

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](https://www.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.

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. Contingent 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 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?

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.