



April 7, 2020

To: All City Utilities Contractors working within City Utilities Facilities or working side-by-side with City Utilities Employees

Dear Contractor,

City Utilities (CU) is implementing certain policies as a result of the COVID-19 pandemic, in order to protect its employees, the public and our contractors and to assure that CU can continue to provide essential services to our customers.

As a result, CU will require that any Contractor Employee (meaning any employee of your company or any employee of any subcontractor used by your company) who is (1) working within any CU facility or (2) working side-by-side with CU employees will be required to follow the following protocol:

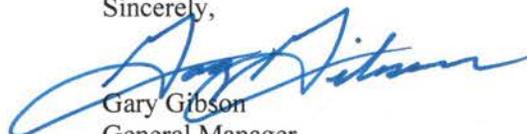
1. **Return to Work Protocol.** Any Contractor Employee who:
 - (1) has travelled out of state of Missouri within the 14 days before returning to work; or
 - (2) is returning to work after being sick or caring for someone who is sick; or
 - (3) exhibits symptoms of COVID-19 in the opinion of a CU Supervisor:

shall, before they return to work at a CU facility or side-by-side with CU employees:

- (1) Provide a note to their CU contact from a medical professional that the Contractor Employee does not have COVID-19 (the note shall be reviewed but not kept by the CU contact); or
 - (2) The Contractor affirms in writing that it has been 72 hours since the Contractor Employee has exhibited any symptoms of COVID-19; or
 - (3) The Contractor affirms in writing that it has been 14 days since the Contractor Employee was exposed or potentially exposed to COVID-19 or since they returned to Missouri.
2. **Critical Operations Access.** Any Contractor Employee whose job duties require them to enter a Control Room critical to the CU's operation (as determined by CU) or the Security Operations Center) will be required to undergo a health screening, including temperature check, prior to entering. Any Contractor Employee who does not meet the guidance set by CU will not be allowed to enter the designated area and required to leave the facility and follow the return to work protocol set out in section 1 above.
3. **Subcontractors.** Each Contractor is responsible for making sure that all of its subcontractors (who are working in a City Utilities facility or working with City Utilities employees) comply with this policy.

We thank you for your cooperation in this difficult time. If for some reason your company doesn't believe that it can comply with these requirements, please let your City Utilities point of contact know immediately.

Sincerely,



Gary Gibson
General Manager