

Checklist for Temporary Visits to PHI Facilities

While employees are expected to continue working from home until at least January 2021, we understand they may need to temporarily visit the office to pick up or access personal and work items. When visiting, please use the below checklist to help ensure your safety and the safety of those still reporting to our facilities on a regular basis.

Preparing for the visit

- If you are sick or have been exposed to anyone that is COVID-19 positive, do not come into the office.
- Use the self-screening process through the Exelon questionnaire.
- Ensure your supervisor is aware which day you will be in the office, purpose for the visit, and expected duration of the visit.
- Supervisors should stagger visits of employees if more than one employee is returning to the building/floor.
- Bring a mask to use during your visit. Use a company-provided mask if available. If a company mask is not available, use your own mask and switch to a company mask when you arrive at the office.
- Review the “In the building” policies and practices from the Exelon re-entry website.
- Avoid visiting the buildings on the weekends due to weekly deep cleaning. If the weekend is the only time available, the weekly cleaning schedule is provided in the Safety Source and PHISource app. Do not return to office during the times the building is being cleaned.

During the visit

- Safety first – be aware of any changes that may have occurred to the buildings, be mindful of obstacles while carrying items. Note: You may see temperature screening stations located near the OCC’s
- Exercise 6-foot social distancing at all times, including in parking lots.
- Wearing a company-provided mask is required while in the buildings. They are to be worn in buildings when in any common area, including hallways, and can be removed if you are by yourself in an office or cubicle.
- Always carry your Exelon ID.
- Do not bring any visitors into the buildings, except for contractors.
- Return to your workspace only.
- Try to accomplish tasks in the shortest time possible.
- Don’t linger or visit other areas.
- Due to weekly spray cleaning, which uses a bleach solution:
 - Papers that were left on desks may be curled.
 - Plan to wash personal dishes or other items used for food or liquid consumption with soap and water after returning home.

After the visit

- Make sure you take care of your mask so you are able to reuse it.