

WARDProductions

Audio Visual & Event Services

COVID-19 Infectious Disease Control Policy

Effective Date: 04/01/2020

Revision Date: none

Coronavirus disease 2019 (COVID-19) is a respiratory illness with symptoms of fever, cough, and shortness of breath. The purpose of this policy is to ensure the health and safety of our associates, visitors, clients, and vendors.

Ward Productions will not discriminate against any job applicant or employee based merely on the fact the individual has COVID-19. However, Ward Productions reserves the right to exclude a person with COVID-19 from workplace facilities, programs, and functions if the company finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace. All decisions will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks.

In light of the current situation, Ward Productions has adopted the following practices to minimize potential exposure of employees to COVID-19 in our workplace. Employees are urged to:

- Conduct virtual meetings instead of in-person meetings.
- Practice social distancing (staying at least 6 feet away from others).
- Avoid unnecessary travel and cancel or postpone nonessential meetings and trainings.
- Avoid gathering in breakrooms, work rooms, and other areas where groups congregate.
- Wash hands often with soap and warm water for at least 20 seconds.
- Avoid touching their eyes, nose, and mouth.
- Keep workspaces clean using company-provided cleaning supplies.
- Cover coughs and sneezes with a tissue or the inside of the elbow.
- Where possible, avoid public transportation and recreational activities where you might come into contact with contagious individuals.

Stay Home if Sick

Employees should notify Roger Ward of any symptom related to COVID-19, including fever, cough, and/or acute respiratory symptoms, and those with symptoms should stay home.

Employees should wait until they have been cleared by a healthcare provider before returning to work. If an employee shows symptoms of acute respiratory illness at work, they will be sent home immediately.

Report Potential Exposure

Employees should notify Roger Ward, the owner, if they have been in contact with someone who has COVID-19, even if the employee is asymptomatic. If an employee has recently traveled to a location that the Centers for Disease Control and Prevention (CDC) has identified as having an active outbreak, the employee should notify Roger Ward as well. These employees may be asked to isolate/work from home for 14 days.

Provide Notice of Absences

Employees who will be absent from work should generally follow Ward Productions' regular procedures for notifying the company of the need for time off.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or their healthcare provider, subject to applicable laws. In general, Ward Productions may request medical information to confirm an employee's need to be absent and to know that it is appropriate for the employee to return to work. Ward Productions will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

Visitors

There should be no visitors to the workplace unless it is mission-critical, and the meeting cannot be conducted virtually.

Work-Related Travel

All nonessential work-related travel is restricted without the prior written authorization of Roger Ward. Before providing authorization, Roger Ward will check for the latest guidance and recommendations for each country and location to which the employee will travel. Employees must monitor themselves for symptoms of fever, cough, or acute respiratory illness before starting or after completing travel and are required to notify Roger Ward and stay home if they are sick prior to or after travel.

Personal Travel

Employees must report any personal travel plans, whether domestic or international, to Roger Ward before departure. Depending on the situation, Ward Productions may ask the employee to follow certain steps, such as working from home for a 14-day period, before returning to the workplace.

Working from Home

At this time, employees should be following all guidance from public health officials, state and local governments, and the company regarding work from home policies and requirements. If an employee has a heightened health concern and wants to work from home, and has the ability to perform their job away from Ward Productions premises, they should contact Roger Ward. They do not need to disclose their health information. Requests will be handled on a

case-by-case basis. Below are examples of heightened health situations that might cause concern.

The employee:

- Is immunocompromised or lives with someone who is
- Lives with an older family member who has a higher risk for the infection
- Is pregnant
- Has children home from school due to school closure and doesn't have childcare coverage
- Is experiencing significant mental health symptoms

Roger Ward may modify job responsibilities if possible, to enable associates to work from home. Associates are expected, if able, to work from home during the 14-day isolation period if applicable.

Retaliation Prohibited

Ward Productions will not take adverse action against an employee for exercising their rights under applicable laws.

If you have questions about this policy, contact Roger Ward.