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 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 fill out the following survey to inform SCE of a presumed or confirmed COVID-19 exposure:
   
   [Confirmed or Presumed POSITIVE COVID-19 Details for SCE Contractors and Sub-Contractors](#)

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 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.

20. 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.

21. 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.

### 22. 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.

### 23. 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.

### 24. 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.
25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

• 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.