within those primary NLE’s there are numerous other specialty plug-ins, add-ons, and unique GFX programs in use. While some software companies have liberal “multi-user” licenses, many do not. Therefore, in the situation where there is a BMP workstation that is available to the employee, but the employee prefers to use their own personal home system, it is the responsibility of any WFH employee to purchase, install, update, and maintain any of the unique programs, plug-ins, etc. essential to the post-production process. In those situations where the company requires the employee to use their home system, expenses incurred for any required software purchases should be submitted for reimbursement along with necessary documentation.

Additionally, any third party elements used in the creative process must first be cleared with BMP’s Legal, Music, and Online departments to ensure the ability to include these elements in the final product, for example, unique typefaces or after effects templates. Determining compatibility is solely at the discretion of BMP. In those cases where BMP has provided an on-campus workstation, hardware and software for an employee, and WFH is offered as an option for employees who prefer to work from home instead of coming to campus, any significant cost for setting up the employee’s home office, such as providing a desk, chair, other office furniture, or remodeling of an office, will be at the sole expense of the employee. If the employee does not want to incur such costs under a WFH program, the employee may choose to work on campus instead. Pre-approved costs for office supplies will be reimbursed. Please check with Facilities & Office Management before ordering through third-party vendors since Facilities may be able to provide supplies at lower cost through bulk purchases.

## **Remote support**

Any employee seeking to work remotely must be willing to enable “reverse remote access” to their home computer. This is typically done using a program such as “Team viewer” or “Log me in”. This “reverse access” is primarily for tech support purposes only, and will only be used when invited. Many simple support questions can be addressed by BMP tech support viewing the employee’s desktop at home. Enabling this access is a condition for WFH.

## **Security**

By definition, allowing remote access to BMP based media servers is an increased security risk.

Therefore, to mitigate that risk, BMP reserves the right to inspect an employee’s home environment to determine if there is an unacceptable security risk. Examples of such risks may include, but are not limited to “unprotected Wi-Fi” settings, open window public access to equipment, inadequate sound isolation from neighbors or public, or home residence with unrelated roommates. In situations where a WFH employee has physical copies of media at home, they warrant that all reasonable efforts will be made to ensure the safety and security of that media. In

situations where the same computer is used for personal internet surfing, BMP may require the installation and use of “anti-virus” software. All other BMP security policies and practices remain in force for an employee in a WFH situation, including the confidentiality and nondisclosure clause you agreed to upon accepting employment. It is especially important in a WFH setting to avoid posting show information to an employee’s social media sites. Because of geo-tagging, people may know where you live and therefore where that media lives.

## Hourly Employees

Hourly employees present a unique challenge in a WFH scenario. Since there is no physical way to monitor such employees’ activities, it is understood that a WFH employee is on the “honor system” with respect to hours worked and actions taken while working. To put it another way, we don’t expect you to sleep on the job, nor work “off the clock” for any reason whatsoever. Hourly employees should put an out of office message on their email and any instant messaging software, such as Microsoft Teams, stating the time they will be back on their shift when they stop work for breaks and at the end of their day, which will help communicate when they are and are not available for work. Hourly employees are still required to take their lunch within the first six hours of starting their shift. The same rules for overtime on campus apply to WFH. The assumption is an employee will work an eight hour day unless specifically approved for OT in advance.

## Expectation for “On Campus” Workdays

In a voluntary WFH situation, the expectation is that employees will commit to a defined number of days to work on site over the course of their project. We recognize the value of in-person creative collaboration and this requirement is intended to maintain that experience while enabling an employee’s WFH option. Every project is different, so it is impossible to define a minimum amount of time per project. Furthermore, every phase of a project requires a different cadence of review and approval. For example, the earlier “first cut” phase of a project may allow for complete remote work, while the last, final days before “lock” require intense collaboration on site. Therefore, any employee requesting a WFH option must coordinate their schedule with the rest of the post-production team and with the creative executive on the project. On a multi-episode show, with many editors working remotely, the group may decide to have an “onsite Wednesday” where all editors come in that day for creative collaboration. Whatever the arrangement, it must be agreed to in advance, in writing, and approved by the show’s creative executive, Post Producer and the SVP Post Production.

