

Coronavirus (COVID-19) Guidelines for Contractors & Vendors

Updated June 25, 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. The company continues to implement appropriate measures in alignment with recommendations from the Centers for Disease Control and Prevention. Southern Company has enacted precautions and restrictions related to the coronavirus (COVID-19) that apply to both Southern Company employees and all contractor and vendor employees and contractors who access our facilities, including a phased approach for responsible reentry to the workplace.

This page provides our contractors 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. Contract workers assigned to a Southern Company worksite or facility should communicate with their Southern Company on-site point of contact to receive additional information regarding the company's reentry guidelines.

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

Responsible Reentry

With our core value of Safety First in mind, we are following our Responsible Reentry Playbook that provides support and guidance during our eventual transition back to normal business operations.

- Our phased approach to reentry is based on internal and external triggers that are intended to ensure safety and health. The timing for each phase will be based on data. The precise timing could be different based on a variety of local factors for each Southern Company subsidiary and for specific work groups within each company
- Our approach will be responsible, measured and flexible, considering a variety of internal and external criteria. This includes guidance from the Responsible Reentry Committee, the federal government and the states in which we operate. Each phase of reentry will be implemented only after a thorough assessment of the circumstances during and between phases.

Telecommuting & Company Facilities

- As a preventative measure, Southern Company has directed its employees who can perform their responsibilities remotely to continue teleworking until further notice.
- Access to Southern Company facilities is generally limited to those performing business-critical functions.
- Many states and cities have issued stay-at-home or shelter-in-place orders. Comply with and follow any state or city stay-at-home or shelter-in-place orders applicable to your location.
- Contractors and vendors should communicate with their Southern Company contact regarding specific direction and reporting instructions.

If you and/or your employees work on-site at or access any Southern Company entity facility or worksite 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, is suspected to be positive for COVID-19, or has been exposed to or in close contact with a COVID-19 case, immediately notify your Southern Company point of contact.
- Seek guidance from your Southern Company contact in evaluating travel needs so that business travel is limited to those trips that are critical to business functions.
- Any meeting that can effectively be held virtually via conference call, video conference or similar means should be. Large groupings of individuals should be avoided.
- Those returning (or those with a household member returning) from any international travel in the past 14 days are asked to stay home and instructed not to report to a Southern Company facility or worksite for 14 days and avoid contact with others. Those impacted should monitor their health and notify their supervisor immediately if symptoms develop so that this information can be communicated to the Southern Company point of contact. An [online self-screening form](#) is available to complete prior to reporting to work.
 - Non-employee workers should report the location and travel dates of any personal international travel in the past 14 days (including international travel by household members) as well as any planned 2020 travel to any international destination. To report this information, contact your Southern Company point of contact.
 - Before returning to a Southern Company facility or worksite, these non-employee workers must contact their employer, who then will coordinate the non-employee worker's return with the Southern Company on-site point of contact. Southern Company may engage Disability Management/Medical Health Services before clearing a non-employee to return to the site.

Facial coverings guidance updated by CDC

The CDC has released [updated guidance](#) related to the wearing of facial coverings in settings where social distancing measures cannot be effectively maintained, such as elevators, hallways, restrooms, break areas and other common spaces. Contractor and vendor employees are encouraged to wear face coverings in these circumstances, as well as when entering buildings where social distancing is not possible. Additionally, contractor and vendor employees should be aware of and follow local, state, and city requirements related to facial coverings. The company continues to implement appropriate measures to help ensure the safety of employees in alignment with CDC recommendations. This includes guidance on appropriate usage of facial coverings for workers who perform on-site and in-field functions where social distancing is difficult to maintain. You will note that the wearing of facial coverings is designed primarily to prevent infected individuals from spreading the virus to others, and not for the protection of the wearer.

Contractors and vendors should review and reinforce facial covering measures with their employees.

Industrial Hygiene

We are increasing the cleaning of high-touch areas for sanitation at all Southern Company facilities. Contractors and vendors should implement similar measures, including cleaning and sanitizing common touchpoints and tools used at Southern Company facilities and worksites. Effective cleaning and sanitizing products include household disinfectant wipes, diluted bleach solutions, alcohol solutions with at least 70% alcohol, and EPA-registered disinfectants.

