



COVID-19 Policy for Imagination worksites in North America

Imagination The Americas Inc.

Integrated Management System (IMS)

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1. Introduction and Policy Scope

Imagination The Americas Inc. (“Imagination”) is committed to providing a safe and healthy environment for all persons working on Imagination worksites. The purpose of this Policy is to set out Imagination’s multi-layered approach to minimizing the risk of transmission of COVID-19 at our North American worksites.

This policy applies to all Imagination worksites and to all Imagination suppliers and those suppliers’ personnel and Imagination freelancers who receive purchase orders from Imagination. An ‘Imagination worksite’ includes but is not limited to; the XR Studio, Imagination’s offices, an Imagination client’s office or facility, an event site, a venue, air travel to an Imagination worksite, event vehicles are driven at an Imagination worksite, event accommodation or any location Imagination requests you to attend.

2. COVID-19 Vaccinations

Imagination requires all persons working on an Imagination worksite to have a full course of an approved FDA COVID-19 vaccine no later than October 10, 2021, and to be considered to be “fully vaccinated” no later than October 24, 2021, to be able to work on an Imagination worksite.

“Fully vaccinated” is when it has been at least two weeks since receiving the final dose, as recommended by the manufacturer, of a COVID-19 vaccine that has been authorized by the FDA for use in the United States.

Individuals must keep their vaccination status up to date as guided by the FDA, based on their eligibility to receive available booster shots.

For those who wish not to comply with the above vaccination requirement, you are not permitted to work on an Imagination worksite.

Imagination may require proof of vaccination upon request at any time, and a digital copy of your vaccination card is available to be shown to an Imagination representative immediately on request.

Prior to October 24, 2021, Imagination reserves the right to only permit “fully vaccinated” persons for COVID-19 onto an Imagination worksite, and this will be communicated by your Imagination manager on a project-by-project basis.

3. COVID-19 Screening and Testing

Imagination reserves the right to conduct a health screening at the entry of an Imagination worksite for COVID-19 symptoms. Additionally, we reserve the right to ask you questions about your health in relation to COVID-19 symptoms, if you have been exposed to anyone who has been recently diagnosed with COVID-19 and your past travel history prior to you arriving on-site at any time.

Imagination reserves the right to request that you take a COVID-19 test before going to an Imagination worksite and Imagination will advise ahead of time if this is required. This will be determined on a project-by-project basis.



4. Symptomatic Staff

Imagination reserves the right to deny entry to an Imagination worksite if you display or tell us you have symptoms of COVID-19. We expect that all persons monitor their own health status for COVID-19 symptoms on a daily basis. If you have COVID-19 symptoms as designated by the CDC, you must not present to an Imagination worksite until you receive and show evidence of a negative PCR COVID-19 test. It is recommended that you follow the CDC, and State guidance for self-isolation. This requirement applies to all persons including those who have been “fully vaccinated”.

5. Face Masks

Imagination requires all persons working on an Imagination worksite to wear a face mask while working indoors. With the exception of private offices, meeting rooms, assigned desks or when eating or drinking.

Talent and presenters do not need to wear a face mask indoors or outdoors when presenting and performing as long as they can maintain 6 feet distance from others.

For those who choose to wear a face shield, a face mask must be worn under the shield. Any person required to get in close proximity to others, (e.g but not limited to makeup artists, radio microphone technicians) should wear a face shield in addition to a face mask when in such close proximity to others.

6. Social distancing

Imagination requires all persons to maintain at least 6 feet of social distancing. Where you are working outdoors, and you cannot maintain 6ft social distancing then a mask must be worn.

7. Variations to this policy

Imagination reserves the right to change this Policy at any time at our discretion and may consider variations in exceptional circumstances.

8. Your obligation to comply with this policy

By providing services to Imagination under an Imagination purchase order, you are operating under either our standard Purchase Order [Terms and Conditions](#) or a signed Master Agreement for the supply of services (MSA) which requires that you comply with all of Imagination’s health and safety regulations, directives and procedures notified to you. Compliance with this policy is a condition of your agreement to supply services to Imagination and any failure to comply with this Imagination The Americas COVID-19 Policy may constitute a breach of your agreement with Imagination.

9. Who to speak to

Questions relating to this Imagination COVID-19 Policy should be first raised directly with a member of the Imagination The Americas Inc. management team. Your normal Imagination manager can provide the contact details of the relevant management team member on request.