

WarnerMediaTM



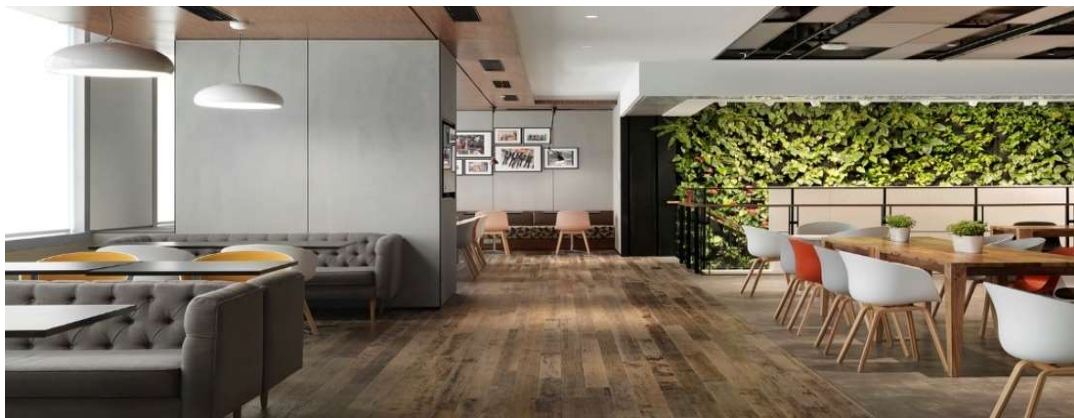
Re-Entry Workplace Guidebook For Business Managers



Guidelines for the implementation of social distancing in the workplace and methodology for the re-entry of people into their office locations

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Section 1

Introduction to the Workplace Guidebook

Throughout re-entry into this “new normal,” the safety, security and wellness of your team and guests will continue to be our focus.

The purpose of this document is to summarize the social distancing guidelines for the workplace, which will assist local business unit managers in preparing for their office re-opening and return of personnel. Once an organization has been pre-approved for the next phase of the return to the office, this Workplace Guidebook will help to ensure that the workspace is ready to meet social distancing criteria.

WarnerMedia is comprised of a diverse portfolio of real estate around the world serving our media industry in a variety of ways. While this Workplace Guidebook outlines a common approach, there is a myriad of country, state & province, local regulations and customs that need to be considered. Please take the time to understand the social distance guidelines issued by country and local jurisdictions in which your facilities are located. The best practices in this guidebook should replace country and local practices in any jurisdiction that has a lesser social distancing requirement.

If at any time you have questions or need assistance, the GRE Workplace Team offers a full complement of services to meet your specific requirements. Please send an email to workplace.gre@warnermediagroup.com to request assistance or with any questions and a workplace professional will contact you as soon as possible.



Section 2

Global Real Estate (GRE): How We Will Support Your Return to Work

The Return to Work Task Force has developed four phases for the Return to Work initiative, as follows:

Phase 1. (Red) Current state, essential employees only

Phase 2. (Orange) Stay at home orders lifted, critical functions return based on internal conditions and prioritized work

Phase 3. (Yellow) Societal conditions continue to relax, school and daycare openings, increased gathering sizes, travel restrictions eased, and internal conditions satisfied

Phase 4. (Green) Eased capacity restrictions, targeted social distancing, travel resumes, no constraints on gathering size

GRE is supporting the Return to Work initiative in three main ways: Workplace Planning, Signage & Markings, and Property Management. In order to facilitate these activities, please contact your Corporate Real Estate PM (Facilities Manager).

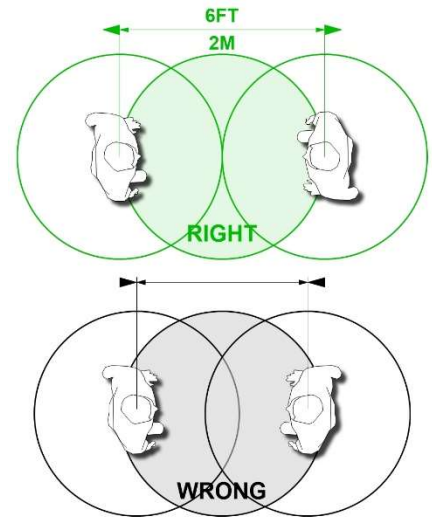
1. **Workplace Planning**. When you ask for your Team to return to work, you, the business unit manager, will receive this Workplace Guidebook that will assist you with the process and tools needed to implement social distancing best practices in the physical workplace. These activities may already be underway at your location(s). Your PM will be able to update you on the status and connect you with the regional space planner and workplace manager.
2. **Signage & Markings**. Pre-approved signage has been developed by the WM Corporate Communications team and is available for each location. See [Appendix #10](#) for a sample list of signs, markings and images. Some locations are pro-actively engaged in posting signs and markers. Your PM will be able to update you and connect you with your regional signage lead that can assist you regarding regional signs and markings, as needed in your area.
3. **Property Management**. New processes and protocols, cleaning and janitorial, supply of personal protective equipment (PPE), etc., have been established for each location. Contact your PM for specific information about your location(s). See [Appendix #11](#) for a sample building readiness checklist.

Section 3

Approach to Social Distancing in the Workspace

Social distancing, also referred to as “physical distancing,” refers to keeping space between yourself and other people outside of your home. Please see the diagram to the right to understand how social distancing is viewed in the U.S.

In order to properly orchestrate the return of people to their workspace and to minimize disruption of current seat assignments, the following steps will provide guidance in developing plans for your specific office space(s).



3.1 STEP 1: Calculating Your Supply of Available Seats

You can determine your supply of seats by applying the concepts shown in the diagram below to your specific area and identifying the workspaces as ‘A’, ‘B’ or ‘X’. We will discuss seat assignments more in section 3.2, but people will sit in either ‘A’ or ‘B’ seats, unless rotations are allowed, in which case they could sit in ‘A’ and ‘B’ seats (not concurrently); ‘X’ seats are off-limits in both cases.



ILLUSTRATION
A

Note: If your workspaces are smaller than 5 X 5 feet (1.5 X 1.5 meters), please contact workplace.gre@warnermediagroup.com for specific assistance.

- In order to begin calculating your seat supply, obtain a copy of the floor layout for your area by contacting your regional space planner or contacting workplace.gre@warnermediagroup.com (please specify the physical address location and floor). If layouts are available, we will send floor layouts to you for your use in determining markings. If floor layouts are not available, you will need to physically identify workspace markings on the floor(s); see [Appendix #12](#) for printable letter designations to apply to each workspace.
- Next, count your supply of workspaces. There are two general types of workspaces, Open Workstations and Enclosed Offices.

Open Workstations

- Eliminate the use of workstations that encroach on a high traffic main path of travel by placing an 'X' on the seat / desk. If you have a drawing, you can mark it as shown in Illustration A, page 5; if you are physically on the floor, you can place a physical letter on each seat / desk (see [Appendix #12](#) for printable letters).
- Stagger the designation of 'A' and 'B' seats, such that the same letter is not directly across from each other or side to side. Again, you can mark it as shown in Illustration A, page 5; if you are physically on the floor, you can place a physical letter on each seat / desk (see [Appendix #12](#) for printable letters).

Enclosed Offices

- Be sure that only one person is assigned per enclosed office.
- Stagger the designation of 'A' and 'B' offices, as you did for workstations. If you have a drawing, you can mark it as shown in the example; if you are physically on the floor, you can place a physical letter on each seat (see [Appendix #12](#) for printable letters).

In order to get your Total Supply (Capacity):

- Count the enclosed offices and workstations marked with an "A".
- Count the enclosed offices and workstations marked with a "B".

Note: It is not necessary to count the 'X' spots.

- Go to Step 3.2 - If you need any assistance at any time during this exercise, please contact your workplace manager or workplace.gre@warnermediagroup.com and someone will assist you.

3.2 STEP 2: Determining Your Demand for Returning Personnel

Now that you have determined the potential supply of workspaces available, let’s determine how we can bring back the people that you need.

- Using a list of all of the people that you would like to return to work, determine their current seat assignment and note the corresponding ‘A’, ‘B’, or ‘X’. Be sure to include any freelance and / or contract people in your list, along with full time people. Below is an example of a spreadsheet you may like to use; if using, complete fields A – E.

