COVID-19 FOR CONTINGENT WORKERS AND CONSULTANTS
Frequently Asked Questions

Contingent Workers and Consultants should make every attempt to conduct their Southern California Edison work via alternate means whenever possible to maintain social distancing during the COVID-19 pandemic. In cases where alternate means are not available and on-site work is required, below are answers to common questions that have been brought to our attention by the SCE contractor community.

These FAQs will be revised as needed as the COVID-19 situation evolves. Supply Management will communicate updates on sce.com/partners upon each revision.

1. Who should I contact at SCE if I test positive for COVID-19?

   If you have been diagnosed with or exhibit COVID-19 symptoms, immediately notify your employer and email SCE at industrialhygiene@sce.com.

2. What if I, a member of my household, a co-worker, or other personal contact believes they were potentially exposed to COVID-19?

   If you or a member of your household believe you have COVID-19 or have been exposed to a person exhibiting the symptoms of COVID-19, or to a person who develops the symptoms of COVID-19 within 14 days of exposure to that person, contact your employer and notify SCE at industrialhygiene@sce.com.

3. What if I am experiencing symptoms of COVID-19 and was physically at an SCE facility recently. Who do I need to inform?

   Contact your employer and notify SCE at industrialhygiene@sce.com.

4. Who should I contact for teleworking options in supporting the services and deliverables I am providing to SCE?

   Consultants should contact their Edison Representative to determine feasibility of teleworking. Contingent Workers should talk with their supervisor and notify their employer.

Updated 5.6.20
5. **Is there flexibility on telework hours as schools are now closed, and I have no availability to find day care for my children?**

Consultants should contact their Edison Representative to discuss feasibility of modified hours. Contingent Workers should talk with their supervisor and notify their employer.

6. **If my work can be performed through Telework, how do I ensure I have the needed system access and permission to Telework?**

Consultants should contact their Edison Representative. Continent Workers should talk with their supervisor and notify their employer. In both cases, the Edison Representative or supervisor will request necessary IT equipment and system role mapping to enable telework.

7. **If I am a Contingent Worker is there an opportunity to receive paid time off if I am having trouble with childcare and cannot work remotely?**

Contingent Workers should contact their employers to discuss any compensation plans or paid time off during this period.

8. **As a Consultant, while SCE is in Telework mode will it impact the timing of invoice payments?**

Consultants should continue to invoice for work and/or deliverables accepted by the Edison Representative. Invoices will continue to be processed according to contract terms.

9. **Where can I go to receive the most current SCE internal communication on preventative measures I should abide by?**

Consultants should visit our website at [www.sce.com/partners](http://www.sce.com/partners) for the most current information pertaining to business with SCE during the COVID-19 pandemic. Contingent workers may visit the same website in addition to contacting AgileOne.

10. **As a badged vendor, do I need to submit a Visitor Screening Questionnaire prior to going to an SCE facility?**

    Updated 5.6.20
Badged vendors do not need to fill out the Visitor Screening Questionnaire. However, some facilities, such as service centers or substations, may require individuals that are not assigned to that facility to complete a Visitor Screening Questionnaire.

11. Are there additional resources I can access current information on COVID-19?

- The US Centers for Disease Control and Prevention (CDC)
- The World Health Organization (WHO) has information, documents and situation reports related to 2019 novel coronavirus.
- The U.S. Department of State
- Find videos about the coronavirus disease on CDC’s YouTube Channel
- Department of Homeland Security
- California Dept. of Public Health

12. In addition to completing my daily timesheet, how will my supervisor know I am working while telework status?

Contingent workers should send a daily message (Skype or other similar time-stamped application) to their Edison supervisor at the start and end of their workday.

13. I feel claustrophobic when wearing a mask/facial covering for extended periods. What can I do? Are there any allowances for periodic breaks?

We understand wearing a mask or facial covering may be challenging, uncomfortable and claustrophobic at times. If you’re experiencing discomfort, take a break if it is safe to do so. Remove your facial covering during your break and stay at least 6 feet away (about two arms’ length) from others. Keep your facial covering on while in common areas inside a facility or when riding in a shared vehicle. If anyone is within 6 feet, make sure you’re wearing a facial covering.

14. With outdoor temperatures rising, I periodically walk away to get physical separation to remove my facial covering and get fresh air. Is there anything else I should do?

It’s important that you continue to follow our heat illness prevention measures. If the mask is causing discomfort or issues related to heat, you can take periodic breaks and rest in shaded areas. Stay hydrated by drinking plenty of water and continue to maintain physical distance.

