



March 13, 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):

- We have implemented new procedures across our organization in an effort to stem the spread of the coronavirus (COVID-19), and we expect all vendors to follow the same procedures. Specifically, we expect the following questions to be asked of all personnel who visit or are located at a Vistra site:
  - "In the last 14 days, have you been in contact with any person or area currently under quarantine or known to have a confirmed COVID-19 case?"
  - "In the last 14 days, have you traveled internationally or been in contact with anyone who you know has recently traveled internationally?"
  - Currently experiencing influenza-like symptoms, such as fever or chills and a cough or sore throat?
- If anyone answers yes to any of the questions above, they **may** not be permitted on Vistra property for 14 days.
- If anyone answers yes to any of the questions above and is, or has been, at a Vistra site in the last 14 days, they **may** need to be removed immediately. Please contact Vistra immediately, through site management, supply chain, or [supplychain@vistraenergy.com](mailto:supplychain@vistraenergy.com).
- 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.
- The facilities team has employed a disinfectant spray system during its nightly cleaning at corporate headquarters and provided access to similar disinfectant products at its various sites.

In addition to the changes outlined above, 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. **Importantly, 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