

Oklahoma Gas & Electric
COVID-19 Update Letter
(Updated as of 3-17-20)

Dear Supplier:

Businesses in the U.S. are preparing and activating continuity plans/pandemic preparedness protocols to address the current coronavirus outbreak here in the U.S. At OG&E, we are taking steps to minimize the spread of COVID-19 while keeping the health and safety of our employees, suppliers, and customers at top of mind. We also expect our supply base to use prudent safety practices and take all necessary precautions to help reduce the opportunity of potential exposure.

Effective immediately, face-to-face meetings are to be rescheduled to a later date or video conferencing/teleconferencing should be used in place of face-to-face meetings.

If your company is performing activities, such as construction or maintenance type work, that require your employees to be onsite at OG&E facilities, we ask you to remind them to continue to take the following precautions:

- **Inform your OG&E point of contact if any of your employees who are or will be working on site at OG&E have travelled to destinations with a CDC level 2** (ongoing community transmission and special precautions for high risk travelers) **or 3** (countries with widespread transmission) **advisory within the last 21 days.** These individuals will not be allowed on site without a work clearance.
- **Wash your hands frequently using soap and water.** If soap and water are unavailable, use an alcohol-based hand sanitizer (available in break rooms and conference rooms).
- **Avoid touching eyes, nose, and mouth.** Hands may touch surfaces and pick up viruses. Once contaminated, hands can transfer the virus to eyes, nose, or mouth, and the virus can enter your body from there.
- **Practice good respiratory hygiene.** Cover your mouth or nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the tissue immediately.
- **Seek medical care early if you have fever, cough, and difficulty breathing.** Follow your doctor's instructions for care.
- **Stay home if you are sick.** The Centers for Disease Control recommends staying home at least 24 hours after a fever is gone.
- **Maintain social distancing/meeting guidelines.** Maintain at least six feet between yourself and anyone who is coughing or sneezing. To minimize potential member-to-member exposure, face-to face meetings should be conducted using remote conferencing capabilities, where practical.

In addition to the precautions listed above, the following restrictions or protocols will be implemented at our locations.

- Completion of Contractor Questionnaire regarding worker medical status, travel history, and potential exposures to the COVID-19 Coronavirus
- Body temperature measurements prior to entry using passive technology (non-contact)

As always, we expect our supply base to have, maintain, and implement their continuity plans as situations arise that would require them to do so. For our contractors connected to ISNet world, ensure your pandemic protocol plan is uploaded to ISNet no later than **March 27, 2020**.

Check your emails and ISN account frequently, as we continue to assess the situation and make changes as necessary. For additional information, you can refer to OSHA Guidance in Preparing Workplaces for COVID-19 (OSHA 3990-03-2020) at www.osha.gov. If we have any additional restrictions or requirements, we will inform you as soon as possible. Should you have any questions or need additional information, please contact your OG&E supply chain or project contact.

We all have a shared responsibility to protect each other and our communities. We appreciate your attention in this matter and all the work and support your company does to help OG&E be safe and successful.