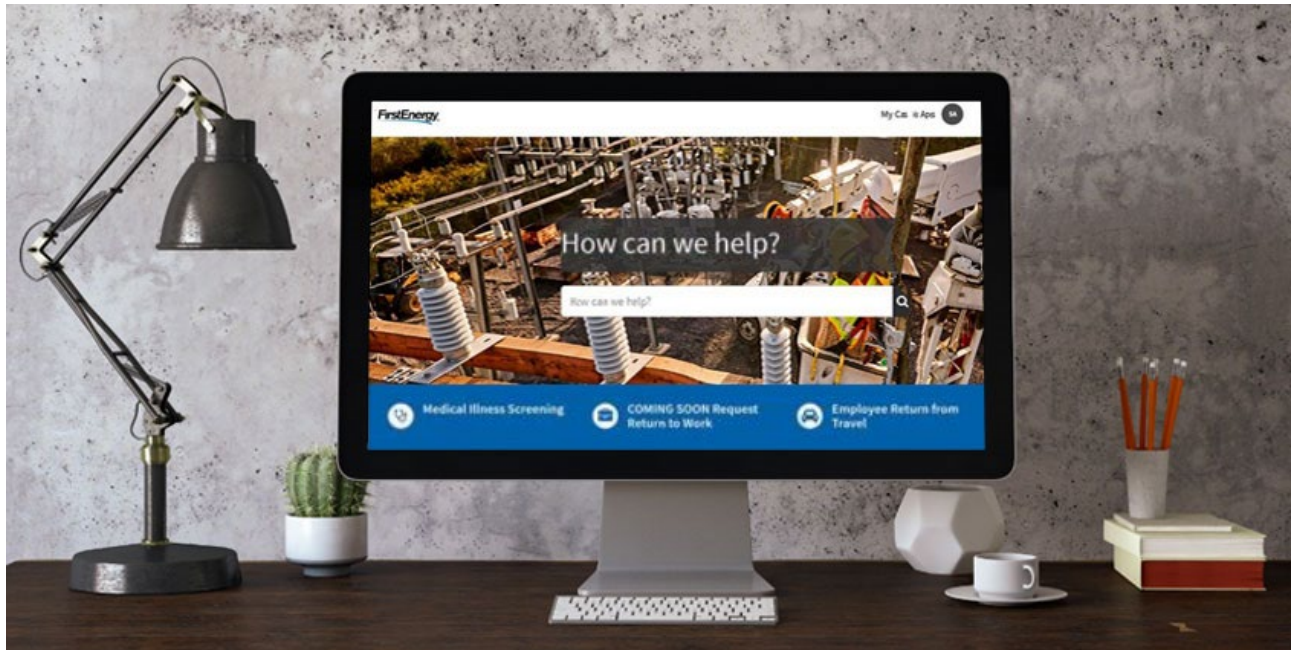


## Introducing the Safe Workplace Tool

Sep 14, 2020

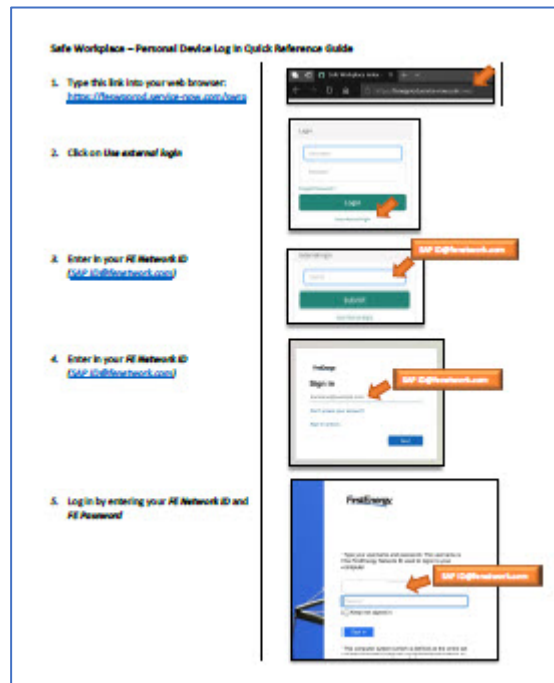


A new tool, Safe Workplace from ServiceNow, is now available to automate forms, streamline workflows and simplify approval processes related to COVID-19. Safe Workplace provides a user-friendly way for employees to submit COVID-19 related information and requests – including the Medical Illness Screening form and the Employee Return from Travel form – and will soon play a key role in the careful planning and implementation of workplace return plans.

As an added bonus, employees can access the site on their FirstEnergy devices as well as their personal devices. Simply find the link on FirstEnergy's Launchpad app, on the *FirstEnergy Today* portal home page or in the coronavirus section of the [Corporate Health and Safety SharePoint site](#) and [MyFirstRewards.com](#). If using a personal device, type <https://feswpprod.service-now.com/swrp> in your browser and log in using your FE Network log in (SAPID@fenetwork.com and password).

### Medical Illness Screening Form

The company continues to be vigilant in both monitoring the spread of COVID-19 and thoroughly assessing employees who exhibit COVID-19 symptoms. Any employee who is experiencing COVID-19 symptoms or who has come in close contact\* with someone diagnosed with COVID-19 should complete the Medical Illness Screening Form. A nurse case manager or HR representative will contact the employee as soon as possible to discuss their medical condition or concerns.



*Click for larger view of personal device login instructions.*

Employees who create a case in the system by submitting a Medical Illness Screening form or other type of request are able to access their case to add new information or view the status of their requests. In addition, supervisors will be automatically notified when items require their review or decision. Be assured that an employee's medical information is strictly confidential and will not be visible to the employee's supervisor.

### **Employee Return from Travel, Includes International and Domestic Travel\*\***

Also, on the Safe Workplace site, an employee returning home from personal travel can quickly step through the appropriate questions to determine if they are safe to return to work. Remember, due to the ongoing presence of COVID-19, all FirstEnergy employees who have engaged in personal travel are required to follow FirstEnergy's [travel protocol](#) and discuss their travel plans with their supervisor prior to leaving. **This requirement does not apply to employees returning from work- or business-related travel.**

