

Coronavirus (COVID-19) Guidelines for Suppliers & Vendors

Updated: March 17, 2020

Southern Company's primary value is Safety First. We are committed to the safety, health and well-being of employees, business partners and the public. Southern Company has enacted precautions and restrictions related to the coronavirus (COVID-19) that apply to both our system employees and all suppliers and contractors who access our facilities.

This page provides our suppliers and vendors, including those who furnish contractor workers to the Southern Company system, with the latest precautions and requirements related to our response to COVID-19.

Refer regularly to this page for the latest updates and information. It is our primary communication method for suppliers and vendors about COVID-19 preparations.

Telecommuting & company facilities

- As a preventative measure, Southern Company has directed system employees who can perform their responsibilities remotely to begin teleworking until further notice.
- Access to Southern Company facilities is generally limited to those performing business-critical functions.
- Suppliers and contractors should communicate with their Southern Company contact regarding specific direction and reporting instructions.

If you and/or your employees work on-site at any Southern Company entity facility for any reason, the following requirements apply:

- If any of your employees who access a Southern Company facility or a member of their household has been diagnosed with COVID-19, immediately notify Southern Company's HR Direct Service Center at (888) 678-6787.
- Cancel or suspend business travel to and from areas with widespread or ongoing community spread of COVID-19 (Level 3 Travel Health Notice). Originally consisting of China, Iran, Italy and South Korea, the Level 3 designation has been expanded to include virtually all of Europe. There are now a total of 32 Level 3 Health Notice Countries:
 - Austria, Belgium, China, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Iran, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Monaco, San Marino and Vatican City.

- Those returning (or those with a household member returning) from either business or personal travel to a Level 3 country must stay home for 14 days and avoid contact with others. This includes anyone who has returned from Level 3 countries in the last 14 days.
 - After returning from a Level 3 country, you must contact your employer and Southern Company entity on-site point of contact before returning to work. Southern Company may engage our Disability Management/Medical Health Services teams before clearing a non-employee to return to the site.
- Limit business travel to those trips that are critical to the function of our business.
- Non-employees and contractors are encouraged to report the location and travel dates of any personal international travel in the last two weeks (including international travel by household members) as well as any planned 2020 travel to a Level 3 country. To report this information, contact Southern Company's HR Direct Service Center at (888) 678-6787.
- At this time, it is still business as usual. We expect meetings will continue to occur. However, any meeting that can effectively be held virtually via conference call, video conference or similar means should be. Large groupings of workers are discouraged.
- As with travel, use your best judgement in evaluating participation in large gatherings.

The following requirements apply to all suppliers and contractors who access our facilities:

- Non-employee workers returning (or non-employee workers with a household member returning) from either business or personal travel to a Level 3 country must stay home for 14 days and avoid contact with others. This includes anyone who has returned from Level 3 countries in the last 14 days.
 - Before returning to work, these non-employee workers must contact their employer and their Southern Company entity on-site point of contact. Southern Company may engage Disability Management/Medical Health Services before clearing a non-employee to return to the site.
- Non-employees are advised to report the location and travel dates of any personal international travel in the last two weeks (including international travel by household members) as well as any planned 2020 travel to a Level 3 country.

Submit invoices via email & utilize electronic payments

Suppliers and vendors are encouraged to submit invoices electronically instead of via U.S. mail. Additionally, consider utilizing electronic payments instead of receiving paper checks. Refer to separate communication sent March 16 for details. Contact SUPPLIERMAINTENANCE@southernco.com with questions.

Industrial Hygiene

We are increasing the cleaning of high-touch areas for sanitation at all Southern Company facilities.

Reminder of Personal Hygiene Measures

In addition to the restrictions above, individuals assigned to work at a Southern Company entity should observe the following [CDC recommendations](#) on personal hygiene:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water aren't available use a hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw it in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Stay home if you are sick and avoid contact with others as much as possible.

Social Distancing

Consistent with the recommendations from the CDC, these social-distancing strategies are encouraged:

- Gatherings of large groupings of individuals are discouraged. Meetings that can be effectively performed via telephone rather than in-person should be.
- Avoid close contact with other workers and the public. Avoid shaking hands, hugs, etc.
- When sensible, maintain a six-foot distance from others.

Thank you for supporting and cooperating with these efforts to keep our sites safe. You are a valued business partner and we value your well-being.

Contact for Suppliers and Vendors

Email questions or concerns to G2SCMINRES@southernco.com.

The request for compliance with these guidelines does not modify terms and conditions in governing contracts, including payment terms.