

As States Reopen, Stay Vigilant

May 20, 2020



As the weather improves, summer approaches and states begin to reopen, please be mindful that the COVID-19 health emergency is still very present. It's important to stay vigilant to prevent the spread of this infectious disease. You should follow the recommendations made by the Centers for Disease Control and Prevention (CDC) that include thorough hand washing, social distancing, wearing masks, avoiding crowds and cleaning surfaces with disinfectant. And continue complying with the company's health and safety guidelines in place for your protection.

Self-temperature checks

Employees are required to take their temperature at home prior to leaving for work. If their temperature is:

- Below 100.4°F, proceed to work as usual.
- **At or above 100.4°F, stay home** and contact your supervisor or your local HR representative, follow up with your primary care physician, and complete the [Medical Illness Screening Form](#). (See sidebar.)

Please remember that fever is not the only symptom that could indicate a serious respiratory illness like COVID-19. Any employee who has experienced a fever (100.4°F or higher), cough, chills, sore throat, shortness of breath, headache, or other symptoms indicative of COVID-19 within the last 24-48 hours **should stay home**. Then, contact their supervisor or local HR representative, and follow up with their primary care physician. In addition, the employee must notify Corporate Health and Safety's FirstEnergy Reporting Center by completing the [Medical Illness Screening Form](#).

Testing

Now that local pharmacies and urgent care facilities are offering COVID-19 testing to individuals exhibiting symptoms, employees who test positive – whether working remotely or at a work location – should **stay home**, follow up with their physician, contact their supervisor or local Human Resources representative and notify the FirstEnergy Reporting Center. (See sidebar.)

Masks

Wearing masks is intended to help prevent individuals who have COVID-19 and lack symptoms – or are asymptomatic – from spreading the disease to others.

A face mask must be worn by employees while working in and around FirstEnergy service centers, office buildings and on job sites, with a number of exceptions. Face coverings are required for all employees, unless:

- An employee in a particular position is prohibited by a law or regulation from wearing a face covering while on the job
- Wearing a face covering on the job is against documented industry best practices
- Wearing a face covering is not advisable for health purposes
- Wearing a face covering is a violation of a company's safety policies
- There is a practical reason a face covering cannot be worn by an employee
- An employee is working alone in the following situations:
 - In the cab of a vehicle
 - In right of ways or remote areas with practically no chance of interacting with others
 - In the bucket of a utility truck
- In a personal workspace or work site where others cannot freely enter
- In the office at a workspace where social distancing can be maintained – however, a mask must be worn at all other times when social distancing may not be assured, like entering and exiting the building, walking down hallways, riding an elevator, etc.

To contact Corporate Health and Safety's FirstEnergy Reporting Center, complete in detail the [Medical Illness Screening Form](#) and submit the form using the link provided. You may also access the Medical Illness Screening form through the [Coronavirus SharePoint](#) site on the FirstEnergy portal or the external My First Rewards website which can be accessed at www.myfirstrewards.com. You can also send an email to corporatehealthandsafety@firstenergycorp.com or call **888-888-9108**. **The phone number is staffed on Monday-Friday, 8 a.m.-5 p.m.** If calling outside normal business hours or during times of high call volume, please leave a message.

Employees who have purchased or made their own masks may choose to wear them while working. Otherwise, a mask will be provided. Employees performing work on energized facilities may only wear masks that are FR-rated. Some employees have suggested making a mask using FR-rated clothing, like an old FR-shirt.

Anyone in need of a mask should ask their supervisor. Supervisors in need of masks or other supplies such as gloves, sanitizers and disinfectants, can place an order by sending an email to Medicalsupplyrequests@firstenergycorp.com.

Travel

Business travel within the FirstEnergy organization that is deemed essential by the work group requires approval by the business unit's director. Regular and ongoing essential business travel (such as travel to access a work/project location) would only need approval by the director once unless circumstances change. Essential business travel outside the FirstEnergy organization – such as an industry conference or training, for example – requires approval from the group's vice president.

Relative to personal travel, employees should respect travel advisories issued by their state and the CDC and take appropriate precautions. Anyone returning from domestic travel who experiences symptoms or who has close contact or exposure to respiratory illness such as COVID-19 or influenza must contact the FirstEnergy Reporting Center before returning to work. Anyone who has returned from international travel – including cruises – in the past 14 days should contact the FirstEnergy Reporting Center, if you haven't already. This also applies if any member of your household has traveled internationally.

Visitors

FirstEnergy buildings and facilities are limited to "business-critical" vendors and visitors only, as determined by your business unit. All business-critical vendors and visitors entering FirstEnergy properties must be approved at the director level. Approval is necessary one time for recurring visits, unless circumstances change. Once

approved, business-critical vendors are permitted to carry out their normal course of work. When possible, all meetings with vendors should be conducted as virtual meetings.

Employees can find additional information on the company's response to COVID-19 on the *FirstEnergy Today* portal, the [Corporate Health & Safety SharePoint](#) site or [MyFirstRewards.com](https://myfirstrewards.com). Please print and post important information for employees who do not access the portal routinely.