
Overview

Univision leadership has been monitoring and is responding to an outbreak of a respiratory disease caused by the coronavirus. This new strain was first detected in China in late 2019 and has now been detected in 60 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”). On January 30, 2020, the World Health Organization declared the outbreak a public health emergency of international concern. On January 31, 2020, Health and Human Services declared a public health emergency for the United States to aid the nation’s healthcare community in responding to COVID-19. Univision is following guidance aligned with government guidelines and is implementing response protocols and preventative measures comparable to other companies in the media and communications sectors.

Protocols and Procedures

A. Travel Guidelines: High Risk Countries and/or Geographic Areas

- If an employee or staff member travels to a high risk countries or country that have a Department of State and Center for Disease Control (CDC) travel warning level 3, alert level 2, watch level 1 and “other destinations with risk of community spread”, then we will require those individuals to stay home for 14 days before returning to work as a preventative quarantine. (see <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>)
- If an employee or staff member is directly exposed to or lives with someone who has traveled to a high-risk country, or has been exposed to the virus, then we will require that individual to stay home for 14 days before returning to work.
- If an employee or staff members travels to a high-risk area in the United States, or has been exposed to the virus, then we will require that individual to stay home for 14 days before returning to work.
- If an employee or staff member files a Workmen’s Compensation claim, Risk Management should be notified immediately so the proper protocols are followed under the Company insurance policy.

1. Personal Travel:

Employees and staff are required to report travel to any high-risk countries or geographic areas of concern where potential exposure is present to their manager, HR and Global Security. Employees and staff are required to report travel to any high-risk areas within the United States.

- It is recommended that employees and staff inform their manager of travel to non-high-risk areas within the United States or to other countries that are not high risk in the event of an outbreak within that area during their stay.

2. Operational Travel:

- a. Non-essential travel: **Only mission critical travel is permissible.** Managers should encourage video conferences and have employees travel only when essential.
- b. Travel necessary for essential business purposes:
 - To high-risk countries: Recognizing the nature of our business, managers should assess the potential risk that may be associated with traveling to high risk countries. Travel to high risk countries should be raised by managers with HR and Global Security to assess concerns and identify risk mitigation strategies.
 - To countries that are not high-risk: Essential travel to countries that are not high risk is permissible. Individual situations where employees refuse to travel or do not feel comfortable traveling should be discussed on a case by case basis with HR and Global Security.
- Note: When traveling to countries requiring visas or other special clearances, the possibility exists that entry into their country may be denied due to the risk levels in that geographic area.

B. Flu-like Symptoms

Employees who are exhibiting flu-like symptoms must notify their supervisor and refrain from coming to or staying in the office.

C. Telework (Work-From-Home Option)

- Employees and staff will have the ability to work from home making use of the Internet, VPN, email, and the telephone to perform their duties.
- Employees and staff working from home will need to have positions that have portable duties that can be performed and completed remotely.
- Employees should take their laptops and necessary work materials home with them on a daily basis to ensure ready access in the event a quarantine is implemented.
 - If an employee is quarantined and they do not have their laptop with them, arrangements need to be made by the manager in coordination with HR to drop off the equipment in a safe manner to mitigate risk to the person delivering the materials.
- Situations where specific positions by their nature do not have portable duties that can be performed from home must be discussed with HR to identify alternative options.
 - In situations where the work cannot be performed at home and the individual is being required to stay home for 14 days, HR will assess the case with the manager and, if necessary, will ensure the employee is compensated during the quarantine period.

D. ETS Support

1. Laptops & Equipment

ETS will provide specific guidance on what platforms and applications can be accessed remotely through the VPN on Univision issued equipment, as well as information on what systems can be accessed on a personal computer through a web-based access to certain applications.

- ETS is working on identifying available loaner laptops in situations where an employee or staff does not have an assigned laptop.

2. MIR3 Notifications

ETS is collaborating with Global Security in drafting notification templates for the MIR3 platform to facilitate communications across the company in a heightened alert situation or event.

E. Corporate Communications

1. Email Broadcasts

Corp. Comms. will continue to send email broadcasts and communications across the Company to maintain employees and staff informed.

2. U Central

Corp. Comms. has initiated and is updating the [Coronavirus Resource Page](#) highlighted in the Spotlight section of the U Central website. The site contains current resources and updates on the Coronavirus and the steps being taken by official organizations to address and contain this threat.

F. Facilities

1. Anti-Bacterial Hand Cleaner & Disinfectant Wipes

Facilities is working with Sourcing and Procurement to coordinate a central source for the purchasing and distribution across the Company for antibacterial hand cleaners and disinfectant wipes to maintain a more sterile environment and mitigate potential spread of bacteria.

2. Cleaning Potentially Exposed Areas

Facilities has access to HazMat cleaning vendors that can readily respond to an exposed or contaminated area. Facilities is ascertaining the availability of those services across the cities to ensure that a response capability is available should the need arise.

3. Enhanced Cleaning Schedules

Where JLL is the on-site Facilities manager, they will be coordinating an increased cleaning schedule. Facilities will be researching what services are available in markets where JLL is not present.

G. Global Security

1. Threat Briefs

Global Security (GS) is in daily contact with Department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC), and the United States Department of State (DOS) for current trends and alerts regarding the spread and/or containment of the coronavirus. Threat briefs will be disseminated as the risk assessment changes.

2. Travel Threat Assessments

GS will assist in conducting country specific threat assessments to assist departments with operational travel.