A	B	C	D	E	F	G	H
Workspace Number	Enclosed Office or Workstation	RTW (Yes/No)	Social Distance Letter Designation	Person's Name	Social Distance Letter Designation (post analysis)	Workspace Number (post analysis)	Rotation Everyday MORNING / AFTERNOON M - W - F TU - TH Wk One - Wk Two
08G	Workstation	Yes	X	Lisa Smith	A	09G	Sameday
07G	Workstation	Yes	B	Bob Jones	A	11G	Sameday
06G	Workstation	Yes	A	Larry Good	A	06G	Sameday
			B		A		MWF
			A		B		TUTH

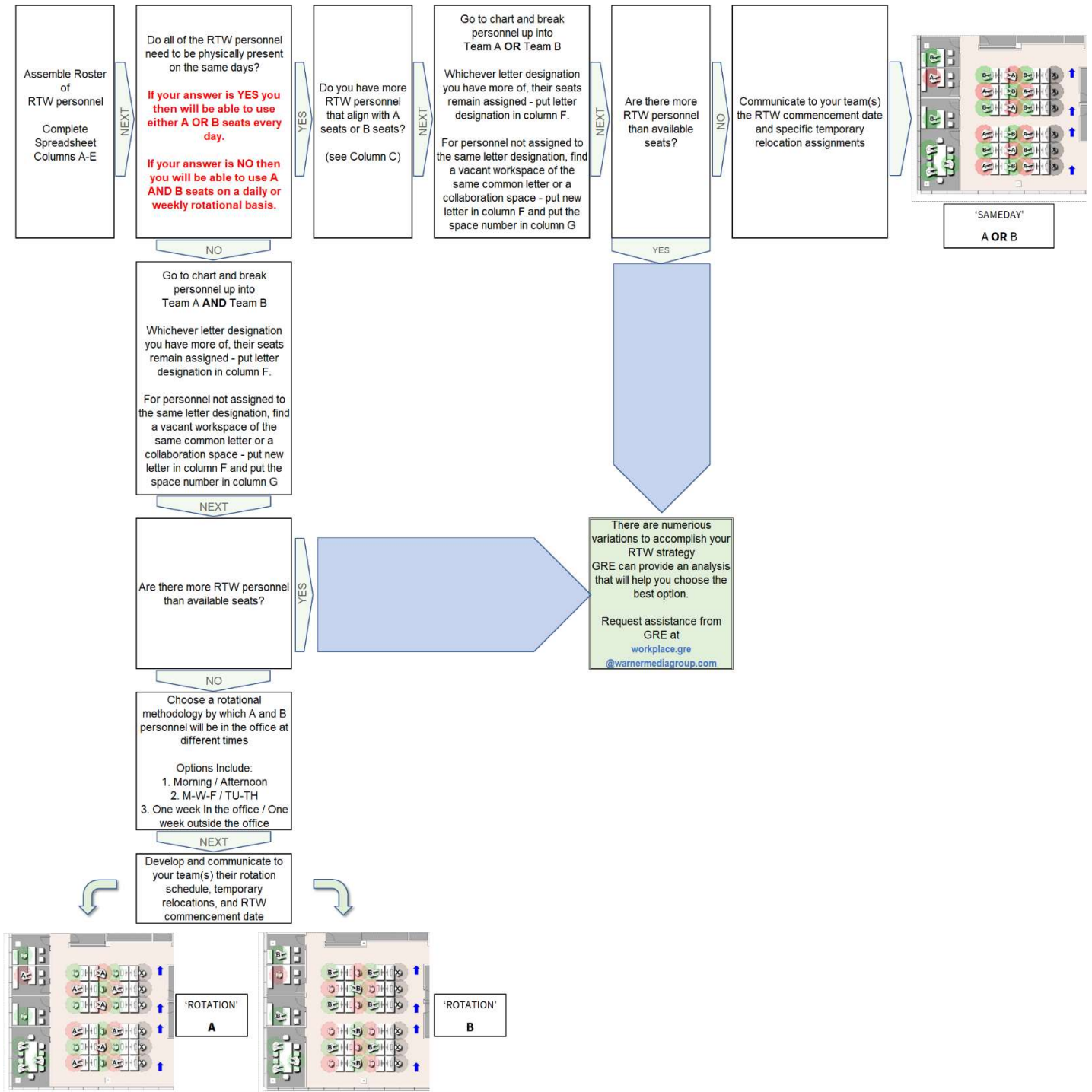
- Now, follow the steps in the flowchart on page 8 to determine potential strategies for your team’s return to work. These strategies will help you to determine if you can use most of your workspaces on a ‘ROTATION’ basis or some of your workspace on an ‘SAMEDAY’ basis.

ROTATION means that your return to work team will be physically present at their workspace at different times, days or weeks, on a scheduled rotation. Rotations could include morning or afternoon (AM / PM), Monday – Wednesday - Friday or Tuesday - Thursday, one week on-site and one week off-site, etc.

SAMEDAY means all your return to work team need to be physically present at their workspace on the same days of the week.

Once you have completed the steps of the flowchart, you will understand how many people can return to work, who the people are that will return, what schedule they will need to work, and where they will be seated while at work.

Flowchart



Remember, if you need any assistance at any time during this exercise, please contact your workplace manager or workplace.gre@warnermediagroup.com and someone will assist you.

Please note the following guiding principles:

- Changing seat assignments should be avoided when possible.
- People should not occupy a workspace assigned to another person.
- People may use unoccupied and unassigned workspaces currently assigned to their business unit.
- Re-entry occupancy at any one time should not exceed approximately 50% of pre-covid capacity.
- If bringing people in on a staggered schedule, consider establishing teams on daily shifts (Morning / Afternoon), alternate weekdays (M/W/F, Tu/Th) or bi-weekly (on one week, off the next).

Section 4

Suggested Action Items and Next Steps

- Inform people of their 'team' assignments and rotational instructions in a welcome email, along with general return to the office information.
- Consider implementing a practice of leaving doors open where two or more people are present (enclosed offices, conference rooms, huddle rooms, phone rooms, etc.).
- Encourage shorter meetings to reduce the length of time people are physically present in meeting rooms.
- Provide everyone with the clean desk practice, see [Appendix #1](#), for a printable copy that can be placed on each desk.
- Check out the list of Appendix items for helpful information and printable instructions.

Section 5

Appendix

The following templates are provided for additional reference and, in some cases, as signage that can be placed in your area and shared areas:

