



# RETURN TO WORKPLACES GUIDEBOOK

COVID-19: A guide to helping our  
workplaces reopen safely

# LEADERSHIP NOTE

WarnerMedia Team,

Working together, we've definitely exceeded any and all expectations we could have had about these very difficult times. And while we've all experienced the Coronavirus pandemic differently over the last few months, ultimately it hasn't been easy for anyone. I hope everyone knows that it's only our collective effort that has kept the company moving forward. Thanks, as always, for that.

Now, like the rest of the world, we're entering the next phase of this particular experience. The situation with the pandemic is continuing to improve across a number of regions in the world, so – subject to clearance of our new safety assessments and protocols – we're taking steps to bring some additional essential workers and employees in productions roles back into the workplace.

In the following pages, we've prepared guidelines that will help those returning workers, and those who remained in the office throughout, have a safe experience. Please, *fully* read the Guidebook – it covers the full range of steps being taken, including:

- Self Health Screenings.
- Providing necessary personal protective equipment that's customized to the work we do.
- Guidelines for social distancing.
- Thorough cleaning and disinfecting of our workspaces.
- Scenarios on challenges you may face as we work to build a new culture of safety.

Our processes build on best practices from inside WarnerMedia and AT&T, and we've incorporated the latest guidance from various governmental and other medical and public health authorities.

This won't be a "one-size-fits-all" process. But no matter where you are, I can't overstate the critical role you play in a successful transition. And we need to continually remind ourselves to stay diligent – to keep our business locations safe. For ourselves, but also for our co-workers, friends and families. We're here to help in any way we can.

Jim Cummings  
Executive Vice President and Chief Human Resources Officer  
WarnerMedia



# YOUR ROLE

Everyone plays a critical role in ensuring we maintain a safe work environment.

Please read this guidebook so you know what to expect as you return to the workplace. It will help you to understand the protocols in place, know how to manage through potential challenges, and where to find additional resources.

We're all in this together so encourage and remind other employees to follow the guidelines outlined in this guidebook where you have the opportunity. If you believe an individual in the workplace or on a production location is not complying with health and safety protocols, please talk to your manager or your Human Resources Business Partner.

# PREPARING TO RETURN

You should wait to hear directly from your business unit leaders before making plans to return to the workplace.

As part of your preparation, you will be required to take a 10-minute training prior to returning to the workplace. The details for accessing the training will be sent to you by email but you can also access the training below.

[Access Training Here](#)



# WHAT TO EXPECT

Returning to our workplaces will require us to work differently. Policies and procedures may vary based on your location or job function, but you can expect the following:

## ① SELF HEALTH SCREENING

If instructed by your Business Unit Leader to return to your workplace, local law permitting, you will be required each day to answer a short, online self health screening to evaluate whether you have COVID-like symptoms or whether you have recently been in close contact with someone with COVID-19 before returning to your workplace or location. You can access the site [here](#). **It's recommended that you access the site on your phone if possible and create a shortcut.** This is for convenience because, local law permitting, you will need to take the screening each day that you are working in the workplace or on location and you may be required to show the resulting passcard as you enter your building or location. The self health screening site will work on both work and personal phones so you can use either. If you can't use a phone for this, please print your passcard before leaving for the workplace.

You can find more information on accessing the site, how to use it and creating a shortcut [here](#) (see Employee Passcard Instructions).

As part of this screening, you will be asked to take your temperature on a daily basis. Please make sure you are actively checking your temperature with a thermometer prior to accessing the passcard site.

### **If you take the Self Health Screening and receive a green passcard:**

You can proceed to your workplace or location. Remember that you may be required to show the passcard as you enter your building and location. If you do not take the screening on your phone, be sure to print your "cleared" passcard.

