


COVID-19 Temporary Workplace Wellness and Physical Distancing			
POLICY	Effective Date	June 30, 2020	
	Supersedes	COVID-19 Temporary Workplace Wellness and Physical Distancing (v.1, effective: May 15, 2020)	
	Document ID	EIX-LRC-SAFETY-PL-5	Version 2

POLICY SYNOPSIS

The following temporary workplace wellness and physical distancing requirements are instituted by Edison International and Southern California Edison (collectively, the “Company”) in response to the COVID-19 pandemic to reduce the spread of the virus and protect the health and safety of all employees, supplemental workers, visitors, vendors, and members of the public who engage with Company personnel. Following this policy will have a direct impact on the safety of your colleagues and our families.

1.0 APPLICABILITY

This policy applies to all Company employees whenever conducting work for the Company regardless of location. All visitors and supplemental workers at Company facilities also are expected to follow this policy. Edison Energy employees should refer to the Edison Energy COVID-19 Policy for equivalent guidance.

The Company may amend, supplement, or cease this policy at any time in response to business needs and workplace reentry requirements determined by federal, state, and local health authorities. If you find any conflict between this policy and local law, notify your supervisor/manager, the Edison HelpLine, or the COVID-19 Hotline of the conflict as soon as possible.

If you see or become aware of situations where physical distancing, facial covering requirements, or other practices stated in this policy are not being followed, please speak up immediately and notify your supervisor/manager, the Edison HelpLine at (800) 877-7089 or www.EdisonHelpline.com, or the COVID-19 Hotline at (800) 500-4723.

2.0 POLICY DETAIL

2.1 Coming into the Workplace

2.1.1 Self-Symptoms Check

Before coming to work, you are responsible to self-monitor for symptoms of COVID-19 and recognize possible exposure to others who may have COVID-19. COVID-19 symptoms include but are not limited to:

- a. Cough
- b. Shortness of breath or difficulty breathing
- c. Fever
- d. Chills
- e. Repeated shaking with chills
- f. Muscle pain or body aches
- g. Headache
- h. Sore throat
- i. New loss of taste or smell
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. Eye redness with or without discharge

If you are experiencing any COVID-19 symptoms, do not come to work, and notify your supervisor/manager. You or your supervisor/manager must complete the [COVID-19 Exposure Questionnaire](#), and Edison Safety will contact you with instructions.

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For the most current list of COVID-19 symptoms, refer to the [CDC website](#). Do not discount existing conditions or allergies that may mask COVID-19. These symptoms should be closely observed. When in doubt, please contact your medical provider or [Teladoc](#), (800)Teladoc (835-2362). Teladoc is available 24/7 at no additional cost to Company employees and their covered family members. If you cannot come into work because you show symptoms of COVID-19, you may be asked to telework. If you cannot telework, refer to the [Temporary COVID-19 Related Leave Guidelines](#) regarding available paid time off.

2.1.2 Entering a Company Facility or Reporting to Your Worksite

Before you enter a Company facility or worksite, you must perform a self-symptom check. If you notice or suspect that you have any COVID-19 symptoms, do not enter the facility or report to the worksite and notify your supervisor/manager of your symptoms. You or your supervisor/manager must complete the [COVID-19 Exposure Questionnaire](#), and you must return home immediately. Edison Safety will then contact you with instructions.

Even if you believe you have no COVID-19 symptoms, you may be required to have your temperature taken before entering a Company facility or reporting to a worksite. If your temperature exceeds a prescribed limit, your supervisor/manager will instruct you to go home. You or your supervisor/manager must complete the [COVID-19 Exposure Questionnaire](#). Edison Safety will then contact you with instructions.

2.1.3 Showing Symptoms of Illness While at Work

If you start experiencing COVID-19 symptoms at work, stop work, and notify your supervisor/manager. You or your supervisor/manager must complete the [COVID-19 Exposure Questionnaire](#), and you must return home immediately. Edison Safety will then contact you with instructions.

If you must leave work because you show symptoms of COVID-19, you may be asked to telework. If you cannot telework, refer to the [Temporary COVID-19 Related Leave Guidelines](#) regarding available paid time off.

2.1.4 Protecting Employee Identity

SCE is committed to maintaining the confidentiality of your medical records, and your information will be shared only as required to mitigate the risk of exposure to others. During the declared COVID-19 pandemic, if you are exposed to or test positive for the virus, the following personal information may be shared with your supervisor/manager, the highest-ranking officer of your OU, Edison Safety, and the EIX Managing Committee:

- a. Employee name
- b. Date of positive test/date of exposure
- c. Last work location
- d. Fact of positive test

To communicate with those potentially exposed to COVID-19 in the workplace, the Company may release the following:

- e. Location(s) you visited
- f. Last date you were on-site

Your name will not be disclosed when communicating with others potentially exposed at work.

2.2 Report Exposure or Potential Exposure to Others with COVID-19 Symptoms

Employees who come to work at a Company facility, or plan to have in-person interactions with other employees, customers, or any member of the public for business purposes, must report any exposure or potential exposure to COVID-19 by completing the [COVID-19 Exposure Questionnaire](#) as soon as possible. Edison Safety will contact you with instructions upon receiving the [COVID-19 Exposure Questionnaire](#).

For details and additional information on exposure, refer to the [Temporary Travel and Exposure Prevention Guidelines](#).

2.3 Requirements when Working at Company Facilities

2.3.1 Physical Distancing

Remain six feet away from others to the fullest extent possible, including during break and lunch periods. This includes refraining from handshakes, sharing of devices (e.g., phones, laptops, or tablets), and any physical contact.