- **Performance reviews** - Working from home is NOT for everyone. It requires personal discipline with respect to time management. It requires a home environment that supports rather than conflicts with work/life balance. It requires a sense of autonomy for problem solving, both creative AND technical. It requires hyper-focused communication skills. On the surface, a WFH option may seem like a dream, but in practice it may negatively impact an employee’s performance. Therefore, anyone choosing a WFH option is subject to performance reviews at the end of each episode or project. The intent of these reviews is to promote an honest conversation between the employee and project managers as to whether the WFH option is negatively impacting their performance. Should a project manager determine that an employee’s WFH is negatively affecting the project or for any other reason the project is not conducive to WFH, then that employee may be required to return to campus and/or may be denied future requests to WFH. This determination is solely at the discretion of BMP.
- **Expectation of dedicated office space at BMP** - Employees selecting a WFH option must relinquish their expectation of a dedicated office when working on site at BMP. Since their physical presence at BMP may be minimal, BMP cannot “hold” an office exclusively for them. An office will be available for editors coming in for





“their day”, but it may not be the same office each time. Therefore, if personal decorations, specialized furniture and the like is brought into BMP, there is no guarantee that the room containing that material will be available during sporadic days working on site.

- **Remote Access Technology** - “Remote access” means different things to different people. Producers have different requirements for remote access than editors, who have different needs than assistant editors, and so on. Depending on your job duties, you may rely on multiple tools to support your WFH endeavors. For example, a simple duplicate media pool on local drives may suffice for wrapped projects with no new media coming in. For a project actively acquiring new media, a “true remote” systems such as Hewlett-Packard’s “RGS” system enabling access to the physical workstation at BMP may be used. For the finishing process, a Teradici based system that sends out a visually faithful view of the BMP based workstation might be used. BMP reserves the right to choose and assign to a WFH employee which method of remote access to use based on specific project requirements. An employee will be required to download and update BMP-provided external hard drives with media as the season progresses so that all of the drives match with the assistants, if relevant to the show’s particular workflows. Changing file names or paths could lead to corrupt projects, failed exports, offline media, and OT for hourly workers. It’s important that we all stay more diligent and organized than when we were in the office.
- **Withdrawal of WFH Privileges** - BMP reserves the right to withdraw or cancel all WFH privileges for any reason without advance notice.

## IX. Guidelines for Our Production Employees:

### ALL SHOWS

#### ***Pre-Production***

- Crew and Production Office start paperwork will include an Employee COVID-19 Acknowledgement and Disclaimer form (Exhibit “B”) to acknowledge that as a condition of their employment, there will be Health & Safety guidelines that must be adhered to during production.
- Consider a plan to stagger work schedules to keep small pods that are never in contact with other pods (e.g. Crew A and Crew B) so that if one pod gets infected, another pod can step in. The pods would not socialize after hours with other pods, to lessen the chance of a widespread infection.
- Plan so that any large group filming can be done later in the show’s season, if possible.
- Prior to production starting any show, development and production management should discuss with the buyer a joint protocol for filming productions, which may differ by genre. In addition, production management will lead a Health & Safety meeting with BALA, HR and show’s creative exec to determine the necessary protocols for that show’s specific creative and logistic needs that adhere to current government guidelines.
  1. Show specific protocols will be distributed during crew orientation by the Health & Safety Manager.
  2. Protocols may be adjusted, as needed, once production begins. Any changes will be distributed to all crew members via email.
- Hire a dedicated Health & Safety Manager for every show who is trained on COVID-19 symptoms and safety protocols. On small shoots with less than 10 crew members, an individual on the crew will be assigned the Health & Safety Manager duties. Depending on the size of the crew and the type of the show, additional people should be added to the health/safety team to cover crew days off, rotating crews, etc.
- Health & Safety Managers will be responsible for:
  1. Training crew on safety hygiene including safe donning and removal of face coverings and face shields, and placing safety posters at common locations, including EAP availability for mental health.
  2. Responsible for supervising and enforcing quarantine and disinfecting protocols, and ensuring the regular disinfection and cleaning of common surfaces throughout the day, including the disinfection of restrooms six times per day. Ensure the stated “wet contact time” on disinfectant labels is followed.
  3. Check everyone’s temperature upon arrival and before meal breaks, and ensure all crew members have the necessary personal protection equipment before entering set.
    - a. A fever of 100.4 or higher sends the person home to quarantine. If an individual has COVID-19 or symptoms of it, Bunim/Murray will delay the start date, place the employee on medical leave, or withdraw a job offer if it needs the employee to start immediately. That is because the individual cannot safely enter the workplace. See Section III A for return to work criteria.
    - b. Anyone who is checking temperatures with a handheld device should be outfitted in appropriate PPE. This includes a face covering, eye protection, gown, and disposable latex or nitrile gloves. Those wearing face coverings will be trained on appropriate donning/doffing, storage and maintenance.

