

Workplace Return Guide

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KEEPING EMPLOYEES HEALTHY AND SAFE

Throughout the COVID-19 health emergency, the Workplace Return Team and Business Continuity Management team (BCM) have implemented protocols to protect employees' health and safety. The [Workplace Return Guide](#) details the preventive measures that have been put into place for employees who have been working in the field since this health emergency began, as well as the additional health and safety protocols necessary for all work locations as employees begin returning to the workplace in the future.

The guide is based on four pillars – Safe Social Distancing, Cleaning, Health Checks and Corporate Requirements and explains what all employees are required to do to help keep themselves and their coworkers healthy and safe. All measures, protocols and requirements meet or exceed federal, state and local policies as well as guidance from the Centers for Disease Control and Prevention (CDC). In addition, you'll learn about Workplace Return Kits that include items such as masks and cleaning supplies that all employees will receive.

Educational opportunities will be provided to help you become acquainted with all of these measures, to ensure a smooth transition to the workplace.

In addition, signs are placed in facilities throughout the company to help remind employees and contractors of our safety guidelines related to social distancing, meeting room capacities, sanitization, daily health checks and masks.

The Workplace Return Guide can be found on the *FirstEnergy Today* portal, the [Corporate Health & Safety SharePoint](#) site or [MyFirstRewards.com](#). Check the FirstEnergy Today portal regularly for any updates that are made to this guide as the situation evolves.