

As many of you are already aware, we received word that a crew member who works with our partner studio, Cinespace Chicago Film Studios, has tested positive for COVID-19.

The safety of our cast and crew is our top priority, and we are working closely with our medical experts and public health officials to ensure best practices. Tonight, we are taking the necessary precaution of performing a deep cleaning of the set as well as all common areas. This sanitization process will enable us to safely continue production as planned. In addition, we will be scheduling a similar deep clean procedure several times each week moving forward.

However, if anyone is not feeling well:

- Please do not come to work
- Alert your line producer or department head
- Work directly with your medical provider for next steps

If you fall into a [high-risk category](#), and/or have a specific personal health concern and want to discuss your work schedule, you can reach out to your direct manager or feel free to contact Robert Borzych from our HR team at (818) 777-4180.

In addition, Illinois has set up a coronavirus hotline number to help address any specific questions/concerns related to the illness: (800) 899-3931.

As a reminder, below are basic guidelines to help all of us stay healthy year-round:

- Wash your hands for at least 20 seconds or use alcohol-based hand sanitizers regularly (minimum concentration of 60% ethanol or isopropanol).
- Avoid touching your eyes, nose and mouth -- they are direct entry points for viruses. Use a tissue or wash your hands first.
- Encourage friends, family and coworkers to stay home if they have flu-like symptoms.

We know that this is an uncertain time, and we appreciate your partnership in staying calm and keeping everyone safe and healthy at work.

Thank you,  
Universal Television Production Services