4. Purchase additional safety gear for crew (face coverings, a CDC approved disinfectant <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>, 70% alcohol disinfectant wipes, paper bags if people are using cloth face coverings).
  5. Oversee gear, location and vehicle sanitization, cleaning, etc. throughout the course of production.
  6. Check to ascertain whether crew or cast has developed symptoms (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell) and all have followed the government mandate to practice Safer at Home quarantine guidelines within the past 14 days.
  7. Ask crew to notify human resources if they develop symptoms within the next 14 days (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell). Ask cast to notify producer.
  8. Notify Line Producer of safety reminders or additional protocols to distribute in daily call sheets.
- Production should arrange for multiple handwashing/sanitizing stations to be available on set. Washing with soap and water is preferable.
  - No visitors: Absolutely no visitors are permitted on set, the production office, or any other production locations. Only essential cast and crew will be allowed on the premises.
  - The majority of scouting will be done via photo libraries. A dedicated Scout will do virtual tours of locations once they have been selected.
  - The office crew will be run entirely remotely, and all group meetings will be held by group video conferencing. The office will use a variety of paperless production tools already available.

### ***During Filming***

- Call sheet should have a reminder to crew: *“Please remember to avoid touching your face. Wash your hands with soap and water as often as possible. Remember to check your temperature before exiting your car when you arrive on set and notify producer if your temperature is 100.4 or higher PRIOR to exiting your car. Please notify producer if you or anyone you have come in contact with are exhibiting CDC symptoms of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>, including, without limitation,*
  1. Cough
  2. Shortness of breath or difficulty breathing
  3. Fever
  4. Chills
  5. Muscle pain
  6. Sore throat
  7. New loss of taste or smell
- Each day prior to crew arriving, check in with cast to confirm no cast members have a temperature or are exhibiting any COVID-19 related symptoms (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell).
- Commit to one driver per vehicle and limit the number of people in crew vans at one time, keeping windows down if possible. A small bottle of hand sanitizer will be in every vehicle. Allow crew members to self-drive whenever possible. Avoid public transportation, especially high-density public transportation, wherever possible.

