



SouthStar Energy Services®

Coronavirus (COVID-19) Guidelines for Suppliers & Vendors
Updated: March 17, 2020

SouthStar Energy Services' primary value is Safety First. We are committed to the safety, health and well-being of employees, business partners and the public. Our parent company, Southern Company, has enacted precautions and restrictions related to the coronavirus (COVID-19) that apply to both SouthStar employees and all suppliers and contractors who access our facilities. SouthStar is owned by Southern Company Gas, a wholly owned subsidiary of Southern Company (NYSE: SO). SouthStar also operates as Georgia Natural Gas, Ohio Natural Gas, Florida Natural Gas, Maryland Energy, Pennsylvania Energy, Grand Rapids Energy (in Michigan), Virginia Retail Energy and in other parts of the Southeast as SouthStar Energy Services. SouthStar's subsidiaries in Illinois operate as Illinois Energy and Illinois Energy Solutions.

This letter provides our suppliers and vendors, including those who furnish contractor workers anywhere within the Southern Company system, with the latest precautions and requirements related to our response to COVID-19.

Refer regularly to this posted document for the latest updates and information. It is our primary communication method for suppliers and vendors about COVID-19 preparations.

Telecommuting

As a preventative measure, SouthStar Energy Services has directed all system employees in the Atlanta area who can perform their responsibilities remotely to begin telecommuting from Friday, March 13, until further notice. Suppliers and contractors should communicate with their SouthStar Energy Services contact regarding specific direction and reporting instructions.

The following requirements apply to all suppliers and contractors who access our facilities. If you and/or your employees work on-site at any SouthStar Energy Services or any other Southern Company entity facility for any reason, the following requirements apply:

If any of your employees who access a SouthStar Energy Services or Southern Company facility or a member of their household has been diagnosed with COVID-19, immediately notify Southern Company's HR Direct Service Center at (888) 678-6787.

Limit business travel to those trips that are critical to the function of our business.

Cancel or suspend business travel to and from areas with widespread or ongoing community spread of COVID-19 (Level 3 Travel Health Notice).

After returning from a Level 3 country, you must contact your employer and Southern Company entity on-site point of contact before returning to work. Southern Company may engage our Disability Management/Medical Health Services teams before clearing a non-employee to return to the site.

Before returning to work, non-employee workers returning (or non-employee workers with a household member returning) from either business or personal travel to a Level 3 country must stay home for 14 days and avoid contact with others. This includes anyone who has returned from Level 3 countries in the last 14 days.

Non-employees and contractors are advised to report the location and travel dates of any personal international travel in the last two weeks (including international travel by household members) as well as any planned 2020 travel to a Level 3 country. To report this information, contact Southern Company's HR Direct Service Center at (888) 678-6787.

At this time, it is still business as usual. We expect meetings will continue to occur. However, any meeting that can effectively be held virtually via conference call, video conference or similar means should be. Large groupings of workers are discouraged. As with travel, use your best judgement in evaluating participation in large gatherings.



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Industrial Hygiene

We are increasing the cleaning of high-touch areas for sanitation at all SouthStar Energy Services and other Southern Company facilities.

Reminder of Personal Hygiene Measures

In addition to the restrictions above, individuals assigned to work at a SouthStar Energy Services or Southern Company entity should observe the following CDC recommendations on personal hygiene:

Wash your hands often with soap and water for at least 20 seconds. If soap and water aren't available use a hand sanitizer with at least 60% alcohol.

Avoid touching your eyes, nose and mouth with unwashed hands.

Cover your cough or sneeze with a tissue, then throw it in the trash.

Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Stay home if you are sick and avoid contact with others as much as possible.

Social Distancing

Consistent with the recommendations from the CDC, these social-distancing strategies are encouraged:

Gatherings of large groupings of individuals are discouraged. Meetings that can be effectively performed via telephone rather than in-person should be.

Avoid close contact with other workers and the public. Avoid shaking hands, hugs, etc.

When sensible, maintain a six-foot distance from others.

Thank you for supporting and cooperating with these efforts to keep our sites safe. You are a valued business partner and we value your well-being.

Contact for Suppliers and Vendors

Email questions or concerns to G2SCMINRES@southernco.com, and in your email, copy your SouthStar contact designated in your contract. The request for compliance with these guidelines does not modify terms and conditions in governing contracts, including payment terms.