

Workplace Safety Reminders

Jan 27, 2021



Only employees who have a business need and approval from their supervisor and department vice president should be reporting to company work locations through the June 1, 2021. (Currently, the earliest workplace return date for employees working from home.) Occasionally, you may have a need or short-term project that requires a trip to the office. Before leaving your home, please be sure to do the following:

1. Discuss the business need with your supervisor.
2. Perform a self-health check by answering the following:
 - Is your temperature 100.4°F or higher?
 - Do you currently have: Fever or chills, cough, muscle aches, fatigue, difficulty breathing, sore throat, loss of taste or smell?
 - In the last 14 days, have you had contact with a person diagnosed with COVID-19?
 - Have you been on a cruise or river voyage in the past 14 days?

If you answered yes to any of the above questions, do not report to a work location. Be sure to submit a [Medical Illness Screening Form](#) or contact the FirstEnergy Reporting Center Hotline at 888-888-9108 and notify your supervisor.

When you're approved to visit a work location, remember the following protocols:

- Wear a mask at all times in common areas such as elevators, stairwells, break rooms and hallways. (Masks are not required when working alone at your workstation, unless remaining six feet from others is not possible.) Mask guidelines vary by state. Check [here](#) for the most up-to-date information.

- Follow social-distance floor markings.
- Wash your hands frequently and use hand sanitizer when soap and water are not available.
- Clean/sanitize your workspace before leaving. (Cleaning supplies, masks, hand sanitizer and gloves are available throughout work facilities. If additional supplies are needed, supervisors can order through the [Medical Supply Request Form](#).)

These preventive measures and protocols – which meet or exceed federal, state and local policies, as well as guidance from the Centers for Disease Control and Prevention (CDC) – are in place to enable business operations to continue in a safe, healthy and productive manner.

Employees can find 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.