- Have one entrance for all crew members to each location, so they can have a health/safety check before entering any set. During those health/safety checks, crew members should remain in their car and the person conducting the health or symptom screening remain six feet away from the car and conduct the verbal screening from a distance.
- Catering
  1. Use individually wrapped, disposable, ecologically-friendly flatware, plates and cups whenever possible.
  2. Avoid self-serving catering set ups or grouped buffet tables, in favor of individual plates.
  3. No unwrapped food should be left on any serving area.
  4. Avoid communal bowls and containers.
- Glam
  1. Hair & Makeup artists should wear PPE at all times during person-to-person contact.
  2. Mix Foundation, powders, lipstick, etc. on a disposable palette for each individual.
  3. Use separate applicators for each cast member.
  4. Cast may be asked to remove their own makeup to minimize contact with Hair & Makeup artists.
- Physical Distancing
  1. Once at the cast homes, wear a face covering; avoid touching anything except for surfaces you have to touch to do your job.
  2. Stay at least 6 feet away whenever possible and use creative problem solving when job usually requires you to be closer than 6 feet to another person. For example:
    - An Audio Mixer could wipe down a mic and turn it on, put it on a counter for talent to pick up, then walk the talent through how to attach the mic to themselves from 6 ft. away.
    - Consider boom mics to record sound rather than personal radio mics.
  3. Crew should wear disposable or cloth face coverings. Face coverings must cover the nose and mouth to protect others, since face coverings are a way to control the source of the virus even in those who are asymptomatic. Face coverings should fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine dried without damage. Goggles or face shields are recommended. It is important to avoid touching the face-piece, and handle and don and doff the face covering by the ear loops or ties only.
- Follow the below disinfecting and cleaning guidelines:
  1. Clean all surfaces to remove the number of germs, then disinfect to kill germs. Do not reuse disposable wipes.
  2. Work in well-ventilated areas where possible.
  3. Spray surfaces with CDC-approved disinfectant provided (see link above) and leave the room for 5 minutes. Wearing of gloves is recommended only during the handling of harsh chemicals. Throw away your gloves used while cleaning in a closed trash receptacle, and wash your hands with soap and water for 20 seconds.
  4. Avoid using others' desks, electronics, tools, and office supplies, but if unavoidable, clean and disinfect before and after.
- Technical Equipment

1. For all technical equipment, follow the manufacturers' suggested guidelines for cleaning. Some electronics cannot be cleaned by alcohol.
  2. Unless otherwise indicated, thoroughly disinfect equipment with an anti-bacterial wipe containing at least 70% alcohol. Dry surface thoroughly to avoid pooling of liquids in order to protect electronics. In general, 70% alcohol is best for cleaning and disinfecting audio and other technical equipment. It is preferable to use alcohol wipes, as they are lint-free and will avoid accidental over-spraying or dripping into the equipment. Bleach or Lysol solutions are not recommended for most technical equipment.
  3. Mics with foam head "windscreens" or "head baskets" should not be re-used, if possible. Use a new screen for each use or disinfect using below recommendations.
  4. All equipment should be cleaned and disinfected when it is received and before it is returned to be used by another recipient.
  5. Remove any batteries and disconnect power sources prior to cleaning.
  6. Once equipment is disinfected and is dry, place it in a sealable plastic bag to ensure that it remains disinfected until it is ready to be used. Ensure that the equipment is completely dry, then put into the bag and squeeze out all the air before closing. You should note the disinfection date on the package.
  7. After disinfection is complete, wipe down all surfaces used for disinfecting and repacking items.
    - **Microphones (Mic) – Handheld or on Stands** - Never spray anything (including compressed air) on a mic. Instead, apply a small amount of Isopropyl alcohol onto a lint free cloth (avoid micro-fiber cloth) and apply a light, gentle, quick coat to the mic and allow to air dry.
    - **Lavalier (lav) mics** - Wipe down the cord and head with the cleaning solution and a clean cloth. If the lav has a foam head (head basket), remove it, lightly spray it with cleaning solution and let it dry. You can then clean the head with a cotton swab.
    - **"Invisible" face-contacting mics** - As these contact the skin and body and are in the breathing trajectory, wipe the surfaces with cleaning solution and a clean cloth.
    - **Cords/antennas/power supplies** - Wipe down with cleaning solution and a clean cloth.
    - **Transmitters and receivers** - Wipe down with cleaning solution, using a clean cloth. You may also carefully clean the terminals and switch areas with a cotton swab, lightly moistened with cleaning solution. Take care not to drip liquid into any of the openings.
    - **Carry bags** - As these are a fabric-like woven material, lightly spray with cleaning solution and allow to dry thoroughly. Do not shake bags, as this can cause any viral particles to disperse into the air.
    - **Other Technical Equipment & Props**
      - Computers, memory cards, phones/touch screens, monitors, tablets, lights, stands etc. (including props) will also need to be disinfected after each use.
      - Check with the manufacturer's recommendations for cleaning and disinfecting.
      - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.
      - Batteries can be cleaned but avoid exposing the cleaning solution to the electrical contacts. This could cause damage.
- Spray down the inside of the vehicle that will carry the equipment with CDC-approved disinfectant and wait 5 minutes before you wipe down surface and load the equipment in the vehicle. Wash your hands with soap for 20 seconds.
  - Once you finish shooting and pack up the equipment, please wipe the entire room/area with CDC-approved disinfectant.

