Entergy	Travel During the COVID-19 Outbreak	06/01/2021 Rev. 7

The objective of these guidelines, which are subject to revision as conditions change, is to keep Entergy employees safe by reducing the risk of COVID-19 transmission while traveling or through contact with team members who have recently returned from locations where the outbreak is of high risk to travelers. These guidelines include the following:

A. General Travel Expectations
B. Mandatory Travel Notification Requirements
C. Post-travel Quarantine
D. Supervisor Responsibilities
E. General Travel Safety Tips and Resources
F. How to Notify the Employee Support Center

A. General Travel Expectations

a. Employees are expected to comply with all local, state and federal COVID-19 exposure control mandates and regulations while traveling. Links to various resources are available in the General Travel Safety Tips and Resources section below.

B. Mandatory Travel Notification Requirements

a. Employees are encouraged to avoid any personal travel involving cruise ships, and travel to international destinations.
b. Prior to any personal travel by cruise ship or to any location outside the U.S. the employee is required to notify their immediate supervisor and log their planned travel with the Employee Support Center through the **Travel Tracking** application.
c. Within 24 hours of returning from international or cruise ship travel and prior to reporting to work:
    i. If you were on a cruise ship or visited a foreign country, **BEFORE** returning to work, you must:
        1. Notify the Employee Support Center (see instructions in section F).
        2. Notify your immediate supervisor.
        3. Follow the quarantine requirements described in section C.
d. Upon completion of their quarantine, employees shall contact their immediate supervisor and the Employee Support Center (see instructions in section F) to confirm they are ready to return to their Entergy work location. Employees should obtain authorization from their immediate supervisor prior to returning to work.
e. If employees develop symptoms of COVID-19 during their quarantine, they shall contact their immediate supervisor and the Employee Support Center in accordance with **Entergy's COVID-19 Guidelines for Reporting Illnesses**.

C. Post-travel Quarantine

a. All employees returning from cruise ship travel or from destinations outside the U.S. shall not return to work at any Entergy location until they have confirmed they are symptom-free following a 10-day quarantine beginning on their first full day back.

i. Persons may shorten their quarantine period from 10 to 7 days if a viral test taken 3-5 days after travel is negative.
ii. Fully vaccinated persons (i.e., > 2 weeks following receipt of the second dose in a two-dose series, or > 2 weeks following receipt of one dose of a single-dose vaccine) returning from cruise ship travel or from destinations outside the U.S. will not be required to quarantine.
iii. Persons returning from cruise ship travel or from destinations outside the U.S. who previously tested positive for COVID-19 within three months of their return will not be required to quarantine.

b. If the nature of your job makes it possible for you to work remotely (as approved by your immediate supervisor), then the quarantine period can be a temporary work-from-home period.
c. If the nature of your job is such that remote work is not possible (as determined by your immediate supervisor) then:
   i. If the quarantine was the result of business travel, then resulting time away from work will be considered a paid "Approved Absence" under section 5.2 of the system policy on **Attendance and Absenteeism**. Employees should use the "Pandemic Absence" classification when reporting this time.
   ii. If the quarantine was the result of personal travel, then time away from work will be considered vacation (or absence for compelling reason if insufficient vacation time is available).

D. Supervisor Responsibilities (all leaders with direct reports)

a. Discuss this guidance with your employees.
b. If any employees are planning travel outside the U.S. or by cruise ship, ensure they understand the quarantine requirements and discuss with them how this will be handled.
c. Maintain awareness of all planned or in progress travel of your employees whether it is for business or personal reasons. Know how to reach your employees should the need arise while they are out.
d. Ensure your employees logs planned travel with the Employee Support Center through the **Travel Tracking** application prior to all travel outside the U.S. or by cruise ship.
e. Ensure your employees contact the Employee Support Center at the start and completion of any required quarantine.
f. Stay in touch with any employees in quarantine. Your approval is required for them to return to work at any Entergy location at the completion of the quarantine.
g. The Entergy responsible supervisor of any contract workers shall stay in close touch with them to maintain awareness regarding any potential risks associated with their travel before coming onto an Entergy site or traveling to a non-Entergy site. Contract workers are expected to abide by Entergy guidelines and official guidance provided by applicable government entities regarding quarantine when working on behalf of Entergy.

E. General Travel Safety Tips and Resources

a. Here are some tips and resources to help you plan for and stay safe while traveling:
   i. Summary of COVID exposure control actions and mandates by state: **https://www.nga.org/coronavirus-business-reopenings/**
   ii. U.S. Department of State Travel Information: **https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html.**
   iii. CDC Travel Information: **https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html.**
   iv. Social Distancing Tips from the CDC: **https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html.**

F. How to Notify the Employee Support Center

Instructions on how to reach the HR-COVID-19 queue at the Employee Support Center:

1. Contact the ESC at 844-ETR-WORK (844-387-9675 or internal 8-777-1444).
2. IVR picks up: 'Thank you for calling the Entergy Shared Services Support Center.'
3. Listen to instructions stating which options to press next. Do not press anything until you're prompted by IVR.**
4. Press 8 for COVID-19 support options.

****If employee begins pressing buttons at this step, the IVR will <u>not</u> recognize their selections.**