The protocol provides employees a resource to review current federal/state travel alerts, requirements and restrictions – and an awareness of the Employee Return from Travel form that must be completed at least 24 hours before returning to work. This form should be completed by all employees travelling for personal reasons – even those who are currently working from home.

**It's important to note** that while the risk for contracting COVID-19 in most countries continues to be high, the CDC has removed the mandatory 14-day quarantine for anyone returning from international travel. Employees who travel internationally must follow FirstEnergy's personal travel protocol, which has been in place for employees returning from domestic travel. However, the CDC continues to require a 14-day quarantine for anyone returning from a cruise or river voyage.

To access the [travel protocol](#), and review the information on international travel, visit the coronavirus page on the [Corporate Health & Safety SharePoint site](#) or [MyFirstRewards.com](#).

### **Request Return to Work**

The Workplace Return date for employees who are working from home is currently no sooner than Jan. 11, 2021. However, some employees have a personal or business-related need to return to the workplace sooner. In a few weeks, the Safe Workplace platform will also accommodate these requests. In the meantime, a manual process remains available for such requests. Contact your local HR representative for assistance. More information will be provided as the automated process to request to return to the workplace early is completed.

The Workplace Return Guide is being updated to reflect these changes.

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](#). Please print and post important information for employees who do not access the portal routinely.

*\*Close contact is defined as an individual who is living with or working with another individual who has an active coronavirus illness within 6 feet and for a prolonged period of time (two or more continuous hours). This type of contact increases the risk of the illness spreading.*

*\*\*International or Domestic travel is defined as a trip that is longer than 48 hours to a destination or region outside the borders of the United States or your home state.*