# Business Continuity Update from David Ellsworth



*This message is being sent to all Constellation and embedded employees on behalf of David Ellsworth.*

March 12, 2020

Colleagues,

Earlier this morning, Jim McHugh provided [some additional guidance](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmyexelon.exeloncorp.com%2FExelon%2Fnews%2FPages%2FMessage-from-Jim-McHugh-COVID-19-Response.aspx&data=02%7C01%7CTanika.Davis%40exeloncorp.com%7C370c09d1d6764136d76308d7c6a07c59%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637196265355753368&sdata=Ppr7dYhKg%2FSlF8QAXRK2zvL92a0v8lfvi6e8dPySSnQ%3D&reserved=0) around the precautions Constellation is taking in light of the COVID-19 (coronavirus) pandemic. As Jim shared, one of the most important things we can do is **prepare ourselves** to keep the business running smoothly. We each have a role to play to ensure we are able to effectively implement our business continuity plan, even if circumstances worsen.

Constellation’s 43 business continuity planners, organized by business function, help keep us prepared and stand ready to help mitigate the impact of potentially significant events. Nevertheless, the prospect of potentially requiring significant portions of our staff to work remotely under severe circumstances requires that we each take the following actions:

1. **Verify your contact information in Employee Self Service.** To update your contact information, please follow the instructions below:
	1. Go to myHR
	2. Click “Access Employee Self Service”
	3. [people managers only: Click “Me”]
	4. Click “Contact Info” on the left-hand menu
	5. Update your Home Phone, Work Mobile Phone, and/or Home Mobile Phone
2. **Confirm remote access capability** to all Exelon systems you need to perform your role. Please take your laptop or tablet home and, if you have not logged in remotely recently, please test your remote access (click [here](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmyexelon.exeloncorp.com%2FExelon%2FOpCo%2FConstellation%2FSiteAssets%2FPages%2FRemote-Work%2FCommercial%2520IT%2520remote%2520access%2520re%2520COVID-19%2520(002).pdf&data=02%7C01%7CTanika.Davis%40exeloncorp.com%7C370c09d1d6764136d76308d7c6a07c59%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637196265355753368&sdata=lZ71KHIEYe1mNcoryPsnlr0ZHCQXBi8il8lw1WKQ6II%3D&reserved=0) for instructions and FAQ from IT).
3. **Identify exceptions** – any functions that may not be able to work remotely.
4. **Identify key impacts / risks** that may be associated with working remotely.

Our business continuity planning team has implemented daily calls to track progress on the above actions and report progress by CLC Leader. In addition, in the coming days, we will be instituting a Constellation-wide drill to ensure communications effectively reach their intended audience. A text message will be sent to all Constellation employee cell phones, with instructions to confirm receipt as well as next steps.

If you have not already done so, please bookmark [Exelon's Coronavirus Information Site](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fexeloncorp-1.hs-sites.com%2Fexelon-coronavirus-information-center&data=02%7C01%7CTanika.Davis%40exeloncorp.com%7C370c09d1d6764136d76308d7c6a07c59%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637196265355763363&sdata=egLxyWU%2FD3X9Eu3nsBcwDtMi5dBbnQqfykZr5Hpfk1M%3D&reserved=0) and frequently visit the page for the latest updates and information about Exelon’s response to this evolving situation.

Our most important priority continues to be ensuring the safety and well-being of our people. We appreciate your immediate attention to this request.

Thanks,

David