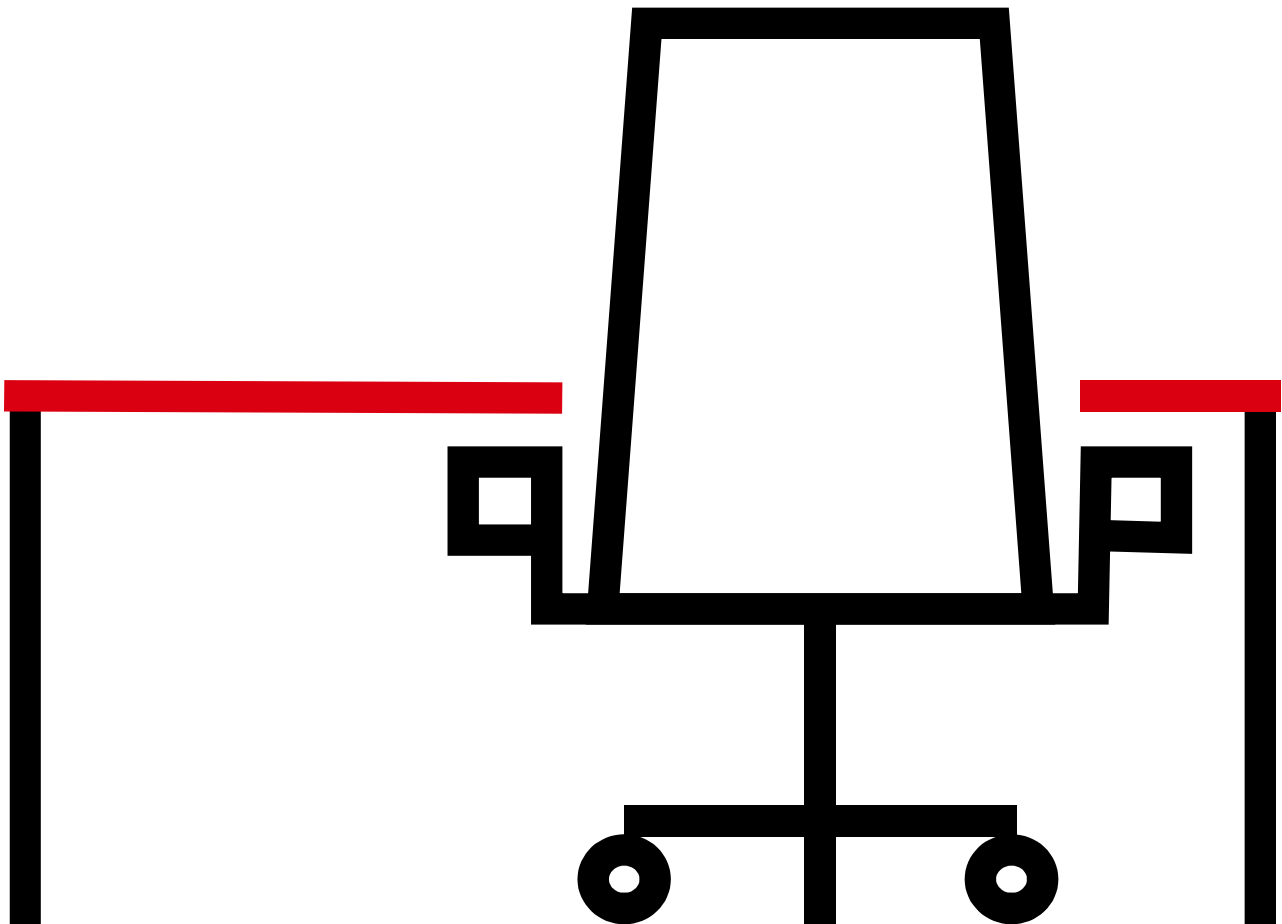
- Clean Desk Practice: See [Appendix #1](#) for printable instructions that can be placed on each workspace in use.
- Conference Room Capacity & Seating Plan: See [Appendix #2](#) for printable instructions that can be placed in each conference and meeting room.
- Large Meeting & Training Areas: Refer to [Appendix #3](#) for spatial distancing guidance when using large meeting and training rooms.
- Copy & Print Areas: See [Appendix #4](#) for a reference guide.
- Food & Beverage Areas: See [Appendix #5](#) for a reference guide.
- Studio & Technical Areas: See [Appendix #6](#) for spatial distancing in Studio and Technical areas.
- Path of Travel: For directional travel of main high traffic corridors, see [Appendix #7](#).
- Day in the Life – New Habits: See [Appendix #8](#) for a displayable graphic identifying new ‘habits’ over the daily routine.
- Covid19 Guidance Bulletin: See [Appendix #9](#).
- Signage Templates: See [Appendix #10](#) for a sample list of potential workplace signs.
- PM Checklist: See [Appendix #11](#) for a sample building checklist.
- Large Printable Letters: See [Appendix #12](#) for printable letters “A,” “B,” and “X”.
- Frequently Asked Questions: See [Appendix #13](#) for FAQs regarding returning to the office.

Appendix #1 – Clean Desk Practice

Please ensure your desk is clear at the end of each day in order to facilitate a clean work environment for your health and safety, as well as coworkers and guests.

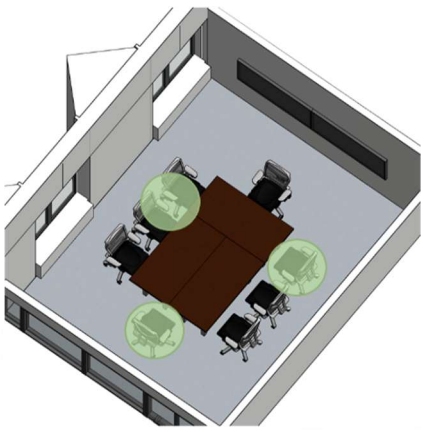
- ✓ Keep all personal use of office supplies in a drawer or cabinet and not on top of your desk
- ✓ Be sure all file folders and documents are filed away appropriately upon leaving for the day
- ✓ Remove or minimize all personal items including tchotchkes, novelty, ornamental, and personal items
- ✓ Clean your workspace including keyboards, mouse, monitor(s), phone and worksurfaces at the beginning and end of each day using sanitizing wipes

Thank you for your assistance

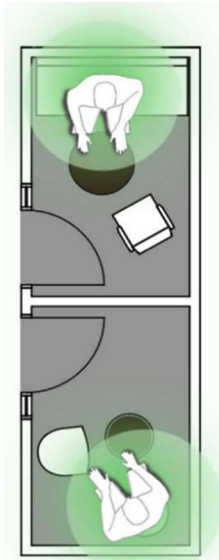


Appendix #2 – Conference Room Capacity & Seating Plan

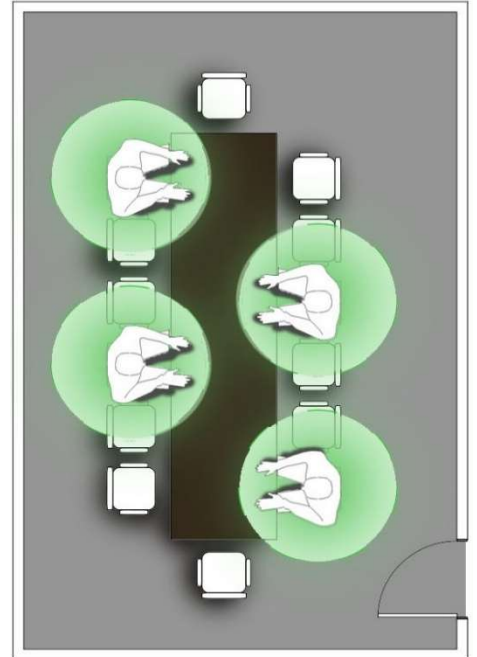
- Use sanitary supplies to wipe furniture and equipment prior to use
- Allow time for cleaning prior to meeting



