

TEMPORARY Visitor Guidelines

COVID-19

GUIDELINES FOR HOSTING VISITORS AT EDISON FACILITIES

To reduce the risk of exposure to COVID-19, a more restrictive visitor protocol is being implemented. If you are an employee who has job duties that require you to be physically on-site, effective immediately, **all in-person meetings with external visitors that are not business-critical must be conducted telephonically or virtually. If in-person meetings must occur, use these enhanced guidelines.**

Examples of essential visitors or in-person business meetings include:

- Any in-person interaction that is essential for the company to function or would have a significant negative impact to the company if we did not host it. This includes meetings with key stakeholders (e.g., senior government or emergency management officials).
- A meeting that cannot be conducted virtually and will significantly impact the business if it is not conducted (e.g., certain critical job interviews). Delays in performing this work would impact system reliability or critical care customers.
- Critical deliveries.
- Hosting any in-person meeting required by law, court order or a regulatory agency where postponement or teleconference is not available.

Please be aware that a COVID-19 advisory asking visitors to advise their host if they or someone they have been in close contact with is experiencing symptoms of COVID-19 will be posted at all visitor entry points. COVID-19 symptoms include fever, cough and shortness of breath.

**IF YOU ARE HOSTING A VISITOR, PLEASE REINFORCE THIS MESSAGE:
NO VISITOR WILL BE ALLOWED ON-SITE IF THEY OR SOMEONE THEY HAVE
BEEN IN CLOSE CONTACT WITH ARE COVID-19 SYMPTOMATIC.**

When hosting visitors, use the following guidelines:

Prior to their arrival, email your visitors the [visitor screening questionnaire](#) and have them send it back to you. Then forward the completed questionnaire to Visitor.Clearance@sce.com. The questionnaire captures visitor's information and asks several COVID-19 related questions.

If your visitors answer yes to any of the questions, cancel or postpone your meeting. Consider what part of your interaction with the visitor could still be done telephonically/virtually.

Once your visitors arrive on-site, follow these guidelines:

- Confirm the responses to the visitor screening questionnaire remain accurate. If your visitors answer yes to any of the questions, they must leave the facility.
- Replace handshakes with a friendly elbow bump or verbal greeting.
- Practice social distancing, which means that you maintain a distance of 3 to 6 feet from others as much as possible.
- Limit your visitors to one location while on-site and limit your visitors' interactions with other employees to only employees who must attend the scheduled meeting. Escort your visitors at all times while practicing social distancing.
- Shared meals should be avoided. If your meeting requires catering, please request meals be delivered in individually packaged containers.
- As an Edison representative, you are responsible for your visitors. Please ensure that you and your visitors follow section 2.1.3 of the [Physical Security and Cybersecurity policy](#).

If you have any questions, please contact the EIC Hotline at 1-800-500-4723. Visit the COVID-19 [Portal page](#) (Company > Key Initiatives > Coronavirus) for updated information as it becomes available.