

Guidance for Attending External Meetings and Community Business Functions

As states across the country begin easing restrictions, staff may receive requests to attend external meetings or community events for business functions. The organizers of these functions are responsible for compliance with any applicable jurisdictional requirements. Nevertheless, the health and safety of our colleagues is paramount. Attendance may be allowed but only in the context of the following guidance. Please consult with your supervisor before attending an in-person function.

For the latest information on the company's status related to COVID-19, including any applicable travel restrictions, visit the [Exelon Coronavirus Information Center](#).

Preparing for the function

- Use the self-screening process. Do not attend the function if you are sick or had close contact within the past 14 days to anyone that is COVID-19 positive.
- Consider not attending the function based on the current COVID-19 case count and if there are increasing cases spreading throughout the community.
- Ensure your supervisor is aware which day you will be attending the function.
- Supervisors should limit the number of employees attending a function whenever possible and ensure compliance with any jurisdictional requirements.
- Know in advance and be prepared to adhere to any COVID-19 precautions that are required specific to the function.
- Bring a mask and hand sanitizer to use during the function.

During the function

- Safety first – if the event is not in compliance with state or local directives, do not attend the function.
- Minimize gestures that promote close contact. For example, do not shake hands or do elbow bumps. Instead wave and verbally greet other attendees.
- Exercise 6-foot social distancing at all times, including in parking lots.
- Masks must be worn at all times except when eating or drinking. During these times, it is especially important to maintain social distance. Whenever possible, seat yourself so you are facing the same direction as others who are eating or drinking.
- Do not eat from shared plates or bowls. Only take individually packaged foods and wash hands prior to eating or drinking.
- Wash your hands or use hand sanitizer frequently.

After the function

- Make sure you take care of your mask so you are able to reuse it.
- If you begin to develop symptoms such as fever, chills, shortness of breath, fatigue, body aches, new loss of taste or smell, sore throat, congestion, nausea, or diarrhea, contact OHS at 1-800-558-0039.