



June 16, 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.

These guidelines are applicable to ALL PERSONNEL entering Vistra generation work sites:

Entry Guidelines:

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

1. Proximity - "In the past 10 days, have you been within six feet of someone who has tested positive for COVID-19 or is pending test results (other than routine, required testing)?"
 - a. If the answer is "Yes" to any part of this question, they **may not enter** the Vistra work site and must notify Vistra immediately, through site management, supply chain, or supplychain@vistraenergy.com for next steps.
 - b. Once clearance is received, they may return to the site without further clearance needed related to that instance of exposure.
 2. Symptoms - "In the past 10 days, have you or someone you have had direct contact with had flu-like symptoms, a deep, dry cough, recent shortness of breath or difficulty breathing, and/or fever of 100 degrees or above?"
 - a. If the answer is "Yes" to any part of this question, they **may not enter** the Vistra work site and must notify Vistra immediately, through site management, supply chain, or 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 will self-administer a temperature test. If a self-administered test is required, then a member of the safety team or their designee will supervise the testing.

- 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 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