- Before you enter your car, please throw away your face covering (if disposable). When removing your face covering, take it off by the ear pieces and be careful not to touch your eyes, nose, mouth, or the parts of the face covering that covered your nose and mouth. If using a reusable cloth face covering, place it in a paper bag after you take it off to avoid contaminating surfaces until the face covering is laundered. Use hand sanitizer and spray the bottom of your shoes with CDC-approved disinfectant.
- Crew members who can perform their work from home should continue to do so.

## TRAVEL SHOWS

- Follow protocols for **All Shows** (above) and **Project Specific Protocols** (developed during pre-production phase).
- For distant shoots, crew should drive to location instead of flying, whenever time and location allow. Production will work with HR and BALA to determine if/when it is necessary for crew to fly to locations.
- If it is not possible for crew to drive, only essential crew members should fly. All crew members who need to fly should follow current CDC guidelines for health and safety precautions. Disinfectant wipes should be provided for wiping down seats, airflow nozzles, and tray tables.
- Depending on the show's needs, production will work with HR and BALA to ensure we are finding the safest housing options for crew, whether it is an Airbnb or hotel.
- Designate a limited number of crew members to handle all crew grocery shopping and food pickup.
- Designated crew members should follow all CDC guidelines while doing food runs.

## DOCU-FOLLOW SHOWS

- Follow protocols for **All Shows** (above) and **Project Specific Protocols** (developed during pre-production phase).
- Stagger call times to stagger the number of crew members on set at one time, as much as possible.
- Stagger call locations to limit crew to no more than 4 to 6 people in one location at a time.  
**For example:**  
Field Producer, Cam Op, AC, Audio Mixer, Gaffer and Segment Producer report to cast house to shoot. LP, PM, AP and PAs report to production office near cast house.

## HOUSE AND COMPETITION SHOWS

- Follow protocols for **All Shows** (above) and **Project Specific Protocols** (developed during pre-production phase).
- Stagger call times to limit the number of crew members on set at one time, as much as possible.
- Depending on test availability at the time, add COVID-19 PCR tests to the medical exams for cast on competition shows.
  - Conduct the first cast test followed by a 24 hour quarantine with negative COVID-19 test results before driving or flying to location,
  - Upon arrival on set, conduct second cast test and first crew test followed by 24 hour quarantine while waiting for test results,
  - Four days later, test cast and crew again.
- For house builds, no communal hand tools (e.g. saws, hammers) should be used.
- Where practical, convert bathroom doors to swinging doors, provide foot openers, or provide disinfectant wipes at entrance knobs or handles.


Exhibit A: Benefits Available through Families First Coronavirus Response Act (FFCRA)

 *Quick* **BENEFITS TIPS FROM DOL**


# How much paid leave can employees take?




In general, applies to you if you are an employee of either a private employer with fewer than 500 employees or a covered public sector employer

 You are following a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider **OR** You have COVID-19 symptoms and are seeking a diagnosis

**TIME OFF**  
Up to two weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage\*

 You must care for someone under a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider **OR** You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19

**TIME OFF**  
Up to two weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage\*

 You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19 **AND** You've been employed at least 30 calendar days

**TIME OFF**  
Up to 10 additional weeks of family leave paid at 2/3 regular rate\*

\*Paid leave is capped at specific maximum amounts per worker

Learn more at [dol.gov/FFCRA](https://dol.gov/FFCRA)





## Exhibit A: Benefits Available through FFCRA (Continued)

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>2. Has been advised by a health care provider to self-quarantine related to COVID-19;</li> <li>3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li> </ol> | <ol style="list-style-type: none"> <li>5. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li> <li>6. Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li> </ol> |
|--|--|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



