



December 1, 2020

Dear business partner,

Our highest priority is ensuring the health and safety of our people, our customers, and those we do business with. We wanted to make you aware of the actions we've taken in an effort to help stem the spread of the coronavirus (COVID-19). Importantly, we have implemented new procedures across our organization, and we expect all vendors to follow the same procedures. In addition to the changes outlined below, we recommend and prefer any upcoming meetings with Vistra employees to be conducted virtually as opposed to in-person, until further notice and unless a face-to-face encounter is absolutely necessary. We ask for your patience, understanding, and assistance in this effort.

**Entry Guidelines to Vistra Work Sites:**

To enter a Vistra work site, **each person must be able to answer "No" to the following questions:**

1. Personal – "In the past 14 days, have you tested positive or are you waiting on test results for COVID-19?"
2. Proximity - "In the past 14 days, have you been within six feet of someone, where masks were not worn, who has tested positive for COVID-19, is known to be waiting on test results for COVID-19, or is under a quarantine order?"
3. Symptoms - "In the past 14 days, have you or someone who has been within six feet of you had flu-like symptoms, a deep, dry cough, recent shortness of breath or difficulty breathing, new loss of taste or smell, and/or fever of 100 degrees or above?"

**If the answer is "Yes" to any of the first three questions, that person will be required to answer a follow-up question:**

4. Clearance - "Have you been cleared to enter the Vistra work site for that instance of exposure, testing, or symptoms?"

**If the answer is "Yes" to question 4,** that person is approved to enter the work site for that day.

**If the answer is "No" to question 4, that person may not enter the Vistra work site and must notify their supervisor,** who will notify Vistra immediately, through site management, supply chain, or [supplychain@vistraenergy.com](mailto:supplychain@vistraenergy.com) for next steps.

- We would expect that as the date of the visit or work on the site approaches that these questions will continue to be asked of personnel to identify potential risks.

**Temperature Testing:**

Persons clearing the questions above will submit to temperature testing or self-administer a temperature test as required by the facility management. If a self-administered test is required, then a member of the plant management team or their designee will witness the testing; however, where that is not practicable, each person must agree they will only enter the site premises if they have passed the screening questions and temperature requirements required for entry. Also:

- a. Hats may cause false high temperatures and should not be worn for five minutes immediately preceding a forehead temperature test.
- b. Each person is responsible for ensuring all self-testing materials and areas touched during testing are sanitized.

- c. All personnel should maintain a **distance of at least six feet** from other people during this process or wear required PPE.

*To be granted further access:*

- a. **Anyone who registers a temperature of 100 degrees Fahrenheit or above** must **retest with a different device**, preferably an **ear thermometer**, if available. If the second test exceeds a temperature of 100 degrees or above:
  - That person **may not enter** the Vistra work site and must notify Vistra immediately, through site management, supply chain, or [supplychain@vistraenergy.com](mailto:supplychain@vistraenergy.com) for next steps.
  - If there is significant inconsistency between the two tests, repeat another temperature test and use the two closest readings.
- b. **Anyone who registers a temperature between 96 and 100 degrees Fahrenheit** may proceed to their work site.
  - **If temperature is below 96 degrees, retest with a different device.**

**We are continuing to run our business with the same schedule for outages, project deliveries, and related activities.** If there are any concerns about your ability to deliver goods or services to meet our needs, please let your supply chain contact and site management know immediately. Also, if there are any enhanced procedures your company has implemented in response to COVID-19, please let us know, and feel free to reach out if you have any questions about ours. **We request that these procedures have been implemented before any of your personnel arrive at a Vistra site.**

Sincerely,

Phil Seidler  
Vice President of Supply Chain  
Vistra Energy