Reminder of Personal Hygiene Measures

In addition to the restrictions above, individuals assigned to work at a Southern Company facility or worksite 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 are not available use a hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid touching things with your open hand unless absolutely necessary, especially things that others have frequently touched (elevator buttons, doorknobs, etc.). If you must touch such items, use a barrier, if possible.
- Cover your cough or sneeze with a tissue, then throw it in the trash. If you do not have a tissue, cough into your sleeve.
- Refrain from hugging, shaking hands and other forms of physical touching.
- 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.

Contractors and vendors should review and reinforce personal hygiene measures with their employees.

Social Distancing

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

- Stay 6 feet away from others as a normal practice.
- Avoid shaking hands, hugs, etc.
- Avoid sharing equipment or disinfect in between use.
- Avoid touching surfaces touched by others.
- Be aware of distances in elevators, conference rooms, cafeterias, hallways and other common areas.
- Avoid gatherings of large groupings of individuals. Meetings that can be effectively performed via telephone rather than in person should be.

Contractors and vendors should review and reinforce social distancing measures with their employees.

Self-Screening Protocols

- Before entering a Southern Company facility or worksite, contractor and vendor employees should perform a self-assessment by answering the following questions:
 - Do you have one or more of the following symptoms that is unusual for you: fever (temperature of 100.4°F or greater) or feel feverish; cough; shortness of breath/difficulty breathing; chills; repeated shaking with chills; muscle pain; headache; sore throat; loss of taste or smell; general unwell feeling?
 - Are you treating fever, aches, and/or pains with prescription or over-the-counter fever/pain reducers, such as Tylenol, Aleve, Motrin, acetaminophen, naproxen sodium, ibuprofen, etc.?
 - Are you treating a cough with prescription or over-the-counter cough suppressants, such as Robitussin, Delsym, etc.?
 - Have you had any close contact with anyone who has within the last 14 days been suspected of having or diagnosed with COVID-19?
 - Have you traveled internationally in the past 14 days?
 - Are you currently infected with COVID-19?

If the employee answers "yes" to any of these questions, they should be instructed NOT report to work AND to immediately call their supervisor so that the Southern Company point of contact can be notified.

- Online health screening forms are available to complete at home prior to reporting to work at a Southern Company facility or worksite and/or to complete, if needed, while at work at a company facility or worksite. From a workstation, laptop, tablet or smartphone with an internet connection, navigate to <http://tiny.sc/covid19>. Contractor and vendor employees should select "external forms" and choose the "home" or "on-the-job" form, as appropriate. If results indicate possible COVID-19 symptoms, users will be directed not to report to work AND to immediately call their supervisor to report the results.

Reporting and Responding to COVID-19 Diagnoses and Exposure

If one of your employees who works at or has accessed a Southern Company facility or worksite exhibits COVID-19 symptoms, has been diagnosed with or is suspected to be positive for COVID-19, or has had close contact with or exposure to others with COVID-19, immediately notify your Southern Company point of contact. That employee must be removed from the worksite immediately and must not return to the worksite until cleared by your Southern Company contact.

- Symptoms related to a positive COVID-19 diagnosis include fever (temperature of 100.4°F or greater), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and general unwell feeling. This list is not all-inclusive, and you should refer to the CDC for more information.
- The CDC defines close contact or exposure as being within approximately 6 feet of a COVID-19 case for a prolonged period of time (greater than 10 minutes) or having direct contact with infectious secretions of a COVID-19 case (for example, being coughed on).

Submit invoices and formal contractual documents via email & utilize electronic payments

- Contractors 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.
- A copy of any formal contractual notices and communications that you send to us via regular mail, facsimile or courier or delivery service (e.g., UPS or FedEx) should also be sent via email to G2SCMINRES@southernco.com or to your Southern Company Supply Chain Management contact.

New Sourcing and Supplier Information System

- Southern Company is implementing a new sourcing and supplier information system – SMART by GEP – on June 19, 2020. The sourcing functionality of SMART by GEP will replace the current Southern Company Sourcing tool. Contractors and vendors should have received a separate communication with details and further instructions. Answers to frequently asked questions are available [here](#).
- This new system will be the portal for contractors and vendors to enter and maintain their company information and contacts and to submit bids and other requested information to Southern Company Supply Chain Management. Note: No changes are being made to Southern Company Gas sourcing and supplier processes at this time.

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 Contractors and Vendors

Email questions or concerns to G2SCMINRES@southernco.com.