### **If you take the Self Health Screening and receive a red passcard:**

You should not enter company buildings or report to the workplace. Instead, you should:

#### **Call your Manager and inform them that you will not be attending work and then:**

- **If red due to traveling and you are in a country in which you have to self-quarantine due to the travel or you traveled on a cruise** – you will either quarantine and work from home for 14 days or if you are not able to work from home, contact your benefits contact/leave administration representative to discuss COVID-19 sick paid leave.
- **If red due to being in close contact with a person who was diagnosed with COVID-19**, then you should first contact your medical provider or practitioner and then your HR Business Partner (with details of the medical guidance you received).
- **If red due to having a fever greater than 100.4 F / 38 C**, you should contact your medical provider or practitioner. You can check your temperature again the following day and you will restart the self health screening process.
- **If red due to having any symptoms currently associated with COVID -19 as outlined by the [CDC](#)**, you should notify your medical provider/practitioner.

# WHAT TO EXPECT

## ② FACE COVERINGS

You will be required to wear a face covering when entering, exiting, or navigating WarnerMedia workplaces. You can remove your face covering if you are alone in an office, meeting room or at your desk – as long as you're at least 6 feet / 2 meters from your nearest co-worker.

You can wear your own face covering, but if you forget it or don't have one – don't worry! Face coverings will be available and provided upon request through security guards at key entry points, supervisors or other locally designated places in our workplaces and locations.

## ③ SOCIAL DISTANCING

We will limit the number of people in our buildings, elevators, conference rooms and other work rooms – and some entrances, exits and stairwells will be one-way. In some cases, such as reception areas, lobby guard stations, we'll install acrylic partitions. Arrangements may vary by location.

Always maintain at least 6 feet / 2 meters between you and other people. Do not shake hands, give high fives, hug, elbow or even foot bump.

To help ensure you're practicing safe spacing, most buildings will have floor and workstation markers and we'll post signage where necessary. In shared workspace environments, only sit in spaces that have been marked for use.

## ④ SHARED DEVICES AND WORKSTATIONS

Avoid handling devices, phones or work tools used by other employees, and do not share workstations or desks unless this is required in your location. If your role/location requires you to share workspaces or desks, thoroughly clean and disinfect before and after each use.

## ⑤ CLEANING

We are regularly cleaning our buildings and disinfecting high-touch points and common areas. Our cleaning procedures and supplies follow medical and CDC guidance.

You will be responsible for cleaning work surfaces and personal technology at your workstation or in your office. We will provide all the necessary cleaning supplies. To ensure we only use cleaning products that meet certain standards – do not bring cleaning supplies from home.

# WHAT WILL BE DIFFERENT

## ① COMMON AREAS

Even though it might be tempting, please don't congregate in work rooms, storage rooms, break rooms, bathrooms and other common areas. Don't share snacks or food with others.

## ② FOOD AND DINING

Many of our buildings and locations have cafeterias, food courts or food carts and we realize these amenities are important to you. To help ensure your safety and to adhere to new sanitation requirements, we have made the following adjustments to food services for the foreseeable future.

- In cafeterias and food courts, and at food carts that are open, there will be prepackaged or grab and go meals only. There will be no self-serve food or buffets.
- Where food services are open, there will be strict social distancing in place – at least 6 feet/2 meters.
- Where food delivery is required, pick up will be allowed at doors or at curbside near our building.

## ③ CONSIDERATIONS FOR NON-EMPLOYEES

- **Visitors are not allowed in our workplaces at this time – this includes individuals asking for access to a work location for personal purposes, business meetings, sales pitches or job interviews.**
- Vendors and essential workers are allowed in our workplaces – this includes outside companies or individuals hired to provide goods or services that support our business and need to be on site to do so; such as security providers, construction or building engineers, or food service providers. Postal workers and delivery professionals fall into the essential category.
- Non-Payroll Workers are allowed in our workplaces – this typically includes contracted workers, who have badge access to our buildings and have been identified as a critical worker by the business unit leader.

