

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

March 12, 2020

Colleagues,

As the information we know about the COVID-19 (coronavirus) pandemic continues to develop, cities and states across the country, including those where Constellation has offices and operations, have announced a series of actions that include school closings, emergency management escalation and more. Private industry is beginning to take action as well.

We recognize that this is a stressful time for everyone and wanted to provide more information, sooner rather than later, following up on this morning’s messages from me and Jim McHugh. Specifically, I want to emphasize the importance of remote access testing, being prepared as we head into the weekend, and clarifying our communication protocol. Exelon leaders are paying close attention to the rapidly changing news. The Executive Committee has accelerated its Public Health Threat Task Force from Monday to tomorrow to discuss the developing situation and any decisions we need to make as a result.

**Remote Access Testing**

It is imperative that **you test your ability to work remotely, preferably by close of business tomorrow**. For assistance with remote access, see attached or contact the IT help desk at 1-877-939-3566.

**Weekend Preparation**

As you leave the office each day, please ensure you are prepared in the event your reporting location changes. That means if you are in the office on Friday, at the end of the day, you should **take home your laptop and anything else you would need in order to be able to work remotely** the following day.

**Communication** **Protocol**

Jim McHugh and the CLC have initiated daily calls with the Business Continuity teams, who are coordinating with the Executive Committee on a Company-wide response to the virus. The business continuity process is a proven and effective communication tool designed to provide clear direction to a broad audience at one time. Please know that as decisions are made, the communication protocol will be launched to provide you with clear direction and whatever additional information you may need.

We’ll need to ensure that all information in ePeople is current and accurate. If you have not updated your contact information yet, please do so by tomorrow at the latest.

Finally, I want to assure you our leadership team is highly engaged in this event and is committed to your concerns and safety.

Thanks,

David