**Return-to-Work White Paper**

The Industry-Wide Labor-Management Safety Committee Task Force released a White Paper titled: *Proposed Health and Safety Guidelines for Motion Picture, Television, and Streaming Productions During the COVID-19 Pandemic*. This White Paper was submitted to Governor Newsom and other state and county public health officials in June 2020 and was instrumental in obtaining governmental approval to resume production activity.

**“C19” — COVID-19 Prevention Training Course**

Consistent with the recommendations set forth in the White Paper and the requirements of the COVID-19 Return-to-Work Agreement between the AMPTP and several industry unions and guilds, Contract Services has developed and launched a COVID-19 Prevention Training course (“C19”) for the production workforce. This course is optimized for delivery on smartphones and other mobile devices, but it may also be completed using a web browser on a desktop or laptop computer.

**Facility Closure & Communications**

On March 14, 2020, we ceased in-person training and lobby visitation. We communicated this and other important announcements to the industry via postcards, letters, eBlasts, website and the Contract Services Portal.

**Business Continuation – Remote Work and Zoom Meetings**

Nearly all Contract Services staff have been equipped to work remotely. We have continued to hold industry committee meetings, such as the Industry-Wide Labor-Management Safety Committee, Curriculum Development Team, Joint Apprenticeship Committee, and others via Zoom.

**In-Person Training Extensions and Deadline Deferrals**

Given our facility closure on March 14, 2020, we are granting training deadline deferrals to individuals with expired or past-due in-person training deadlines, with different deferral parameters depending on whether the training was for Refresher (or Recertification) Training or initial training:

- **Refresher Training** — If an individual’s last in-person Refresher Training deadline expired within 14 months of our facility closure (e.g., if the deadline expired in November 2019), the deadline will be deferred. However, if an individual’s last in-person Refresher Training deadline expired more than 14 months prior to our facility closure (e.g., if the deadline expired in November 2018), the deadline will not be deferred.

- **Initial In-Person Training** — Similarly, if an individual’s initial in-person training deadline expired within 3 months of our facility closure, the deadline will be deferred, but if the initial in-person training deadline expired more than 3 months prior to our closure, it will not be deferred.

° Under both scenarios above (Refresher and initial training), the online portion of a blended course (courses that include both in-person and online portions) must have been completed on or after January 14, 2020 in order to qualify for the deadline deferral.
(CONT.) In-Person Training Extensions and Deadline Deferrals

- Note that, for blended courses, any in-person training deadlines that occurred after our facility closure (i.e., on or after March 14, 2020) are being extended. Finally, for blended courses, the time frame to complete the in-person portion has also been extended so that credit for completing the online portion will not expire during our closure.

All of these deadline deferrals or extensions are automatic. Individuals whose in-person training deadlines are deferred or extended under this policy will not appear “red” on the Online Roster, but the expiration date of their in-person training will appear highlighted in yellow.

Electronic Preference Option

In June, we launched an electronic communication system to limit physical mailings and give individuals the option to select email as their preferred method of communication from Contract Services via their Portal Account.

New 6-Month Training Window

Given the difficulty some individuals in certain classifications face in renewing required documents (e.g., driver license or medical card), individuals with an expired document now have a 6-month window in which they may continue to access required training from the date the document(s) expires.

Driver-Specific Updates

Recently, the bargaining parties have agreed to forgive time tolled for driver licenses (DLs) and/or Medical Examiner’s Certificates (MECs) that expired on and after 03/01/20, but prior to 09/30/20, as long as the affected individual submits a copy of their updated DL and/or MEC to Contract Services on or before 10/31/20. This relief does not apply to DLs and/or MECs that expired prior to 03/01/20 or after 09/30/20.

If you have not provided Contract Service a copy of your updated DL, you can request a copy of your extension paperwork from the DMV and provide a copy to us, or you can use the online renewal system to renew your license at https://www.dmv.ca.gov/portal/driver-licenses-identification-cards/driver-license-id-card-online-renewal/.

If you need to update your MEC, you may see the health provider of your choice, if they are listed on the National Registry of Certified Medical Examiners (https://nationalregistry.fmcsa.dot.gov). If you need assistance finding a facility for your exam, please contact the Substance Testing Program at testing@csatf.org, or call 818.565.0550 ext. 1140.

If you have any further questions, email the roster specialist at roster399@csatf.org, or call 818.565.0550, ext. 1114.

Suspension of Form I-9 Processing

To reduce the amount of paperwork passed between individuals submitting Form I-9 paperwork and Contract Services’ staff, as of April 1, 2020, we are no longer processing Form I-9 documents.

General Note About Our Operations

We are continuing to perform many administrative functions during this time with a significant portion of our staff working remotely from home. The contact list below provides information for various departments. We will review and respond to inquiries as soon as possible, but please understand there may be a delay given the demands on available staff.

Our website and individuals’ Portal Accounts will be regularly updated with the latest on the closure. Click here to access your Portal Account.
# COVID-19 RESPONSE

## Contract Services Contact Information:
818.565.0550 ext. 1100 • 818.847.0040 ext. 1200 (Training)

## Department Contact Information:

<table>
<thead>
<tr>
<th>Services</th>
<th>Email</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td><a href="mailto:reception@csatf.org">reception@csatf.org</a></td>
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<tr>
<td>Rosters &amp; Lists</td>
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<td><a href="mailto:training@csatf.org">training@csatf.org</a></td>
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<td>Training Extensions &amp; Stipend Inquiries</td>
<td><a href="mailto:extensions.safetypass@csatf.org">extensions.safetypass@csatf.org</a></td>
<td>1240</td>
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<tr>
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<td>Substance Testing Program</td>
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<td>1030</td>
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Last updated: November 3, 2020