Remember, our customers and the public are increasingly sensitive to our presence in communities and concerned about our workers’ practice of physical distancing and proper use of PPE. Be mindful and aware of your surroundings in public, particularly if temporarily removing your facial covering.

- If I am working in a bucket or pole alone, is a facial covering required? A facial covering does not need to be worn if you are working alone in a bucket or
on a pole. However, you should have one with you and put it on after you safely reach the ground.

- **If I’m working in a double bucket, is a facial covering required?** Yes, a facial covering should be worn. If a break is needed, you should stop work, come down, and maintain 6 feet of separation from others if you need to temporarily remove your facial covering.

15. **Do I need to wear a facial covering if I am alone in a cubicle with plenty of separation from other colleagues while at a SCE facility?**

Wear a facial covering at all times unless in your assigned office or at your workstation alone, and you are at least 6 feet away from others. You may also remove your face cover during lunch or breaks so long as you remain 6 feet away from others. You must wear a face cover in all common areas or when traveling to and from your workstation (e.g., in breakrooms, restrooms, elevators, stairwells, cafeterias, others’ offices and workstations, hallways, conference rooms, traveling to and from the parking lot) regardless if others are around.

16. **If no other employees are present in a facility, is wearing facial covering required?**

If you are in a SCE facility, you may remove your facial covering if others are not within 6 feet while you are in your specific workstation. You should always wear a facial covering as you move throughout the building and assume you will encounter another individual. Continue to wash your hands frequently, avoid touching your face and regularly wipe down work surfaces with disinfectant wipes.

17. **In addition to some discomfort with wearing a mask, I find my glasses keep fogging up. What can I do?**

There are a couple of things you can try to avoid fogged up lenses:

- Tuck your mask under your glasses
- Try different types of facial coverings
- Before wearing a face mask, wash your glasses with soapy water and shake off excess water. Let your glasses air dry before putting them back on
- There are also defogging compounds that are available for safety glasses that can be used on other glasses as well. Defogger wipes are available and can be ordered using the normal order and request process.

18. **Is a facial covering necessary if I am driving alone in a company vehicle?**

No. If you are assigned to a specific vehicle and do not have any passengers, you don’t need to wear a facial covering. However, please keep your facial covering with you for when you exit the vehicle. If you are in a shared vehicle with other individuals, you should wear a facial covering.
19. Can workers gather in common areas and other places to eat and take breaks, and if so, can we remove our masks?

If possible, workers should avoid eating in common areas. If a common area is used, try to limit occupancy to one person at a time. Workers must adhere to the principles of physical distancing when together in common areas, break rooms and other spaces. This requires maintaining at least 6 feet distance from others and should take the appropriate precautions by washing hands frequently, not touching their faces and wiping surfaces with disinfectant wipes before and after eating. Masks can be taken off in such areas with the guidelines above for eating and drinking when at least 6 feet away from others.

20. Communicating with others can be difficult when wearing a facial covering. What can I do?

Safety is always important. Try to identify an alternative that allows you to safely complete the task while also protecting yourself and your coworkers from exposure, as well as meeting government orders on the use of a facial covering in public. Try using an alternative facial covering. You should always ensure that you are speaking loudly and clearly to be heard by everyone, and that all are acknowledging the communication. As a last resort, you can temporarily remove your mask if you feel it is necessary to deliver clear communication to your peers as long as you are able to maintain 6 feet or more of separation from others.

21. Do face masks work and how do I wear one?

The CDC recommends that we all wear facial masks when in public to prevent the spread of COVID-19. However, face masks are only effective if used correctly. Review these safety recommendations and put them into practice to stay healthy and help slow the spread.

22. What if I interact with customers in the field?

All efforts should be made to interact with customers by phone. However, if you need to interact face-to-face, please consider using these talking points to help protect your safety in customer-facing work:

- Politely ask the customer to maintain the recommended physical distance of six feet away and thank them in advance for their cooperation and consideration of your wellbeing and theirs.
- Use a facial covering when interacting with the customer and politely suggest that they do the same.
- Inform them that you will not be shaking hands in accordance with recommendations from the CDC and local county officials.

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• Let them know that you remain committed to addressing their service needs and ask if there is anyone sick in the household. If so, evaluate if the work can be reasonably rescheduled. Otherwise, request that they remain in a room other than where you will be working and that everyone in the household stay at least six feet away from you, in accordance with the recommendation of public health officials, and ensure that you will be able to wash your hands.