



June 1, 2021

RE: COVID-19/Coronavirus Update: New workplace safety and health expectations

Dear valued supplier partner,

Black Hills Energy (BHE) has updated the workplace safety and health expectations to keep all employees, contractors/vendors, visitors and customers safe in the midst of COVID-19. **Adhere to the safety and health expectations below when in any BHE facility and/or while working in person with BHE employees and customers.** While we recognize we have contractors/vendors working in a variety of capacities, and therefore only some of these may be applicable to you, thoroughly review the expectations so you know what's expected in all situations.

Daily Health Assessments

- Prior to starting work or entering a company facility each day, a Black Hills Energy daily health assessment is required.
- Daily health assessment forms, checklists and no-touch thermometers are available at each Black Hills Energy facility.
- If it is determined through your assessment that you are unable to come to work that day, notify your supervisor and/or BHE point of contact immediately. Do not enter the facility, or if you have already entered the facility, leave immediately. If you become ill while working in a facility, leave right away and notify your supervisor and/or BHE point of contact.

Masks & Social Distancing

- Masks **are optional** for *fully vaccinated individuals indoors or outdoors regardless of ability to social distance. However, fully vaccinated individuals may choose to continue to wear masks.
- Masks **are required** for unvaccinated individuals indoors when away from their workstation or office, when not seated in meeting spaces or when seated but not able to maintain six feet of social distance.
- Masks **are required** for unvaccinated individuals outdoors when unable to maintain six feet of social distance.
- Masks **are required** in customer homes regardless of vaccination status. This is to provide customers with a sense of comfort and security. Additional PPE may be required for employees or contractors entering a customer premise. Additional guidance for these situations and more specific information about the proper PPE required in each situation will be provided when applicable.

- Misrepresentation of vaccination status will not be tolerated. In addition, we will not tolerate harassment or retaliation against individuals who have determined to be or not to be vaccinated.
- Homemade masks or facial coverings are allowed in the office as long as they are created, maintained and cleaned in accordance with CDC guidelines. Avoid prints or words on homemade facial coverings that are in violation of our dress code policy.

Personal Hygiene

- If you feel ill, don't come to work. If you become ill while at work, leave right away and notify your supervisor and/or BHE point of contact.
- Avoid touching your face including your eyes, nose and mouth. Cough and sneeze into your elbow or a disposable tissue and wash your hands or use hand sanitizer immediately after.
- Wash your hands often and after touching any common surfaces using soap and water for at least 20 seconds. Use hand sanitizer when you're not able to wash your hands.

Meetings

- Masks **are optional** for fully vaccinated individuals in indoor or outdoor meeting spaces regardless of social distancing.
- Masks **are required** for unvaccinated individuals indoors when away from their workstation or office, when not seated in meeting spaces or when seated but not able to maintain six feet of social distance.
- Other meeting considerations:
 - Meeting rooms will continue to identify the maximum occupancy at which six feet of social distancing can be maintained. This will allow unvaccinated individuals to easily identify six feet of personal space and the maximum number of unvaccinated individuals allowed in the space.
 - All meetings must continue to include a virtual attendance option.
 - If all individuals meeting in a space are all fully vaccinated, you may return to normal occupancies. Unvaccinated individuals will need to continue to social distance while in meeting spaces but can remove their mask while seated if able to maintain social distancing of six feet. For example, if the meeting room's reduced occupancy to meet social distancing standards is four occupants, an unvaccinated individual would need to wear their mask while seated if there were more than four individuals in the meeting space.
 - Help maintain a clean workplace and consider disinfecting all surfaces after using a conference room. Refrain from spraying disinfectant directly on electronics. Instead, spray disinfectant onto a towel and then wipe down keyboards, mice, etc.

Common Areas

- Masks **are optional** for fully vaccinated individuals indoors or outdoors regardless of social distancing.

- Masks **are required** for unvaccinated individuals indoors when away from their workstation or office, when not seated in meeting spaces or when seated but not able to maintain six feet of social distance.
- Masks are not required for unvaccinated individuals when eating in breakrooms or other common areas when you are seated, as long as you are able to maintain social distancing of six feet.
- Masks **are required** at large, crowded, indoor gatherings where social distancing of six feet is difficult to maintain regardless of vaccination status.

Visitors

- Visitors should be limited to those that are onsite to perform business-related work. This does not include family, friends or the general public. When hosting a visitor, keep the following points in mind:
 - All visitors will be required to wear masks regardless of vaccination status. However, once seated, visitors may remove their masks if they are able to maintain six feet of social distance.
 - Zoom options must be available for all meetings.
 - If possible, utilize meeting areas accessible to the public before internal meeting or conference areas.
 - Ensure your visitor(s) complete the written health assessment prior to coming on site, or upon arrival at the facility.
 - Ensure your visitor(s) know and adhere to expected safety behaviors including the use of a mask or facial covering, personal hygiene requirements, social distancing, etc.

BHE Fleet Vehicles

- Vaccinated Individuals may ride together without wearing masks.
- When possible, unvaccinated individuals should limit the number of passengers to the driver and no more than one additional occupant. If that is not possible, no more than two individuals may ride together and must wear masks while doing so.
- If you are feeling ill or have any COVID-19 symptoms do not enter a BHE vehicle.

Finally, in order to maintain a safe and healthy workplace, it's critical that all individuals within our facilities and working with our customers be willing to speak up for safety. Like all of our safety practices, if you see something unsafe, say something. Kindly remind those you're working with if they are not following a workplace safety and health expectation of the responsibility each of us has to maintain a safe work environment.