

# CREW TESTING INFORMATION

# GUIDE

As we return to the workplace, we are putting in testing procedures as a tool to maintain a safer work environment. A streamlined testing and screening process will be implemented to support a healthier production workplace, including on-site testing facilities and at-home self-assessment.

## Why do I have to get tested for COVID-19?

By monitoring health daily and testing regularly we are working to ensure everyone stays as safe as possible.

Testing is also a tool to help protect those in front of the camera who cannot wear PPE. Protocols put in place are there for your safety and to ensure the wellbeing of others.



## Who is OPTUM?



Optum is a national healthcare provider who has developed a COVID-19 testing solution to meet the unique needs of our industry, workforce and facilities.

MedExpress and OptumServe, subsidiaries of Optum, are administering on site services. Both are part of UnitedHealth Group.

## Testing is not a substitute for PPE!

Face coverings and enhanced personal hygiene are your best protection against the spread of the virus. And don't forget to keep your social distance.

## How often will I be tested?

Testing frequency will be determined by your role

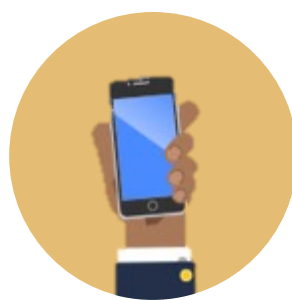
All cast and crew will start with a baseline test to be scheduled and completed prior to their return to the workplace date. Below are the general steps for scheduling and receiving your baseline test. A detailed guide can be found on page 3



Go to scheduling website



Search for available slots and select a time



Enter your personal information



Attend your appointment and take COVID-19 test



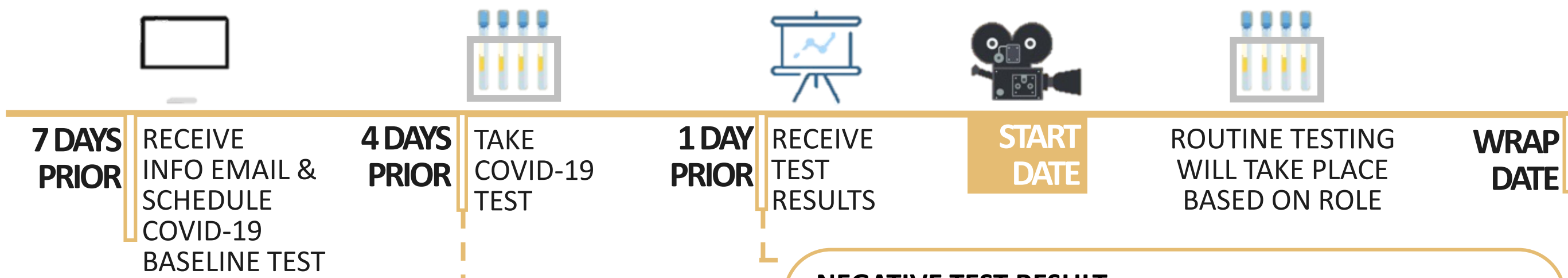
Receive your results within 72 hours

## IMPORTANT:

Please ensure you use the same **email address** for **Passcard** and **scheduling a test**

# CAST AND CREW JOURNEY

The general timeline that every member of the cast and crew will follow as a minimum requirement for testing and self-evaluation.



## Optum staff is waiting at designated check-in area

Cast and crew members will:

- Complete all appropriate consent forms
- Receive welcome pack with information on COVID-19 and PPE mask

**In order to be cleared for work, you need to use the same email that you provided to production for their staff and crew list when you book your appointment for your test.**

**Your Return to Work date is reflected in Passcard based on this email address.**

**If you don't know what Passcard is, please talk to your COVID Compliance Officer on your production.**

## NEGATIVE TEST RESULT

### Provider sends results

Turnaround time of test varies. Results may be available as soon as 48 – 72 hours after the test but could be delayed based on the demands on the laboratory.

If negative, you are cleared for work and will be re-tested at regular intervals from the date of their last test. If you are cleared for work, you will receive the below email:

Sender: WarnerMedia Passcard  
 Subject: WarnerMedia: Your Return to Work Notification

This message is in response to your August 19, 2020 appointment.  
 ✓ You are cleared for work.

If you have questions, please contact the nurse line:

US (Optum): 1-833-684-0767  
 Canada (First Wellness): 1-604-678-5499  
 UK (Feature Medical): [contact@featuremedical.co.uk](mailto:contact@featuremedical.co.uk) or call NHS at 111.

