

RETURN TO WORKPLACE FAQ

PLAN IMPLEMENTATION



Will everybody return at once?

At this time, we are planning to return workers in three phases. Phase 1 will begin May 26, Phase 2 will begin returning on Wednesday, July 8 and Phase 3 on Wednesday, July 22. Initially, employees will work three days a week at their normal workplace and two days at home. . This phased approach will allow us to monitor safety measures and adjust as more employees return to the workplace.

What about at-risk employees?

Accommodations will be made for employees who are at a higher level of risk. If you have a condition that places you at higher risk, please discuss this with Human Resources as soon as possible.

I have young children at home, and daycares are closed. Am I required to come back to work?

Please explore all options, including family members who may be able to provide child care. If you are unable to find an alternative, please discuss the situation with Human Resources.

When I return, I need help setting up computer equipment, ensuring it is operating correctly or returning computer equipment. Can IT help?

For employees at HQ's campus, IT has developed a plan for assisting returning employees so they get set up and running, as well as protocol for returning equipment. This plan is posted on the COVID-19 resource page on EKPC Central.

MANAGING ILLNESS



How long will we be adhering to protocols regarding COVID-19?

Until further notice. Of course, it depends on many measures, such as the rate of new cases in Kentucky; the public's adherence to precautions like distancing and wearing masks; and the availability of testing. We want to take reasonable steps to keep all of EKPC's employees safe and healthy.

What will happen if somebody chooses to disregard rules?

As health and safety issues, these are considered serious matters that encompass conditions of employment. Violations of this policy will be treated as violations of EKPC's safety policies. The Safety and Facilities team will enforce these issues.

How long will daily temperature testing continue?

At this time, it is not clear how long temperature testing will be necessary. Likely, it will depend on progress by Kentucky and the U.S. in reducing cases of COVID-19.



MANAGING ILLNESS

Some say COVID-19 could become worse later in the year. Are there plans in place to prepare for another spike in cases of COVID-19?

Yes, we are aware some experts are predicting a second wave of cases. We will be watching closely and adjust accordingly.

When do we expect things to be back to normal?

Estimates vary. EKPC, like many organizations around the globe, is watching how the situation continues to develop and what the experts say about best practices for reopening the economy while protecting health and safety.

MASKS

Will EKPC provide face masks?

Yes. Each employee will receive two cloth face masks. In addition, disposable surgical-type masks will be available for employees whose jobs require performing tasks with close contact. Please note, EKPC, like other businesses, has a limited supply of these.

Can bring my own mask?

You are welcome to wear your own cloth or similar mask.

What type of mask or face covering is acceptable?

Almost any face mask or covering is acceptable, including surgical masks, cloth masks, etc. If you have specific questions, contact your location's Safety Specialist. Please note, if your business unit has safety guidelines regarding safe use of PPE, please refer to those. For example, Power Delivery employees should wear all-cotton masks.

I need information about how to wear a mask.

Instructions and videos about properly donning and doffing PPE are posted on EKPC Central's COVID-19 page. If you have any questions or concerns, contact your Safety Specialist.

LUNCH/BREAKS/FACILITIES

Can I go out for lunch?

We are strongly recommending employees bring their lunch and do not leave their work location for lunch.

Can I order food for delivery by a restaurant or through Grub Hub or a similar delivery service?

Until further notice, we are not allowing any food delivery at HQ.

If the kitchen area is limited to one employee at a time, won't this create a backup for employees accessing refrigerators and microwaves?

We recognize there will be challenges to overcome as we work through this. You can help to minimize



LUNCH/BREAKS/FACILITIES

these types of issues by staggering lunchtimes and using the refrigerator, microwave, etc. that is located nearest your work area.

Will the refrigerators and microwaves be disinfected?

Employees at HQ will be provided with materials to wipe down handles and surfaces before and after each use.

Can I eat with friends as long as we maintain social distancing?

Unfortunately, we can't allow that, for now. Until further notice, we ask that you eat lunch at your own desk. You are welcome to chat with friends by phone during lunch and breaks.

What about restrooms and break areas?

Restrooms will be limited to one person at a time. Signs have been posted on the doors to designate whether the room is vacant or occupied.

Break areas are off limits except as a pass-through route. Seating has been removed from those areas. Only one employee at a time is allowed in the coffee/tea area. Please observe social distancing when waiting your turn; positions have been marked on the floor to indicate six-foot spacing. Please enter through West Veech and exit through the employee lounge.

Please follow these guidelines for any shared resources, like copiers, fax machines, etc. and maintain good social distancing and hygiene.

Can we take walks outside at breaks or use the gym?

The walking track at HQ will be open. Employees must remain distanced at least 6 feet while walking. The gym will remain closed until further notice.

MEETINGS/TRAVEL



Will in-person meetings be allowed if we're able to maintain social distancing?

You are encouraged to conference by phone or web application as much as possible. If necessary, in-person meetings can be held for up to 10 people. Please be aware, there must be enough space for all participants to social distance (at least 6 feet), and all participants must wear face masks. The meeting room and furniture must be wiped down.

If we have tours, large events, etc. planned for later in the year, should we go ahead and cancel those events for 2020?

While that is likely to be the case, we continue to assess changing conditions. Check frequently with your supervisor for guidance.



MEETINGS/TRAVEL

Will Board meetings resume and will we still have EKPC's annual meeting?

Board meetings are being conducted using an online conferencing application. This strategy will be evaluated from month to month. EKPC's annual meeting has been postponed until Aug. 4, with the understanding that it could be postponed again, depending on how conditions develop.

What if I need to travel for work?

At this time, no out-of-state business travel is authorized, and in-state business travel should only be done as necessary.

Can we travel together in the same vehicle?

At this time, your supervisor or manager must approve multiple EKPC employees travelling in the same vehicle. If more than one person is in a vehicle, masks should be worn by all occupants. The vehicle should be sanitized after use.

Will we be able to attend conferences or seminars as long as we wear masks and practice social distancing?

Not until further notice. Out of state business travel is prohibited; in-state travel should be avoided, including conferences. Check with your supervisor.

What about personal travel?

The federal CDC and Kentucky officials continue to discourage travel, especially out-of-state travel. An employee who takes any out-of-state vacation may return to work immediately after completing a COVID-19 test. Please be aware, anyone who travels on personal business out of the country or by cruise ship may be subject, upon return, to a 14-day quarantine and testing prior to returning to work.