

# COVID-19 AND EDISON CONTRACTORS

## Frequently Asked Questions

Contractors 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. When are contractors expected to fill out the Visitor Questionnaire Form?**

To reduce the risk of exposure to COVID-19, Edison is implementing a more restrictive visitor protocol at all Edison locations. All contractors visiting Edison facilities are required to complete the Visitor Screening Questionnaire Form prior to coming on site.

### **2. Do contractors need to fill out the questionnaire form every time they enter a separate facility each day?**

Yes, all contractors without a white badge need to complete the form each time they visit an Edison facility since their status could change from day to day. Contractors need to complete the form for everyone entering the facility.

### **3. Do contractors that enter an Edison facility to pick up equipment, deliver material, etc. need to adhere to the questionnaire as well?**

This form only applies to contractors without a white badge. If they have unescorted access, they do not need a form, but they need to comply with the work practices observed by other Edison employees at the facility (e.g., social distancing, hand washing, etc.). Their company and their contracting representative are responsible for ensuring they are following Edison guidelines. If a delivery company is dropping off to a lobby, and not going any further into the building or staying at a facility, they do not need a form.

### **4. Who is responsible for receiving the Visitor Questionnaire form from the contractor?**

Prior to arrival, the Edison host is responsible for sending the form to the contractor and receiving the completed questionnaire.

**5. What is the protocol for allowing a contractor onsite at SCE if they have responded 'yes' to any of the Visitor Questionnaire questions?**

No visitor will be allowed on-site if they or someone they have been in close contact with are COVID-19 symptomatic.

**6. Who should the contractor contact at SCE if one of their employees tests positive for COVID-19?**

Contractors should notify [industrialhygiene@sce.com](mailto:industrialhygiene@sce.com).

**7. Which services would be identified by SCE as 'Essential'?**

SCE Supply Management along with our Incident Management Team are continually monitoring various city and county ordinances that are being evaluated in regard to 'Sheltering-in-place'. SCE is working with local government agencies to identify 'essential' activities and how SCE and our contractors/suppliers can continue working to maintain business continuity during the COVID-19 pandemic. SCE Supply Management will provide a written correspondence with our contractors/suppliers upon confirmation from our OU leaders as 'essential' activities are being defined in the near term.

**8. How does a contractor know if they are qualified as providing an 'ESSENTIAL' service for a public utility in the case of a Federal, State, or Local Emergency?**

The contractor will be notified by their Edison Representative.

**9. When will the contractor be informed if they have been identified as providing an 'ESSENTIAL' service?**

SCE will provide guidance to the Edison Representative, who will provide this guidance to the contractor.

**10. How will the contractor publicly identify that they are an 'ESSENTIAL' contractor in the future if a Federal, State, or Local Emergency limits business functions in the state of California?**

Edison will provide a letter or other form of identification specified by the government limiting business functions.

**11. Are there any compliance requirements being waived/postponed due to COVID-19 response within the state of California? I.e. FERC/NERC, CPUC, state/local compliance requirements**

We expect our contractors to comply with all applicable compliance requirements. At this time there have been no waivers or postponements granted to SCE.

**12. Where does a contractor provide their Business Continuity Plan?**

Contractors should send their Business Continuity plans to the applicable Edison Representative or Supply Management procurement agent.

**13. Where can contractors get up-to-date general information regarding SCE COVID-19 procedural/policy adjustments in the near term?**

Contractors can visit [www.sce.com/partners](http://www.sce.com/partners) to get current forms and guidelines specific to COVID-19 response requirements.

**14. How will SCE inform contractors if their policies or procedures have changed due to COVID-19 response?**

Contractors should visit our website at [www.sce.com/partners](http://www.sce.com/partners) for the most current information pertaining to doing business with SCE during the COVID-19 pandemic.

**15. Who will determine how/which contractors must comply with our Telework policy?**

The Edison Representative (SCE Rep) within the OU will ultimately be responsible for determining (1) whether a contract will be suspended, (2) whether a contractor must still report as normal or (3) whether certain subsets of the contractor workforce can either work remotely or report to a facility.

**16. What if the OU determines a contractor must still report on-site but the contractor's own COVID-19 policy prevents them from entering our property?**

Supply Management will first work with the Contractor and the Edison Representative within the OU to exhaust every possible option to allow contract resources to work remotely.

**17. Where can contractors go to receive the most current SCE internal communication on preventative measures that Edison field crews and contractors should abide by when performing work on behalf of SCE?**

Contractors 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.

**18. What if a contractor is invited to participate in a job walk at a SCE site and the contractor doesn't feel comfortable attending?**

In light of recent concerns surrounding the COVID-19 pandemic, SCE will evaluate whether exceptions can be made to our current job walk policy. Exceptions will be evaluated on a case-by-case basis depending on the complexity and value of the work. The contractor will be required to reach out to the Procurement Agent leading the sourcing event in advance of the job walk to confirm whether an exception can be made for their specific RFP.

**19. Are there company guidelines/policies of when to stop sending contractors to customer sites?**

The health and safety of everyone involved (e.g., Edison employees, contractors, and customers) should be the primary consideration. If the work cannot be performed safely and there are no other available alternatives to perform the work (e.g., telework), then work suspension or stoppage may be considered. The Edison Representative within the OU will be responsible for making the final determination in consultation with other support groups such as Corporate Safety, Supply Management, and others.