# ADDITIONAL RESOURCES

For more information on COVID-19 and Returning to Workplaces:

Check out the [WarnerMedia One Return to the Workplace](#) page. Here you'll find information on:

- Our planning and approach to returning to the workplace
- Answers to frequently asked questions pertaining returning to the workplace and restarting productions
- Information on conditions and phases for returning to the workplace
- Communications related to returning to the workplace

There are also pages specific to [WarnerMedia Productions](#) and [WarnerMedia Workplaces](#)

Check out the [WarnerMedia One COVID-19 Guidelines and Updates page](#) for information on:

- Travel and operational measures
- Working remotely resources
- Personal Protective Measures – things you can do to stay safe and healthy
- Answers to frequently asked questions on all sorts of things related to COVID-19

The [COVID-19 Expense Policy](#) outlines reimbursement guidelines for necessary and reasonable expenses incurred while working remotely in response to the COVID-19 pandemic.

WarnerMedia offers counseling resources to employees around the world, you'll find more information on the [Employee Assistance Program](#) page.

Finally, don't forget that your manager and HR Business Partner are also a resource to you and if you have questions, you can reach out to them.

# SCENARIOS

If you believe an individual in the workplace or on a production location are not complying with health and safety protocols, please talk to your Manager or Human Resources Business Partner.

The following scenarios are intended to guide you and provide information on what to expect should these occur.

## SCENARIO

1

You were sent home or have been out of the workplace due to COVID-19 illness or quarantine. In order to return to the workplace, you must meet the minimum requirements.

## DIRECTION

**Sick with COVID-19 symptoms:** You cannot return to work until symptom free for 72 hours without the use of symptom inhibiting drugs and 10 days have passed since the start of your symptoms UNLESS local guidance specifies different return to work criteria.

**Diagnosed with COVID-19:** You cannot return to work until symptom free for 72 hours without the use of symptom inhibiting drugs AND at least 10 days has passed since the onset of symptoms.

**Asymptomatic, but test positive:** Minimum of 10 calendar days after the last COVID-19 test as long as you remain symptom free.

**Asymptomatic, but given a test; do not have a test result:** You cannot return to the workplace until you receive the test result and it is confirmed negative. If you test positive, see guidance in statement above.

**In close contact with someone who was diagnosed with COVID-19:** 14-day quarantine if you're asymptomatic. If you develop symptoms, follow protocols for sick or diagnosed, as appropriate.

*You can only return to the workplace when you meet the above guidelines. Otherwise, you will need to provide a note from your health care provider or medical practitioner.*

Contact your benefits contact/leave administration representative for COVID-19 sick paid leave guidance and eligibility information.



## SCENARIO 2

If you do not come to work but call in sick based on a self-check health screen. Or, if you reported to work or begin feeling ill or display COVID-19 symptoms.

### DIRECTION

You should leave the workplace and go home. Seek medical attention if needed. Options available for time reporting are:

- Illness time (state/ municipal, as applicable) / Sick leave (statutory or local company policy).
- PTO / vacation despite needs of the business.
- Unpaid excused.

Contact your benefits contact/leave administration representative for COVID-19 sick paid leave guidance and eligibility information.

## SCENARIO 3

Other employee(s) or co-worker(s) refuse to wear PPE.

### DIRECTION

Contact your HR Business Partner immediately.

## SCENARIO 4

You advise your supervisor you may have been potentially exposed to COVID-19 outside of work (closer than 6 feet or 2 meters for more than 10 minutes).

### DIRECTION

Quarantine for 14 calendar days from exposure. You should also leave your workplace and go home or stay home and seek medical attention if symptomatic. Options available for time reporting are:

If symptomatic:

- Follow process in scenario #2 above for sick with symptoms.

If not symptomatic:

- Work remotely
- PTO /vacation, despite the needs of the business.
- Unpaid excused.

Contact your benefits contact/leave administration representative for COVID-19 sick paid leave guidance and eligibility information.

## SCENARIO 5

You are unable to work due to caring for a child, higher risk status or caring for a family member due to COVID-19

### DIRECTION

Contact your HR Business Partner for guidance.