# Message from Jim McHugh: COVID-19 Response



March 12, 2020

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

Colleagues,

I’d like to follow up on [a message](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmyexelon.exeloncorp.com%2FExelon%2Fnews%2FPages%2FCoronavirus-Updates-New-Travel-and-Meeting-Restrictions.aspx&data=02%7C01%7CTanika.Davis%40exeloncorp.com%7Ccc2c5b242ed94d93420f08d7c69418a6%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637196212229339339&sdata=DusbL9g6h3aPNnxxh%2FxNbkJQBqCFUiA%2FvvgLe5EH%2FUY%3D&reserved=0) you received yesterday from Exelon Corporate Communications regarding the precautions our company is implementing in light of COVID-19 (coronavirus).

**What do these steps mean for Constellation?**

I take the health and safety of all our employees, contractors, customers and business partners seriously, and we will fully comply with the guidelines set forth by Exelon. That means, beginning immediately through Apr. 30 (or potentially longer), international business travel is prohibited, and non-essential U.S. business commercial air travel also is prohibited.

*Travel*

I know many of you have business-related travel already planned. If you have questions about whether any travel is considered essential, please seek approval from your department vice-president. Large in-person business gatherings (of 20+ people), such as All-Hands, Town Halls, other meetings, social events or trainings, are also strongly discouraged.

*Social Distancing*

To help prevent further spreading of the virus, the [Centers for Disease Control and Prevention](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Findex.html&data=02%7C01%7CTanika.Davis%40exeloncorp.com%7Ccc2c5b242ed94d93420f08d7c69418a6%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637196212229349333&sdata=UhwPJCzRfPjyYd0popO3ZMdtQSMC7qR4gXBp832YHl0%3D&reserved=0) and other health officials are recommending “social distancing” – the practice of keeping a distance of approximately six feet from the nearest person while working and avoiding congregating in common areas. This practice also applies to most in-person meetings, regardless of size. Though this may cause some inconveniences, I will be using remote meeting tools for some of the larger meetings I have coming up, and I encourage you to do the same wherever feasible.

*Meetings*

The guidance from me and my leadership teams is to cancel or postpone any large meetings that cannot be accommodated through video conferencing or dial-in (building tours or volunteer events, for example) – but, as always, we recommend working with your supervisor if you’re unsure or have questions.

*Business Continuity*

**Exelon has robust plans and contingencies in place to ensure business continuity across a wide range of potentially disruptive events, including extensive preparedness for any major public health crisis.**

We’re leaning heavily on those plans now and have begun implementing daily calls with our business continuity plan owners to monitor developments and take necessary actions to support our employees, customers and business.

As of now, we are evaluating all plans, including whether working remotely is advisable. At this time, however, we’re operating under our normal policy, which is that remote working is based on your personal circumstances, with the approval of your supervisor. If you feel ill, please stay home. Otherwise, we’re asking everyone to continue reporting to their usual work locations.

We also recognize that this is a dynamic situation that is developing quickly, and it is critical that we continue to keep employees informed. SVP & Chief Operating Officer **David Ellsworth** will send routine updates to employees as the team evaluates the situation. Later today, for example, David will share guidance on what we can do to help ensure the business continues running smoothly, even in the event circumstances change for the worse.

I know many of you still have questions. We can’t anticipate every possible scenario, and we’ll need to be patient and flexible as we all work to keep operations running smoothly and our employees safe and healthy. I encourage you all to make use of [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%7Ccc2c5b242ed94d93420f08d7c69418a6%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637196212229359327&sdata=djMwv6aJfNM3mEq8TMbbkOFJDd7uEHsDltrnOwF9ILQ%3D&reserved=0) (available on desktop and mobile) for the latest information and resources.

Please take time to read the posted Q&A before submitting questions to HR, OHS or to your supervisor. If your question is not on the website, please use the posted contact information and email ([HRTransactions@exeloncorp.com](mailto:HRTransactions@exeloncorp.com)) to submit questions not addressed in the Q&A. In the meantime, please continue to take steps to keep yourself and others healthy and safe, including washing your hands often with soap and water, avoiding touching your face and staying home if you are sick.

Thank you for your continued attention on this important topic.