WH1421 REV 03/20

## Exhibit B: Telework Policy for Corporate Employees

### 1. Introduction

This Flexible Work Arrangement-Telecommuting is put in place to respond to the pandemic event, COVID-19, which is requiring Bunim/Murray to provide work environments to ensure the health and safety of our employees, family members, customers and communities at large. Flexible work arrangements will not work for all employees or in all positions or departments, and the absolute uniformity or availability of these opportunities cannot be established throughout the entire company. Telecommuting allows employees to work from home, on the road or in a satellite location, either occasionally (to respond to specific circumstances or to complete particular tasks) and in some cases on a regular (full or part-time basis). Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with Bunim/Murray.

**Personal Safety is our first priority.** To the extent possible, Bunim/Murray will institute temporary work arrangement-telecommuting to safeguard everyone's well-being while balancing business needs during this pandemic COVID-19 event. Bunim/Murray will evaluate the success of teleworking arrangements and may continue such practices after the pandemic is resolved.

**Business goals are our second priority.** Business needs must be an important consideration for this telework policy to be successful and will be reviewed and evaluated in terms of the business needs of the company. Bunim/Murray reserves the right to review and revise this policy as necessary. All telework arrangements must be approved by department management and by Human Resources.

Those who are allowed to telecommute are required to comply with this policy.

### 2. Terms and Conditions

These "Terms and Conditions" are designed for longer-term, formal telecommuting arrangements made between the employee and Bunim/Murray. The "Terms and Conditions" are not for short-term or informal telecommuting, such as instances where an employee works from home on a short-term project, is working on the road during business travel, or where the employee is on a short-term family or medical leave, to the extent practical for the employee and the organization and with the consent of the health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. Such informal arrangements are not the focus of this policy. Formal telework arrangements can include a regular pattern of telecommuting on one or more days on the same day(s) of each week, complete remote work, or other arrangements.

The Terms and Conditions cover formal telework as follows:

1. Eligibility
2. Telecommuting Plan
3. 45-day Trial Period
4. Preparation of Telecommuting Environment

5. Working from Home
6. Discontinuing Telecommuting Arrangement

## **Eligibility**

Non-exempt employees are generally not eligible for telecommuting, unless expressly approved in writing by the department head. All timekeeping and meal breaks must be maintained similar to onsite work. Working beyond 8 hours per day and 40 hours per week is strictly prohibited for non-exempt corporate employees. Unless pre-authorized by your supervisor and the Company, you will receive disciplinary action if you work beyond your scheduled shift.

Telecommuting is not designed to be a replacement for appropriate child care or elder care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into a trial period. Employees should not request a telecommuting arrangement unless they have also addressed dependent care in the home.

## **Developing a Telecommuting Plan**

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. The employee and manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible within a reasonable time period during the agreed-on work schedule. If the employee and manager agree, and the Human Resources department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a 45-day trial period will commence. Before entering into any telecommuting agreement, the employee and manager, with the assistance of the Human Resources department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

- a) Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- b) No undue burden. The employee working from home will not cause additional work and delays to their peers and co-workers.
- c) Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- d) Equipment needs, workspace design considerations and scheduling issues.
- e) Tax and other legal implications for the business use of the employee's home based on Internal Revenue Service (IRS) and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- f) If a regular telecommute day falls on a holiday, no other telecommute day may be substituted in that week.

## **45-Day Trial Period**

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager at regular or higher levels, and weekly face-to-face or Zoom meetings to discuss work progress and problems. At the conclusion of the trial period the employee and manager will each make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content

and frequency but will focus on work output and completion of objectives rather than on time-based performance. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.

### **Preparing Environment for Telecommuting**

Bunim/Murray will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including computer, hardware, software, modems, phone and data lines, printer, internet, facsimile equipment or software, and photocopiers) for each telecommuting arrangement on a case-by-case basis. The Human Resources and IT departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Bunim/Murray accepts no responsibility for damage or repairs to employee-owned equipment. Bunim/Murray reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by Bunim/Murray is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Bunim/Murray will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. Bunim/Murray will also reimburse the employee for all other pre-approved business-related expenses that are reasonably incurred in accordance with job responsibilities. Employees should obtain necessary supplies through the Facilities Department as a cost control measure.