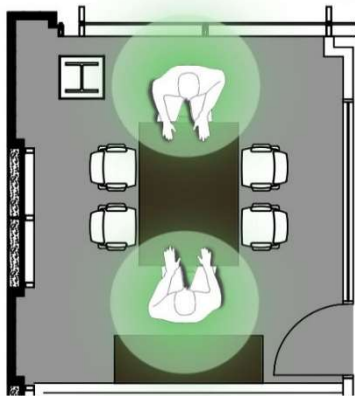
Existing 8 Person - Revised 3 Person



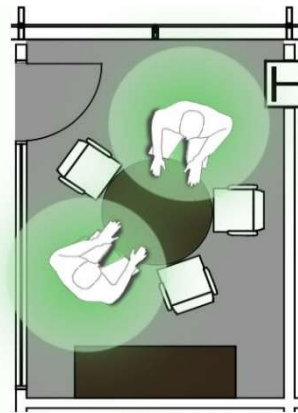
Existing 1 Person - Revised 1 Person



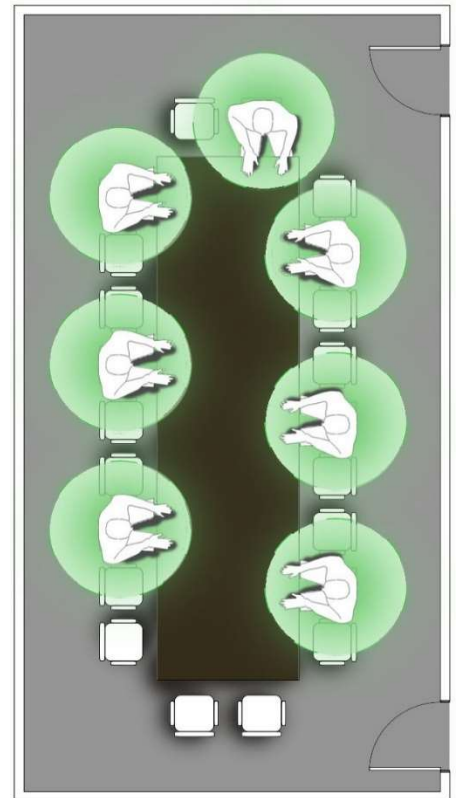
Existing 14 Person - Revised 4 Person



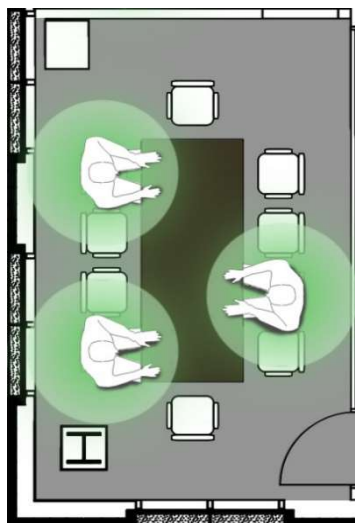
Existing 6 Person - Revised 2 Person



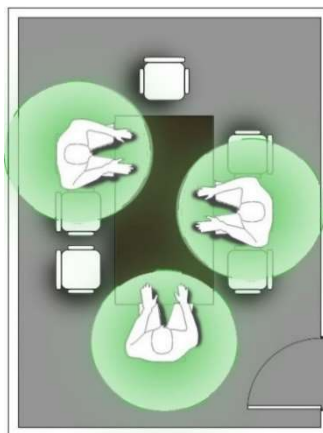
Existing 5 Person - Revised 2 Person



Existing 22 Person - Revised 7 Person

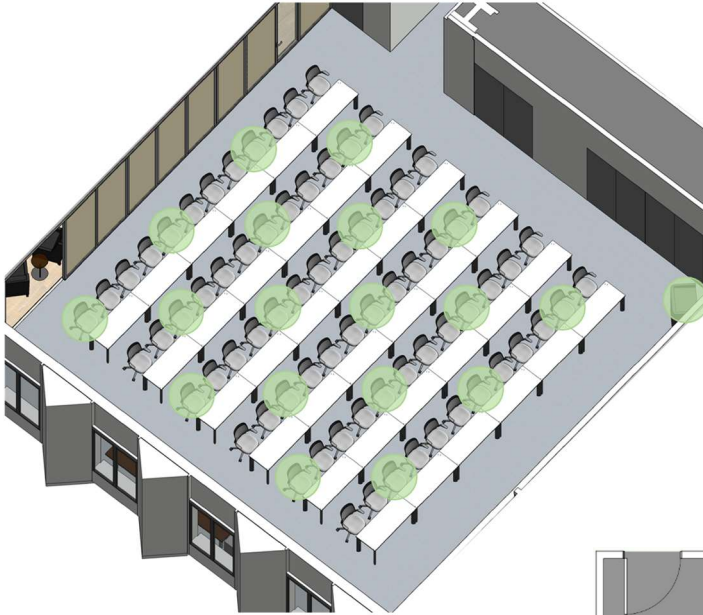


Existing 10 Person - Revised 3 Person



Existing 8 Person - Revised 3 Person

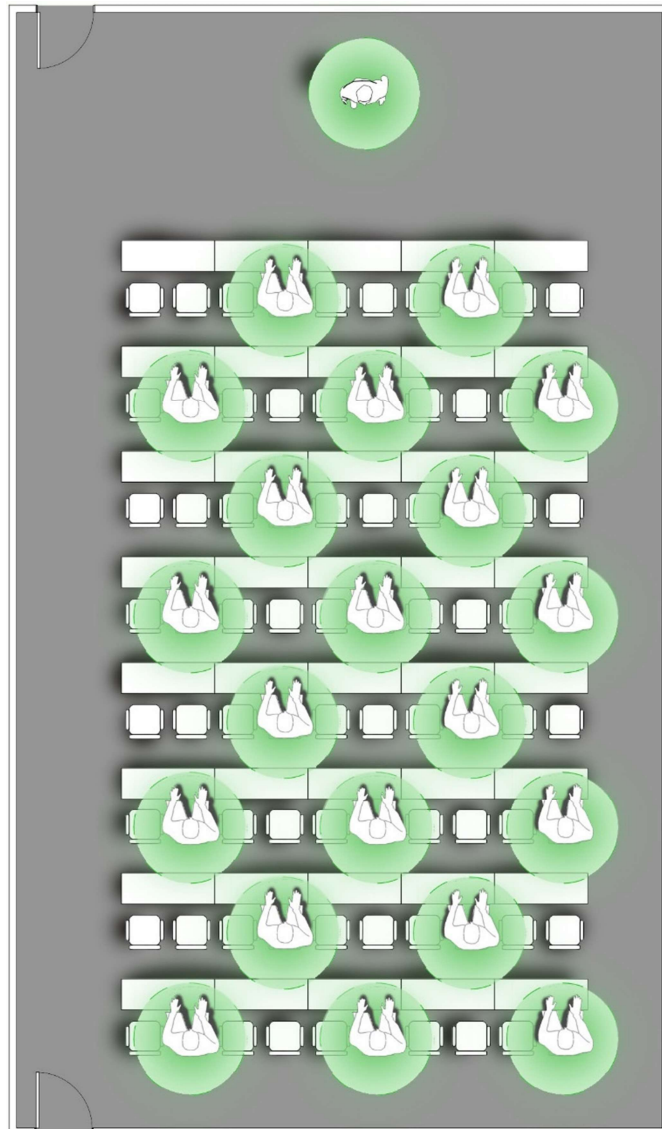
Appendix #3 – Large Meeting & Training Areas



The illustration and example highlight the de-densification plan for a large training room that aligns with social distancing protocols covered within this guide. The same approach should be taken when reviewing training facilities of various sizes and configurations.

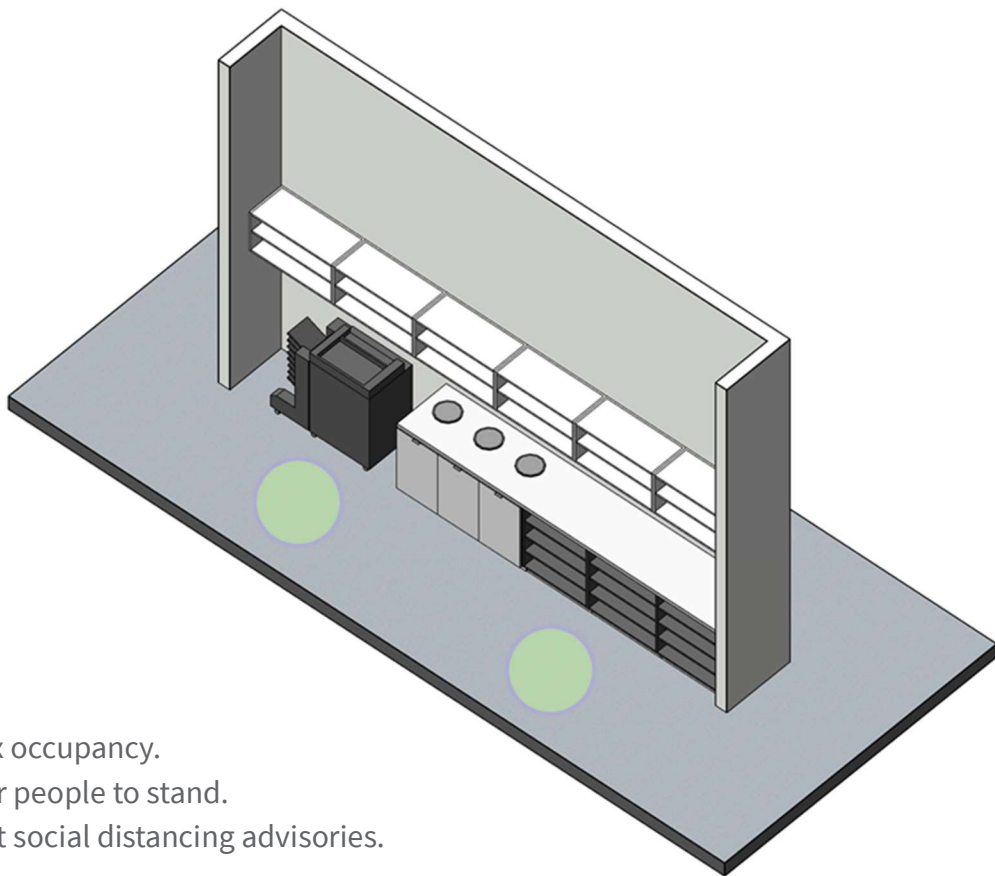
Key Actions:

- Identify which seats are usable / not usable.
- Ensure excess seats are clearly marked as “off-limits”.
- Print and post social distancing advisories.
- Establish new capacity for training room and advise users accordingly.
- Maximum allowable capacity is dependent on WarnerMedia or country and local guidelines, whichever is more stringent.