The six-foot distancing requirement applies to all spaces in Company facilities, including limiting the number of passengers on elevators at any given time, stairwells, hallways, conference rooms, individual offices, breakrooms, restrooms, cafeterias, and parking lots. You should follow any posted signage or guidelines related to spacing, movement, or entrance and exit routes at Company facilities.

2.3.2 Facial covering

All employees, supplemental workers, and visitors must wear facial coverings while at an SCE facility. A facial covering is always required when:

- a. You are in all common areas at any SCE facility (e.g., in breakrooms, restrooms, elevators, stairwells, cafeterias, hallways, conference rooms, fitness centers, locker rooms, entering and exiting buildings, moving about the facility, etc.)
- b. You are in someone's office or workstation, or another person is in your office or workstation
- c. You are working at a shared workstation, office, or cubicle

A facial covering is not required when:

- d. You are alone in your assigned office, workstation, or working independently in a service center yard, provided you are at least six feet away from others
- e. You are on a rest or meal period and you remain at least six feet away from others

If you need a facial covering, one will be provided by the Company. For information regarding the types of facial coverings available, proper use and care of facial coverings, and how to obtain facial coverings please refer to the [COVID-19 Mandatory Facial Covering Guidelines](#).

2.3.3 Meetings

Absent extenuating circumstances, meetings are to occur electronically. If meetings need to occur in-person, attendees must remain at least six feet apart and wear facial coverings.

If an in-person meeting at any Company facility includes visitors, each non-badged visitor must complete a [Visitor Screening Questionnaire \(in English\)](#) / [Visitor Screening Questionnaire \(en Español\)](#) prior to being permitted on property. Follow the instructions on the Visitor Screening Questionnaire regarding how to complete and submit the form before the meeting.

2.4 Requirements when Working Outside Company Facilities (e.g., in the field)

2.4.1 Physical Distancing

When at a worksite, customer facility, or non-Company facility to conduct work, remain six feet away from others, including during break and lunch periods. This includes refraining from handshakes, sharing of devices (e.g., phones, laptops, or tablets), and any physical contact to the fullest extent possible.

Employees required to report to a worksite, customer facility, or other similar locations should conform to the [COVID-19 Single Occupancy Vehicle Guidelines](#).

2.4.2 Facial coverings

When in the field, use a facial covering (e.g., non-medical grade masks, scarves, balaclavas, neck gaiters, bandanas or other coverings that are able to cover both the nose and mouth without restricting breathing and meeting operational safety requirements) consistent with the safety requirements of your job. This includes utilizing Arc Rated (AR) coverings when working within the arc flash boundary. However, a facial covering does not replace required facial personal protective equipment per the Arc Flash Manuals, which must always be followed.

You should take steps to adjust to wearing a facial covering to perform your work safely, including slowing down work if needed to safely accommodate wearing a facial covering.

A facial covering is always required when:

- a. Working around other employees when maintaining a distance of six feet or greater is not feasible
- b. Traveling in a vehicle with others
- c. Communicating with or working around a customer or interacting in-person with any member of the public
- d. While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible

You may remove your facial covering to manage your personal well-being (e.g., if you are feeling claustrophobic, dizzy, have shortness of breath, or to avoid heat illness, etc.). You may stop work and take your break without the facial covering so long as you remain at least six feet away from others.

You may also remove your facial covering if you feel you need to communicate with a coworker, and the facial covering is restricting that communication. However, when removing your facial covering you must always adhere to the six-foot distancing requirement.

A facial covering is not required when:

- e. Traveling in a vehicle alone
- f. You can safely perform work alone for the duration of the task and maintain a six-foot distance away from others (e.g., alone in a bucket, alone on a pole, or working at least six feet away from others in a service center yard or jobsite)
- g. You are on a rest or meal period and you remain at least six feet away from others

You are expected to have a facial covering with you at all times and readily accessible so that you can put the facial covering on when you arrive to your destination or need to work around or be within six feet of others.

If you need a facial covering, one will be provided by the Company. For information regarding the types of facial coverings available, proper use and care of facial coverings, and how to obtain facial coverings please refer to the [COVID-19 Mandatory Facial Covering Guidelines](#).

2.4.3 Customer Sites or Other Non-Company Locations

When visiting a customer site or any non-Company location to conduct work, you must follow the physical distancing and facial covering requirements in this policy. If the customer or third-party has more stringent requirements, you must abide by those requirements.

3.0 POLICY VIOLATIONS

Any violation of this policy or any attempts to impede an investigation may result in corrective action, including termination of employment. In some cases, if you violate the law, you may be subject to personal civil or criminal liability. Suspected violations of this policy may be reported to a supervisor or manager, or to the Edison Helpline at (800) 877-7089 or www.EdisonHelpline.com, where reports can be made anonymously.

4.0 REFERENCES

External References

[Centers for Disease Control and Prevention COVID-19 Page](#)

Internal References

[COVID-19 Portal Page](#)

[Temporary COVID-19 Related Leave](#)

[COVID-19: Safety Guidance on Use of Face Masks](#)

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- [COVID-19 In Person Event and Meeting Guidelines](#)
- [COVID-19 Temporary Mandatory Facial Covering Guidelines](#)
- [COVID-19 Single Occupancy Vehicle Guidelines](#)
- [COVID-19 Travel and Exposure Prevention Guidelines](#)
- [COVID-19 Visitor Guidelines](#)
- [COVID-19 Exposure Questionnaire](#)

5.0 KEY CONTACTS

COVID-19 Hotline, (800) 500-4723, (*Option 3, when prompted to identify as an SCE employee, immediately press 7. Monday-Friday, 7am-5pm*)

[Employee Information Center](#)

[Watch Office](#) (after hours only), (626) 812-4286



1-800-877-7089

www.EdisonHelpLine.com

24 hours/day **7** days/week

You can choose to identify yourself or remain anonymous.
Edison absolutely prohibits retaliation.