



**COVID-19 HEALTH & SAFETY PROTOCOLS**  
**600 W. Chicago Avenue – Studio/Office**  
*as of August 25, 2021*

The health and safety of all Big Ten Network personnel continues to be our highest priority. As we begin another season of studio and game productions, we have updated our protocols in collaboration with FOX Environmental Health & Safety and FOX Sports HR. These protocols are based on the latest guidance from the CDC, as well as state/local officials.

**FEELING SICK? STAY HOME!**

If you are currently sick or experiencing the symptoms of Covid, please stay home. Symptoms may include: fever or chills, cough, shortness of breath, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea. Notify your Manager ASAP.

**VACCINATION POLICY**

All employees, full-time and freelance, are required to report their vaccination status.

- Full-time employees can submit their vaccination status via Workday.
  - <https://myfox.okta.com/>
- Freelance personnel can submit their vaccination status via Smartsheet.
  - <https://app.smartsheet.com/b/form/75d79ca4a59f463fabbb8e6cd5d7fc6b>

**WORKCARE SCREENING**

All vaccinated employees, who have uploaded their status, do not need to complete WorkCare screening.

WorkCare screening is required for all employees who are (a) unvaccinated; or (b) vaccinated, but who have not uploaded their status. If you are required to complete WorkCare screening and have not done so previously, please contact Savanna Unterberg ([savanna.unterberg@btn.com](mailto:savanna.unterberg@btn.com)) in HR to create a WorkCare account.

**MASK POLICY**

In adherence to the CDC latest recommendations, as well as the City of Chicago mandate (effective August 20, 2021), masks must be worn in all common areas of the building. Specifically, as it pertains to the Big Ten Network office suite, the following mask protocols are in place (masks will be provided on site):

Masks must be worn in:

- Common areas - hallways, kitchen, restrooms, green room
- MICR and studio control rooms
- Studio – with the exception of on-air talent

Masks are optional if proper social distancing can be observed (6 feet or greater):

- Individual offices
- Cubicles
- Conference rooms

## **FACILITY**

- All control rooms will have plexi-glass dividers between workstations.
- FOX Box, Viz and Graphics Producer positions will not be in the control rooms.
- Green room will be open with a 4-person capacity.
- Individual talent dressing rooms and makeup area will be available.
- Individual workstations have been spread out as much as possible to foster proper social distancing.
- Disinfectant wipes will be distributed in the control rooms and throughout the office. Your cooperation in keeping a clean/germ-free facility is appreciated.

## **PRODUCTION MEALS**

- **Football Game Production Days** - Meals will be provided on football production days as they have in the past. Whenever possible, please take your meal to your office/cubicle. Limited seating will be made available for those assigned to control room positions.
- **Non-Football Game Production Days** – Based on the lifted restrictions regarding entering/leaving our space and the increased availability of food options in the building, surrounding area and via delivery, meals will not be provided on non-football production days.

*Thanks for your cooperation in keeping the Big Ten Network a healthy and safe environment!  
If you have questions or concerns, please contact:*

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