Appendix #4 – Copy & Print Areas

The illustrations are examples of de-densification plans related to support spaces such as print and copy centers. The goal of this exercise should be to “map and mark” max occupancy of the space, where people should stand to maintain social distancing.



Key Actions:

- Highlight max occupancy.
- Mark areas for people to stand.
- Print and post social distancing advisories.

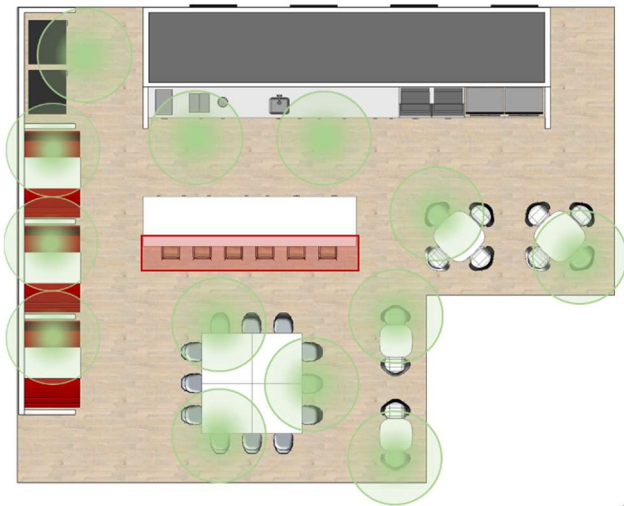
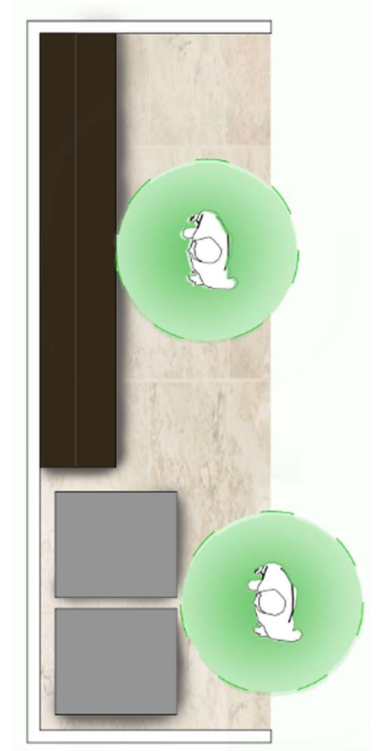
Appendix #5 – Food & Beverage Areas

The illustration and example highlight the de-densification plan for a break or lunchroom that aligns with social distancing protocols covered within this guide. The same approach should be taken when reviewing like spaces of various sizes and configurations.

The goal of this exercise should be to “map and mark” seats that are not occupiable, in addition to spacing guidelines / markings at coffee / water stations and other amenities where congregation may occur.

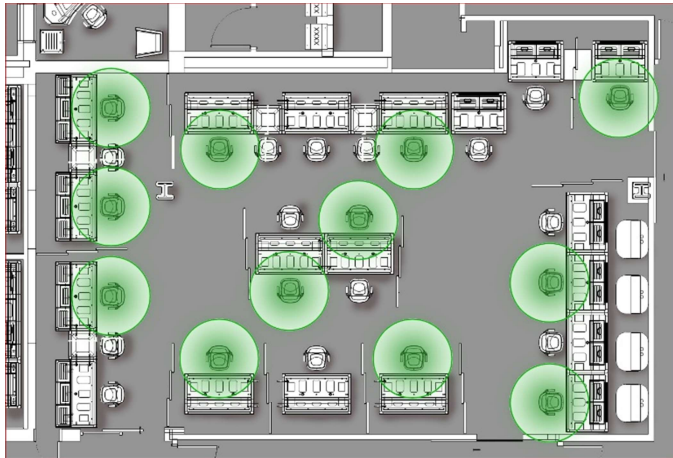
Key Actions:

- Highlight which seats are usable / not usable.
- Ensure excess seats are clearly marked as “off-limits” (moved to the side).
- Print and post social distancing advisories.
- Mark spacing at coffee / water stations and other points where congregation may occur.



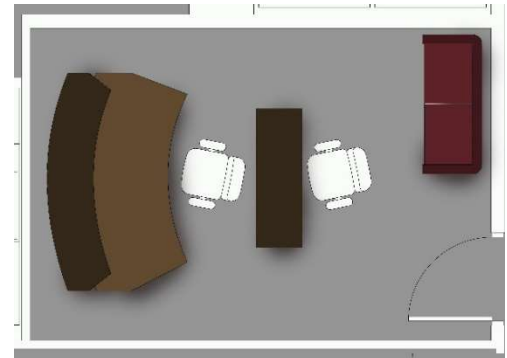
Appendix #6 – Studio & Technical Areas

- Follow Instructions per the WarnerMedia Studios Health & Safety Protocol. If there is more demand than supply, contact HR for options, such as wearing face coverings at all times, plexiglass partitions, etc.
- Seat people away from main entry and exit points.
- Where possible, incorporate a one-way path of travel.



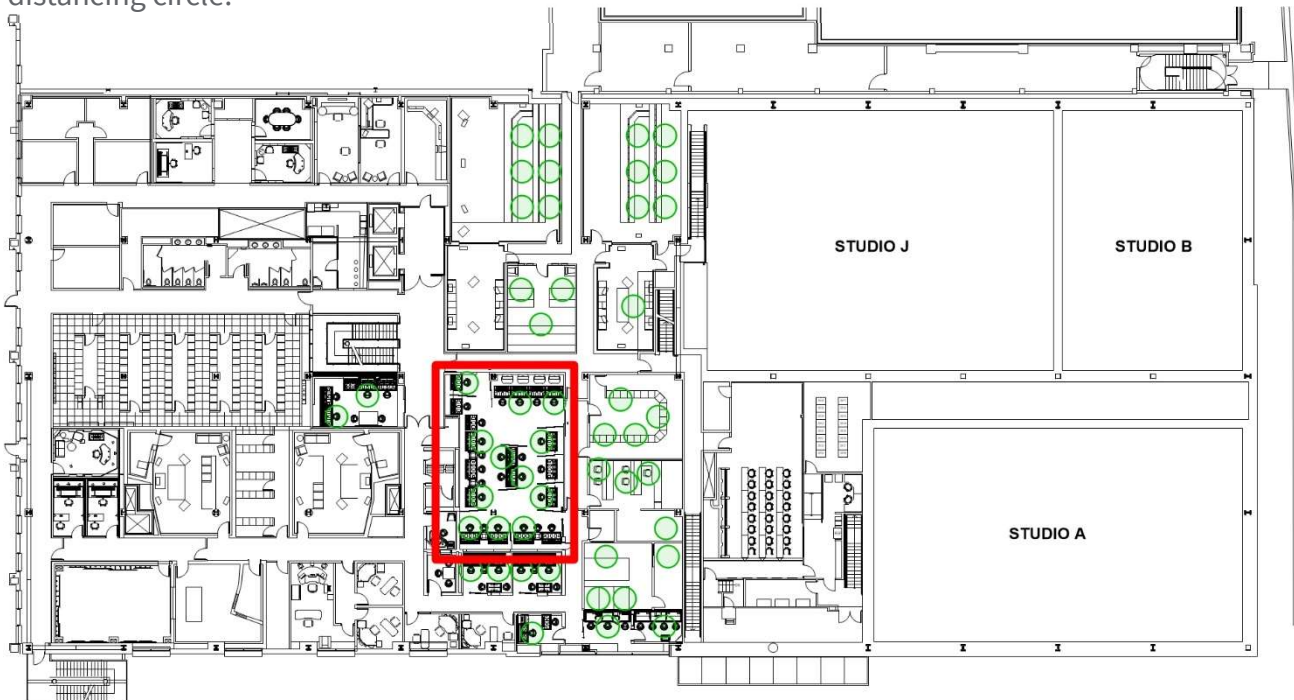
Control Rooms

Establish seating based on maintaining a 6' (2m) social distancing circle.



