

|  |  |  |
| --- | --- | --- |
| March 14, 2020Colleagues, The safety of our employees, contractors and customers, and the integrity of our operations are our top priorities. The challenges we are facing with the threat of the coronavirus are unprecedented, and I realize you have many questions. I want you to know that we are listening, and we will do everything we can to support and protect you through this difficult time. Earlier today, Exelon [announced](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmyexelon.exeloncorp.com%2FExelon%2Fnews%2FPages%2FMessage-from-Chris-Crane-Our-Important-Role-in-a-Time-of-Crisi.aspx&data=02%7C01%7CDavid.Snyder%40constellation.com%7C5fab42fad63542886ee708d7c8527b9b%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637198128900346830&sdata=nv0fn9fmCQ%2BekZej3dt3AVBRA0b7rcQQEzS8edTCYmU%3D&reserved=0) several policy changes designed to fulfill our responsibility to the community by practicing social distancing, washing hands frequently, staying home if we are sick and encouraging remote-enabled employees to work from home when possible to keep them and their colleagues who cannot work remotely safe. I would like to share some further guidance on what these decisions mean to Constellation employees. **Work from Home**To help limit virus transmission at Constellation, we are instituting the following work from home policy, beginning Monday, March 16 through April 30: * ***Remote-enabled employees***, or those who are able to perform their work functions remotely, are strongly encouraged to work from home. We have not closed any of our work locations, so your primary office will not be off limits. If you need to return to the office to pick up any items needed to perform your work remotely, you may do so. But our objective here is to help create as much social distance as possible for those employees whose roles must be completed within one of our office locations.

 * ***Non-remote-enabled employees,*** or those whose work functions must be completed within the office environment, will continue to report to their primary work location. Local management will be working with you to apply the techniques we have at our disposal, such as rotating shifts, split staffing, reduced staffing based on market conditions, relying on personnel who perform like functions in separate locations, alternating time between primary and backup locations, and more.

 * ***Field employees,*** or those whose roles require them to be in the field (job sites, homes, etc.), will continue to service customers and clients as needed; however, you will be applying safety practices like social distancing, enhanced cleaning protocols, and the use of protective equipment, hand sanitizers and disinfectant wipes, and more.

 If you have any questions about whether your role is designated as remote-enabled, non-remote enabled, or field, please ask your direct supervisor. I’ve also included a list of additional company resources for your review.  Each OpCo and BSC department leader will be communicating with their respective organizations over the next couple of days, and there may be slight differences in these decisions to accommodate their specific needs. Embedded employees will be asked to follow the guidance provided by their OpCo leader. I also encourage you to bookmark and continue to frequently check the [Exelon Coronavirus Information Center](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fexeloncorp-1.hs-sites.com%2Fexelon-coronavirus-information-center&data=02%7C01%7CDavid.Snyder%40constellation.com%7C5fab42fad63542886ee708d7c8527b9b%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637198128900356815&sdata=m7QV%2BaRecpTWERR%2BuP2Co2Nd%2BiadJxPCqZXOJqNYjRg%3D&reserved=0), including the new Constellation-specific tab, which contains a repository of all communications that have been shared with Constellation employees and customers.  My leadership team and I are committed to keeping you advised as additional decisions unfold. Thank you for your continued commitment to safety, to each other, and to our business during this challenging time.   |   | **Helpful Information:****IT Support:**          1-877-9EXELONITServicedesk@exeloncorp.com **General HR Inquiries:** 1-877-7EXELON                 HRTransactions@exeloncorp.com**Remote Technology**Test your access. This [IT Guide](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcdn2.hubspot.net%2Fhubfs%2F423994%2FCOVID-19-IT-Remote-Access-Info%2520(003).docx&data=02%7C01%7CDavid.Snyder%40constellation.com%7C5fab42fad63542886ee708d7c8527b9b%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637198128900356815&sdata=GGqXYG7CIQcg5l%2B8zxKIUJSjTl9bF3jJ4O7kyY0c1Dw%3D&reserved=0) can help. Use [Exelon Service Now](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fexelonnow.service-now.com%2F&data=02%7C01%7CDavid.Snyder%40constellation.com%7C5fab42fad63542886ee708d7c8527b9b%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637198128900366811&sdata=QdBRITmHSSbFlw6Kj7vVbsayvWfgUreBmEA%2B70%2FeWJA%3D&reserved=0) for additional chat support, guides and other IT requests. **Practice Good Hygiene & Social Distancing**Regardless of your work location, please practice [good hygiene](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fdownloads%2Fcommunity-mitigation-strategy.pdf&data=02%7C01%7CDavid.Snyder%40constellation.com%7C5fab42fad63542886ee708d7c8527b9b%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637198128900366811&sdata=8cX0KbwSi1uLqNqCfXCLWDjuCZI0b0x4VECpB5Yv3C0%3D&reserved=0) and [social distancing](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fdownloads%2Fcommunity-mitigation-strategy.pdf&data=02%7C01%7CDavid.Snyder%40constellation.com%7C5fab42fad63542886ee708d7c8527b9b%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637198128900376809&sdata=%2BtCAPW%2FgipjU6NRdToRxwe0leNrjhiQcUn8T29x8eLg%3D&reserved=0) whenever possible. All employees are **strongly encouraged** to avoid places where large numbers of people gather, including airports, airplanes and trains. **Back-up Childcare**Don’t forget about the [Bright Horizon’s benefit](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmyexelon.exeloncorp.com%2FExelon%2FLocations%2Fnews%2FPages%2FLearn-More-About-Bright-Horizons-With-.aspx&data=02%7C01%7CDavid.Snyder%40constellation.com%7C5fab42fad63542886ee708d7c8527b9b%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637198128900376809&sdata=0B4ZG%2BKmg5LDOyGBBEmLrTA4QirK3fai26M%2BhWztqa8%3D&reserved=0), which covers both regular back-up childcare and crisis care (if local Bright Horizon’s facilities are closed) for up to 10 days. You need to register for either option in advance. **Update Contact Information**All employees should [update their contact information](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fexeloncorp-1.hs-sites.com%2Fcoronavirus-qa-1%23personal-preparedness&data=02%7C01%7CDavid.Snyder%40constellation.com%7C5fab42fad63542886ee708d7c8527b9b%7C600d01fc055f49c6868f3ecfcc791773%7C0%7C0%7C637198128900386801&sdata=p%2FrvhjzekbieCJKw6DL6qX%2FFY5AS0an0T0JxVwCd2xw%3D&reserved=0) in case the company needs to contact you quickly.**Get a Flu Shot**Getting the flu will weaken your immune system, making you more susceptible to other illnesses such as COVID-19. If you haven’t already, be sure to get a flu shot.  |