The employee will establish an appropriate work environment within his or her home for work purposes. Bunim/Murray will not be responsible for costs associated with initial setup of the employee's home office such as remodelling, furniture or lighting, nor for repairs or modifications to the home office space. Employees will be offered appropriate assistance in setting up a work station designed for safe, comfortable work. Employees should consult with Human Resources for questions regarding ergonomics.

Bunim/Murray can ask the employee to agree to a home visit in order to carry out a risk assessment. Injuries sustained by the employee while at his or her telecommuting location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with company workers' compensation procedures. Bunim/Murray assumes no liability for injuries occurring in the employee's home outside the agreed-upon work hours. The employee is liable for any injuries or property damage sustained by visitors to his or her worksite.

### **Working from Home**

A key to successful telecommuting is understanding expectations in terms of communication and availability. A supervisor will no longer be able to "see" the employee and instead will rely on good communication and the completion of deliverables. An employee and supervisor should have clarity on what and when work needs to be complete.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company, employee, and show information accessible from their home office. Protect Bunim/Murray information by:

- a) Keeping physical information in locked file cabinets or desks,



- b) Password protecting and auto-locking screens on computers and mobile phones,
- c) Installing and maintaining anti-malware on personal computers,
- d) Reporting to IT any suspected losses of Bunim/Murray information or suspicious cyber activity impacting work, and
- e) Any other steps appropriate for the job and the environment.

Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation when working from the Bunim/Murray campus in favor of a shared arrangement to maximize organization office space needs.

### **Discontinuing Telecommuting Arrangement**

The availability of telecommuting as a flexible work arrangement for employees of Bunim/Murray can be discontinued at any time at the discretion of the employer. Every effort will be made to provide reasonable notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, when no notice is possible. Any telecommuting arrangement made will be on a trial basis for the first 45 days, and may be discontinued, at will, at any time at the request of either the telecommuter or Bunim/Murray. Upon termination of employment or discontinuation of telecommuting, all Bunim/Murray property will be returned to Bunim/Murray, unless other arrangements have been made.



## Exhibit C: Telework Arrangement Request Form

Employees allowed to telecommute from home or off-site, for some or all of their employment, remain subject to the terms and conditions of employment set forth in the employee handbook and elsewhere.

**Employee Information:**

Name:	
Title:	
Phone #:	
Department:	
Direct Manager:	
Department Head:	
Telecommuting Location:	

**Proposed Telework Schedule:** Enter "T" for Telework **OR** "B" for BMP Office each day. (If non-exempt, also enter work shift.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Will there be additional costs to the Company? Yes/No (circle) If so, what is the estimated cost? How can the additional costs be offset or made neutral?** \_\_\_\_\_

**Approvals:**

As indicated previously, both Department Head and Human Resources approvals will be required. Prior to submitting this request form, the employee should discuss their request with their manager. Once the form has been submitted to their manager, the Manager is responsible for obtaining both department head and Human Resources approvals.

*I have reviewed the above policy on how I will meet my job responsibilities given my new work arrangement. I understand that this arrangement can be revoked at any time depending on business need and/or work performance.*

*If I intend to work at a different location other than what is listed above as "Telecommuting location", I will notify my supervisor and request permission to do so.*

**The term of this agreement is from:** \_\_\_\_/\_\_\_\_/20\_\_\_\_ to \_\_\_\_/\_\_\_\_/20\_\_\_\_. *I understand this does not alter the at-will nature of my employment and that the Company may alter this agreement at any time.*

**Signatures:**

Employee _____	Date: _____			
Direct Manager _____	Date: _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	
Department Head _____	Date: _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	
Creative Exec* _____	Date: _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	
Human Resources _____	Date: _____	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	

\*Required for creative roles in post-production, such as Post Producer, Editor, etc.

**Employee/Management/Human Resources Comments:**

---



---