Edit Suites

One person per edit suite.



Studios

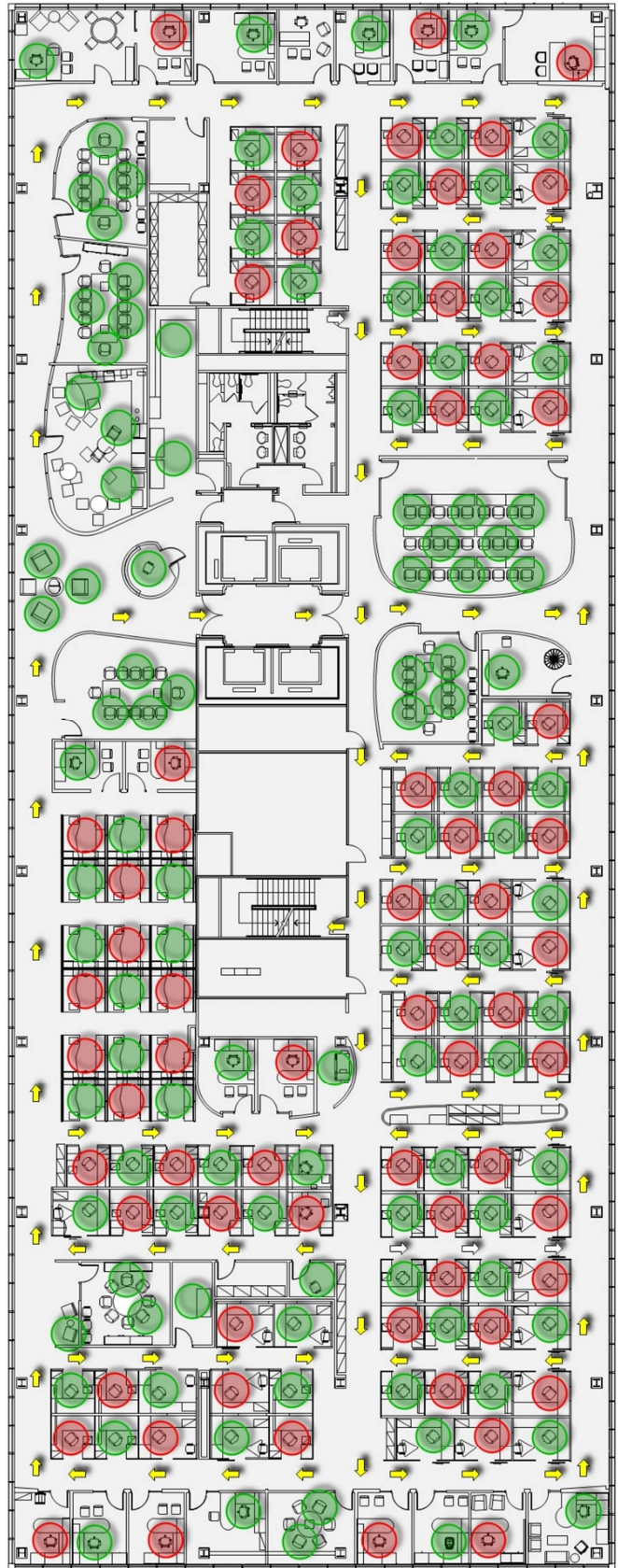
Maintain 6' (2m) social distance person to person.

Appendix #7 – Path of Travel

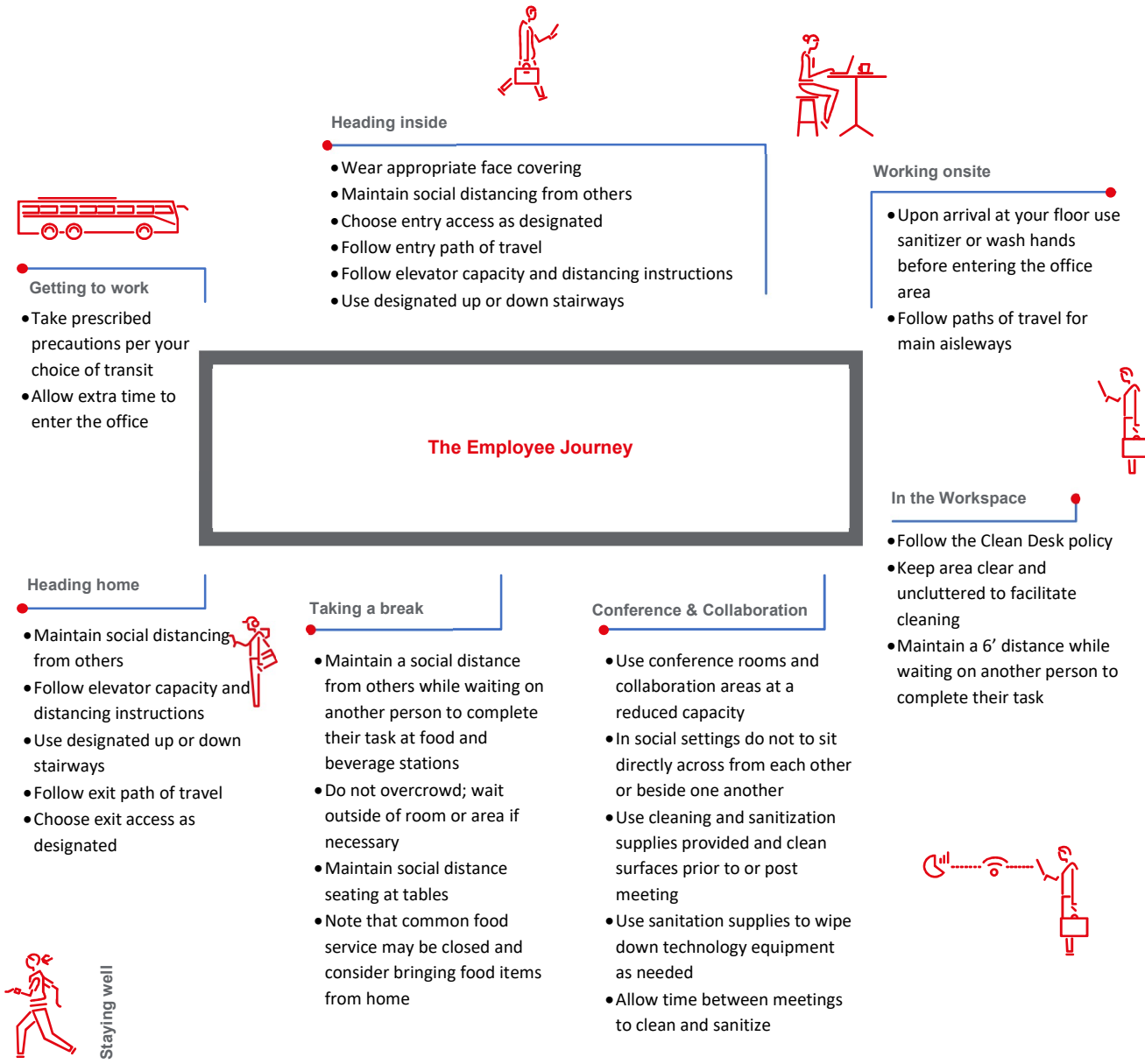
Incorporate a one-way path of travel in main high traffic corridors where social distancing is a concern with people passing each other on a frequent basis where reasonable and practical.

Key Actions:

- Discourage unnecessary movement throughout the workplace and between work settings where feasible.
- Incorporate enhanced sanitation protocols.
- Consider placement of sanitation stations at intersections of high traffic areas.
- Convert agile or unassigned seating into assigned seats.
- Place signage on workspaces to remain unoccupied (see [Appendix #12-X](#)).
- Clean up and clean out unnecessary clutter and infrequently used items and equipment to facilitate cleaning.



Appendix #8 – Day in the Life – New Habits



Appendix #9 - Covid19 Guidance Bulletin

PROTECT YOURSELF & OTHERS FROM COVID-19

Being back in the workplace is going to feel a little weird for a while! None of us are used to working this way and it will take some getting used to. Follow this safety guidance to protect yourself and others.

