



COVID Health & Safety Policy

Policy Statement: CPS Energy is committed to providing a work environment that promotes the safety, health and well-being of everyone, in alignment with our *People First* philosophy and Core Values.

Purpose: In response to the Centers for Disease Control and Prevention (CDC) declaration of a COVID-19 pandemic and emergency declarations made by state and local authorities, CPS Energy issues this COVID Health& Safety Policy in order to reduce the potential for the spread of COVID-19 in our workplace.

Scope: This Policy applies to all CPS Energy employees in their interactions with coworkers, vendors, contractors, customers, or other stakeholders of CPS Energy at company property, facilities, workplace and/or while engaged in CPS Energy business in the community. This policy will remain in effect until CPS Energy determines that the threat to our community from COVID-19 has subsided, based on guidance from the CDC, federal, state, and local authorities.

Health & Safety Behavior Expected: All CPS Energy employees are instructed to engage in and maintain protective conduct and practices (e.g., wear face coverings, practice social distancing), as public-health protection measure meant to reduce and slow transmission of COVID-19. Employees are expected to follow the conduct and practices identified below:

Meetings	Minimize in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.
In-Person Meetings	When necessary, in-person meetings should be brief in duration, held in a large meeting room or open space where people can maintain a minimum of six feet of distance from each other, consistent with Executive/Emergency Orders from federal, state, and local authorities.
Physical Contact / Social Distancing	Physical contact must be avoided (i.e., shaking hands, fist bumping, elbow bumping, etc.) and employees are expected to maintain a minimum of six feet of distance from others. Employees should not share water bottles, cups, and should take steps to clean tools, vehicles, work areas, etc., in order to prevent the spread of the disease.
Face Coverings	<p>All employees, contractors, and visitors are required to wear a mask or cloth face covering that covers his or her mouth and nose when they are unable to maintain six feet of distance from others while in any community shared, open area of a CPS Energy facility or workplace.</p> <p>Employees who work in their own enclosed space (e.g., their own offices, work stations or vehicles) are permitted to remove their face covering if they are seated alone and are at least six feet away from others.</p>
Travel	Employees must avoid non-essential travel to other work locations or job sites and cancel or postpone non-essential in-person meetings, gatherings, workshops, conferences or training sessions. This should be done in accordance with guidance from the CDC, federal, state and local authorities.



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<p>Travel (cont'd)</p>	<p>All business travel must be approved by a senior chief prior to booking. Business travel will be limited to critical travel for business continuity or reliability.</p> <p>Employees are encouraged to minimize personal travel that will expose them to increased risk, whether through travel method (e.g., airline, public transit), activities (events of more than 50 people) or to/through CDC-identified hotspots for COVID-19. If employees intend to travel outside of the service area for personal travel (beyond their normal commutes), they are required to contact their manager, Occupational Health or People & Culture/their HR Generalist for an assessment of their travel plans to determine whether quarantine will be required before the employee returns to work.</p>
<p>Shared Areas</p>	<p>No more than two people are permitted to ride together in elevators.</p> <p>Employees, contractors, and visitors must not congregate in conference rooms, breakrooms, copy rooms or other areas where people typically socialize. All should maintain six feet of distance from others where possible.</p>
<p>Meals/Breaks</p>	<p>Employees, contractors, and visitors are expected to practice social distancing even on meal breaks, positioning themselves at least 6 feet from others in- or outside. Employees are expected to avoid crowded restaurants on meal breaks.</p>
<p>Public & Shared Transportation</p>	<p>When riding with others in a company or personal vehicle on CPS Energy business, employees, contractors, and visitors must wear face coverings at all times.</p> <p>When engaged in personal travel, employees are encouraged to wear face coverings at any time they are riding in vehicles with any people who are not members of their immediate household.</p> <p>Employees are encouraged to avoid or minimize public and shared transportation if possible, or if not possible, focus on maintaining social distancing and use of face coverings for protection.</p>
<p>How Employees Can Keep CPS Energy's Work Environment Safe</p>	<p>Given the critical nature of our workforce to the support of our community, employees are encouraged to limit or avoid recreational or other leisure gatherings, meetings, activities, etc., where close contact with others is likely or unavoidable.</p> <p>If an employee attends a public event or visits a public place where there is a significant chance of exposure due to the size of the crowd or other factors, he/she should first contact his/her manager, Occupational Health or People & Culture HR Generalist for screening and guidance before returning to work.</p>
<p>Duty to Report Exposure / Positive Test</p>	<p>Employees are expected to report to their managers, Occupational Health or People & Culture if they receive a positive COVID-19 test result, OR if they have been exposed to someone who is believed to have COVID-19. Managers are required to report this information to Occupational Health and/or the HR Generalist for follow-up, AND to keep employees' personal health information confidential.</p>



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Workplace	For purposes of this policy, workplace is defined as CPS Energy property, facilities, worksites/job sites, and other areas in the community where employees are engaged in CPS Energy business.
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Reporting Suspected Violations: All suspected, actual or potential violations of this Policy should be immediately reported to any of the following individuals:

- Supervisor (If the alleged offender is your supervisor, report the behavior immediately to any of the other individuals listed.)
- Department or division management
- Any member of HR Employee Relations
- Employee Relations direct line, (210) 353-3996
- CPS Energy Hotline, (888) 255-8144

Management Responsibilities: In addition to the expectations listed above, employees with supervisory, management and/or leadership responsibilities are expected to:

- Promote and encourage compliance with this Policy.
- Promptly address conduct that does not comply with this Policy.
- Model the conduct expected of CPS Energy employees based on this Policy and our Core Values.
- Lead through positive actions and interactions.
- Consult with People & Culture or Occupational Health for assistance when necessary.

Conduct Not In Compliance: Conduct that is not in compliance with this Policy will be addressed appropriately. Responsive actions may include training, coaching (written or verbal), corrective action or termination of employment.

Reviewed and Recommended by:



Lisa D. Lewis
VP, People & Culture

18 June 2020

Date

Approved:



Frank T. Almaraz
Chief Administrative & Business Development Officer

18 June 2020

Date

Policy

Effective Date: June 19, 2020