\*DISCLAIMER:  
 This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, and disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message

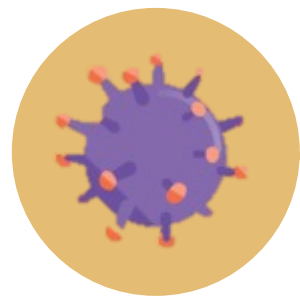
If you haven't received your baseline results after 72 hours, you can always call the Optum Nurse Line to check on the status: **1-833-684-0767**.

### Crew member uses Passcard self-evaluation daily

If survey shows no symptoms, crew member proceeds to work.

## POSITIVE TEST RESULT

If a cast or crew member tests positive for COVID-19, they will follow process illustrated below. Additional details regarding the quarantine, re-testing and return to work procedures, are available through the production COVID Compliance manager.



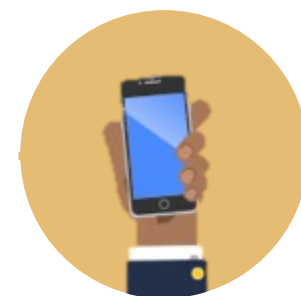
Test positive for COVID-19



Receive call from an Optum quarantine management nurse



Isolate for 10 days



Optum will help manage your isolation period



Show no symptoms and fever free for 72 hours and 10 days have passed



Quarantine nurse will clear you for work. Self-screen via Passcard and report for shift

## ADDITIONAL INFORMATION

If you test positive and have no symptoms, the nurse will apply the latest medical advice and re-test as needed.

Additional information is available via the Workforce Management Care Line at **1-833-684-0767** to help manage your care and discuss next steps

## ISOLATE OR QUARANTINE?

There are different courses of action that might be required based on the situation. An individual may be asked to **ISOLATE** if they are sick or have tested positive for COVID-19.

An individual identified as being in close contact with a person that's received a positive diagnosis of COVID-19 will be asked to **QUARANTINE**.

## ISOLATION vs QUARANTINE

### ISOLATION

#### DEFINITION:

Used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.

#### ACTION REQUIRED:

These individuals should stay in isolation until they have had 24 hours with no fever, symptoms have improved, and 10 days have passed since symptoms first appeared.

If an individual tests positive with no symptoms, they may return to work 10 days after their positive diagnosis, if symptom free for at least 24 hours.

A test strategy may be employed to support an earlier return to work but that should be discussed with the WM COVID-19 Response Team prior to being employed.



**If you are sick and think or know you have COVID-19 Stay home until after**

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever medication **AND**
- Symptoms have improved



**If you tested positive for COVID-19 but do not have symptoms**

Stay home until after

- 10 days have passed since your positive test



If you live with others, isolate away from other people or animals, including pets. Use a separate bathroom, if available

### QUARANTINE

#### DEFINITION:

Used to keep someone who might have been exposed to COVID-19 away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

#### ACTION REQUIRED:

For people who have had close contact with an individual who has a confirmed case of COVID-19, a 14-day quarantine period is required, during which the individual should self-monitor for symptoms.

An individual cannot test out of quarantine.



**If you had close contact with a person who has COVID-19**



Stay home until 14 days after your last contact



Check your temperature twice a day and watch for symptoms of COVID-19



If possible, stay away from people who are higher-risk for getting very sick from COVID-19

# TEST SCHEDULING TOOL GUIDE

Ensure you use the same email address for Passcard and scheduling a test.

1

Ask your COVID-19 Compliance Manager for the URL to schedule your appointment.

2

Select the options shown below to search for available appointment times

3

Select the most convenient appointment by clicking the time

4

Enter the requested information into the scheduling assistant

**NOTE: Enter N/A in the 'Insurance -Required' box and the Production Name in 'Additional notes'**

5

Confirm appointment details and finalize by clicking "Schedule Appointment"

6

Check your email for the Appointment and Confirmation emails

Click "YES, I'll be there" in the Appointment Confirmation email to confirm your appointment

7

Create your online account – start by confirming phone number via text or call

8

Enter your details to create your online account and complete paperwork prior to your appointment

Complete your account registration by creating a secure password to access your health information at any time

9

Complete the necessary paperwork online in your account and prepare for your COVID-19 test

If you need to cancel an appointment, please email [WMRequests@medexpress.com](mailto:WMRequests@medexpress.com)