Stay home if you feel unwell or have any of these symptoms:



Fever



Shortness of Breath

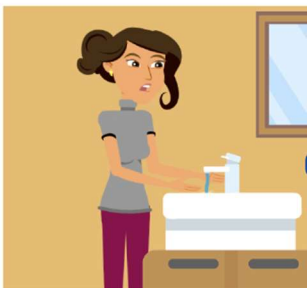


Cough



Maintain a distance of at least 6 feet from others at all times

No hugs, handshake or high-fives for now!



Wash your hands well and often

- For 20 seconds
- With soap and water
- Use hand sanitizer when washing isn't possible

If you have questions, you can call or email the WarnerMedia COVID Response Team: cv19responseteam@warnermediagroup.com 818 954 3650



Wear your mask at all times

- Follow all mask instructions
- Ensure a snug fit
- Change at least once every 5 days, or when wet or dirty inside, if it becomes more difficult to breathe or if the straps break



It's a good idea to bring water, snacks & lunch from home

Remember to keep your distance even during breaks and lunch

Don't share equipment

Wipe down equipment with provided disinfectant wipes before and after use



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Appendix #10 – Sample of Signage Templates

ID	Current ARTWORK DESIGN	SIGNAGE Description	SIGNAGE would read as	ID	Current ARTWORK DESIGN	SIGNAGE Description	SIGNAGE would read as
1		Ground Graphic to show social distancing at various entrances and high volume areas	"Do your part stay 6ft apart."	10		Pantries	" Please be kind and respect social distancing"
2		Elevator Call Button	"To practice social distancing please limit 2 persons per elevator"	11		Keybox Graphic	"Please be mindful of social distance"
3		Building Lobby - Could be placed at high impact locations	"•Clean your hands often •Avoid close contact •Cover your mouth and nose with a cloth face cover •Cover coughs and sneezes •Avoid touching your face."	12		Copier	"Please be mindful of social distance"
4		Screening Rooms - Entry to various screening rooms	"Help us practice social distancing please separate by 4 seats while using this theater."	13		Conference Room	"Help us practice social distancing while using this conference room."
5		Restroom	"How to wash your hands" "Artwork to depict proper technique"	14		Food service entrance	Please help us practice social distancing.
6		Time Clock - Social distance dots	"Help us practice social distancing please separate 6ft. while using time and attendance."	15		Food service Floor directional arrows	Please help us practice social distancing.
7		Welcome Back	" Welcome Back! •Clean your hands often •Avoid close contact •Cover your mouth and nose with a cloth face cover •Cover coughs and sneezes •Avoid touching your face."	16		Sanitation Station	Clean your hands often
8		Outdoor Seating	" Please be kind and respect social distancing"	17		masks	Face coverings are required beyond this point
9						Gate Arm Sleeves	"•Social distance •Wash your hands•Cover your face •Do your part"

Appendix #11 – Sample PM Building Readiness Checklist

Property Manager _____
 Address _____
 Region / Country / City _____
 RTW Date _____

JANITORIAL

- Enhanced Cleaning Protocols
- Availability of Cleaning Supplies
- Enhanced Cleaning Schedule

ENVIRONMENTAL HEALTH AND SAFETY

- Physical Barriers where needed
- Food Service Enhancements
(food service, cafeteria, beverage stations, vending)
- Fitness Center Schedule
- Restroom Protocols

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Supplies
(Disinfecting wipes, tissues, face coverings, sanitizer, etc.)
- Placement of Trash Receptacles

FACILITY ENTRY AND EGRESS

- Directional Traffic Management and Wayfinding
- Elevator Access (Revised Capacity)
- Guest Procedures

BUILDING INFRASTRUCTURE AND FIXTURES

- Enhanced Ventilation and Filtration
- Equipment Readiness
- Systems Readiness
- Supplier Readiness

LANDLORD (Leased Facilities)

- Coordination of Action Items

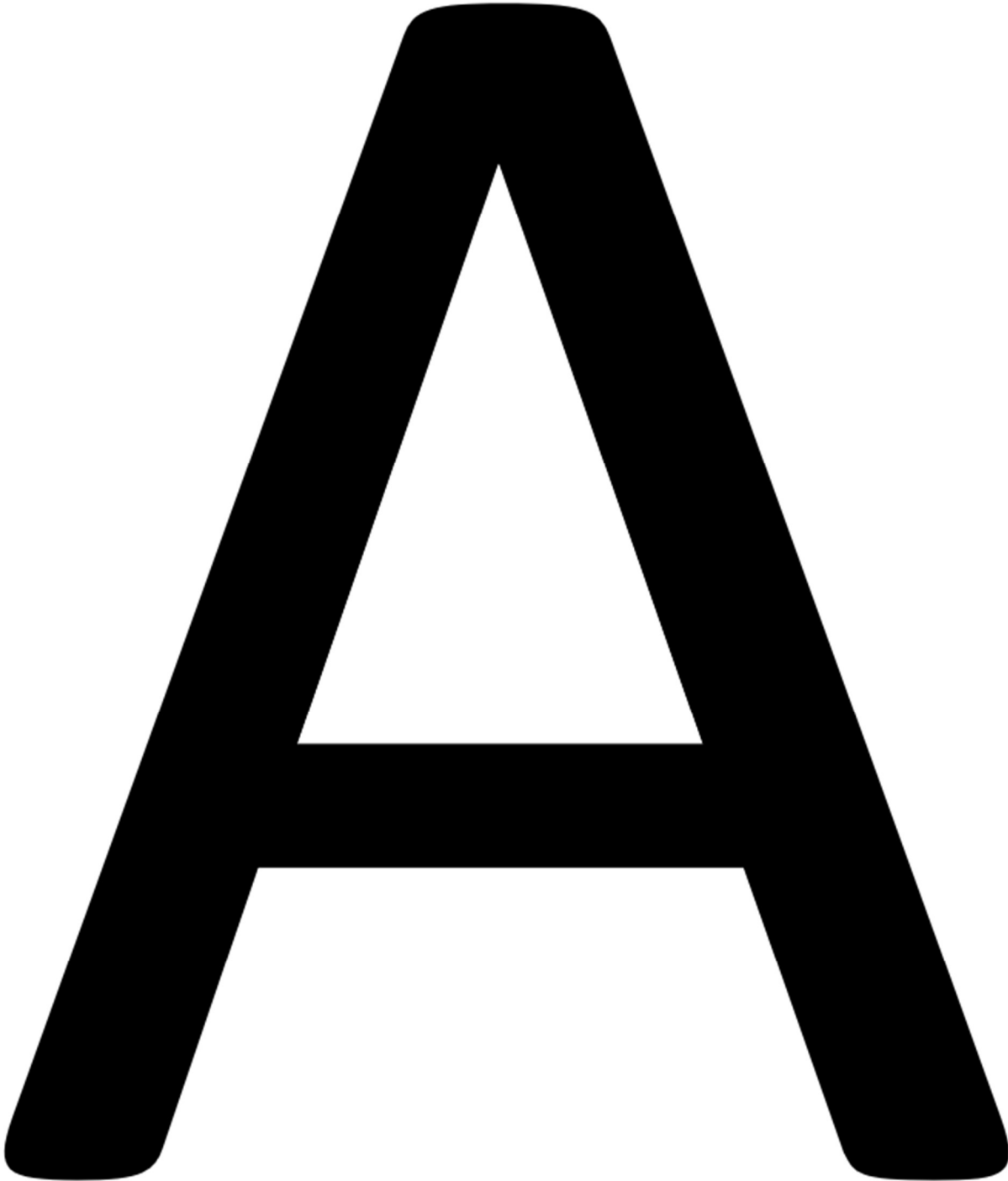
WORKPLACE AND SPACE PLANNING

- Signage and Markers
- Social Distancing Seating Plans
- Social Distancing Shared Areas
- Clean Desk Best Practice

