

# RETURNING TO THE WORKPLACE GUIDELINES



American Electric Power (AEP) has taken significant steps to keep our employees, customers and communities safe and healthy. Our line workers and other critical employees are working in smaller teams, practicing physical distancing, wearing face coverings, monitoring themselves for symptoms and taking other prevention measures recommended by the Centers for Disease Control and Prevention (CDC). We have been educating our customers to maintain at least 6 feet of physical distance from our workers.

As states begin to reopen businesses, AEP employees who can work from home will continue to do so. We have not set a definitive timeline for returning employees back to the workplace, but we expect it to be a gradual process, and employees will have at least a 30-day notice. We are putting in place strict guidelines to help keep everyone safe as we plan for returning to the workplace, including the following requirements and best practices:

- Employees and contractors should continue screening for symptoms each day at home before reporting to work using the company's [self-observation form](#). Those who are experiencing fever (over 100° F), cough, difficulty breathing or other potential COVID-19 symptoms as outlined by the CDC should stay home and consult with their physician. Some buildings may require in-person temperature screenings before entering the facility.
- Face coverings are required for employees, contractors and visitors at AEP buildings:
  - In common areas including building entrances and exits, hallways/aisle ways, elevators, stairways, kitchenettes, restrooms and cafeterias.
  - Employees do not have to wear a face covering in their personal workspace.
- We will be providing employees with cloth face coverings when they return to the workplace.
- We have put in place illness prevention etiquette guidelines directing employees and contractors to clean their workspaces daily; stay home if they are sick; and wash hands or use hand sanitizer regularly and especially after using frequently touched surfaces. In addition, we will be restricting capacity in our workspaces and meeting rooms to ensure appropriate physical distancing can be maintained.
- We have established additional and more frequent cleaning and disinfecting protocols for the pandemic. We also will be providing employees with hand sanitizer when they return to the workplace.

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**We are continually reviewing our responses to the pandemic based on state and local mandates and the latest health information.**

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