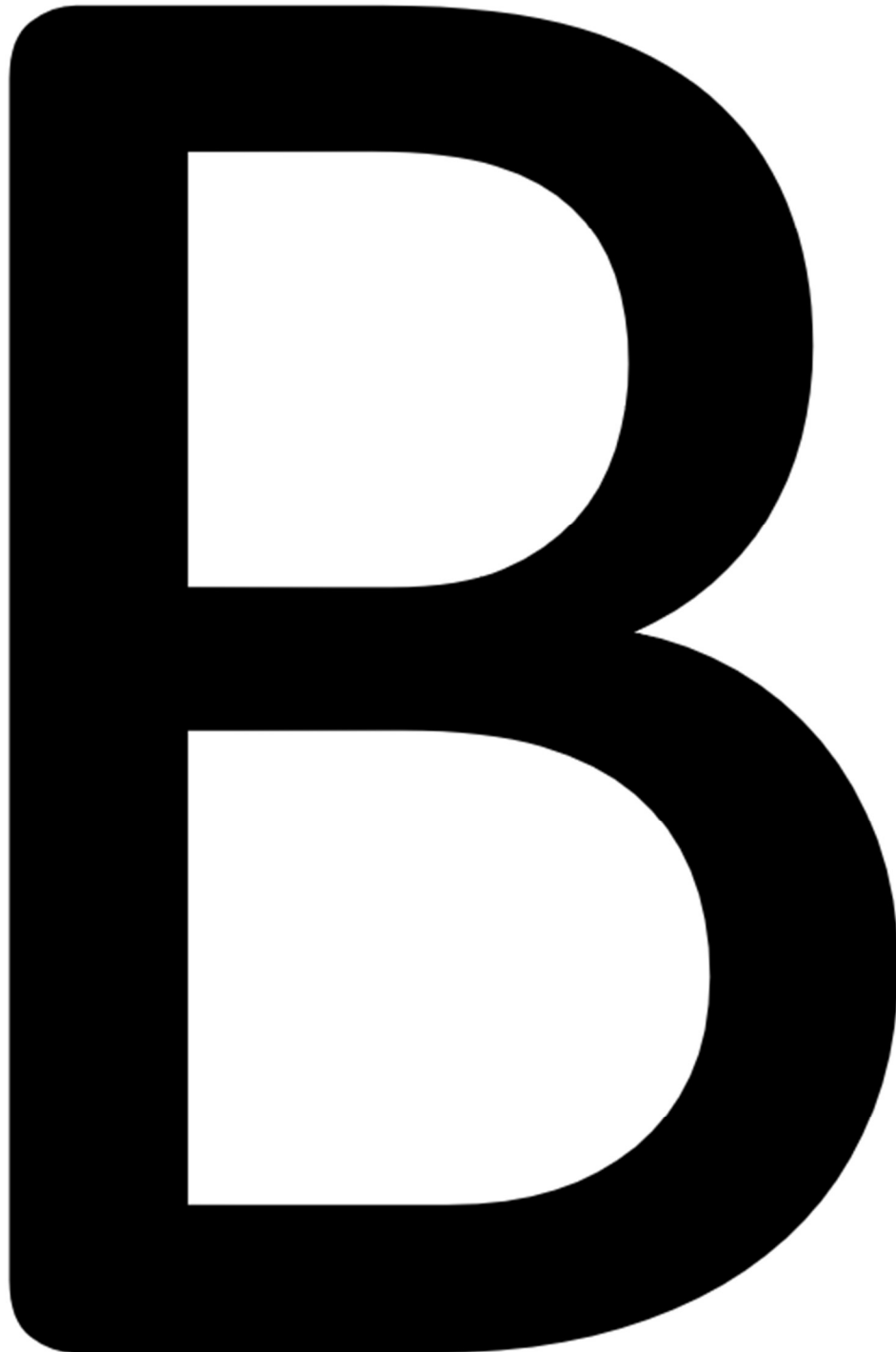
EXTERIOR

- Parking Garage Preparation
- Shipping and Receiving Preparation

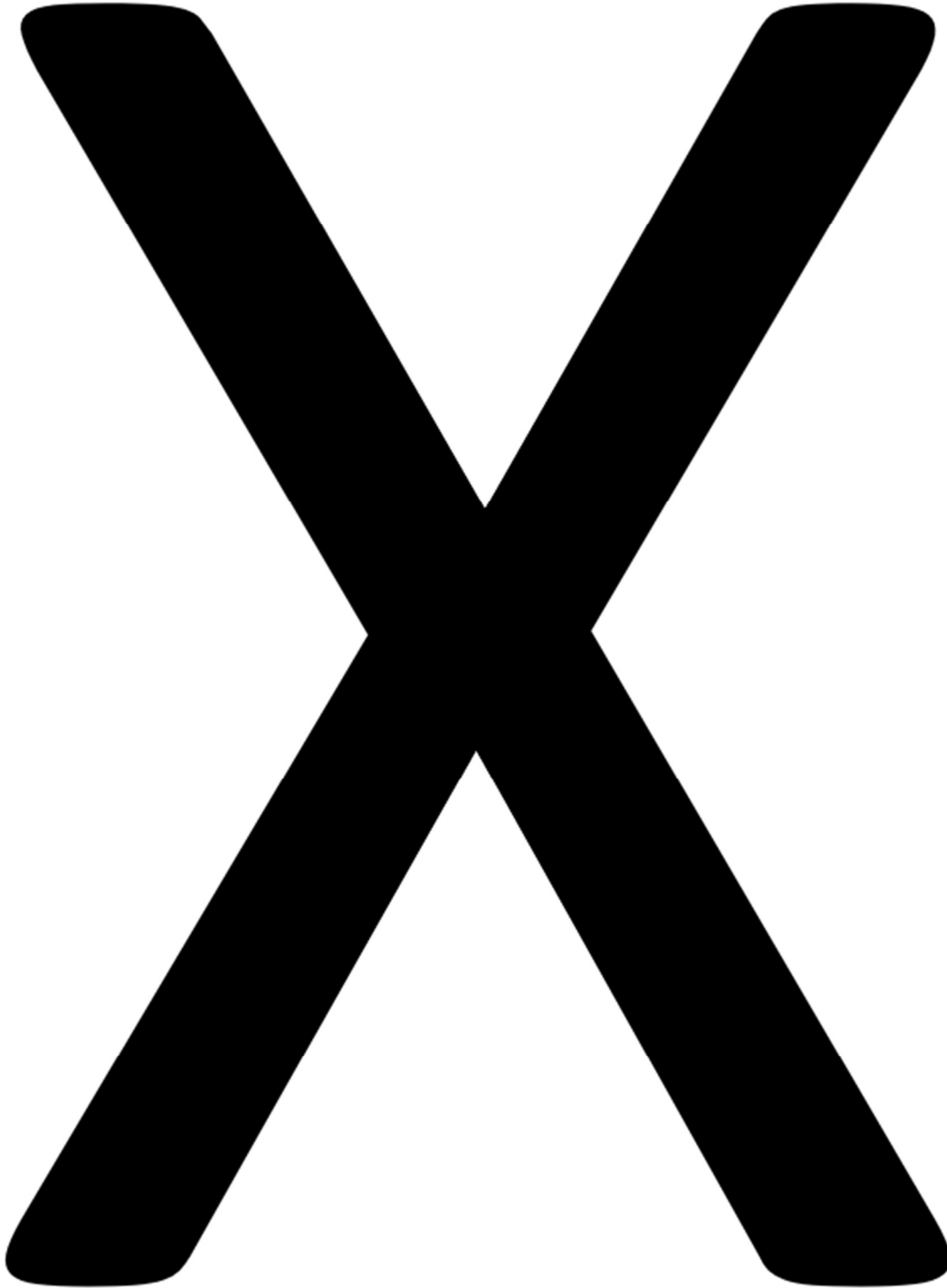
Appendix #12 - A



Appendix #12 - B



Appendix #12 - X



Appendix #13 - Frequently Asked Questions (FAQs)

1. Can people sit at another person's workspace until they come back in another phase?

In consideration of environmental health and safety, it is advised that people do not occupy a workspace assigned to another person even for an interim period.

2. Can I re-arrange seat assignments?

In order to minimize disruption to the workplace at this time, it is recommended that moves, adds, and changes be postponed as we adjust to this new normal.

3. Can people designated for a later phase come in and pack up their desk for use by a return to work person?

Process under development.

4. Can I utilize space on my floor assigned to another group?

Please work with other floor managers, HR business partners, and / or WM property manager to conduct a concerted effort to maximize and utilize the available workspace and new capacity of shared areas.

5. Who should I contact if I have any questions or need assistance in regard to my workspace?

Please feel free to contact workplace.gre@warnermediagroup.com with any questions or to request assistance.