
From: SoCalGas Employee Communications <SoCalGasEmployeeCommunications@semprautilities.com>
Sent: Wednesday, March 25, 2020 9:21 PM
Subject: A Message from SoCalGas ICS Human Resources Officer



A Message from

Incident Command System (ICS)
Human Resources Officer

From: ICS Human Resources Officer
Sandra Hrna

Dear Team,

This is to inform you that SoCalGas was notified on Wednesday, March 25, 2020, that one of our employees tested positive by a local hospital for COVID-19. The employee works primarily at the Chatsworth Headquarters.

While we can't share further details due to privacy reasons, please be assured that our Employee Care Services team is following all Centers for Disease Control (CDC) and applicable health agency guidelines in dealing with this case.

The employee is currently in quarantine and will remain in quarantine until cleared by their health care provider and the county health department. We are in the process of identifying and notifying individuals who worked in the employee's immediate vicinity during the 72 hours before the employee first developed symptoms or was diagnosed, whichever is longer. These individuals have been directed to follow quarantine protocol. In addition, we are following additional health agency guidelines, including deep cleaning the areas in and around where the employee was working.

As testing for COVID-19 becomes more broadly available, the number of employees who test positive will likely increase. Please know that we are taking the COVID-19 pandemic very seriously and are taking steps to protect every employee. We have increased the frequency of facility sanitization at all SoCalGas locations with hospital grade products with special attention given to surface areas that are frequently touched, like doorknobs, light switches, and bathroom locks in accordance with agency guidelines. If an employee has a confirmed case, or has symptoms and confirmed exposure, we will contact employees who may have been exposed and instruct them to self-quarantine. Although we will not notify all employees of every case, we will continue to provide updates to help you stay safe.

We are all in this together, so please continue to practice your own safety measures to help keep our families, our colleagues, and our communities safe. As a reminder:

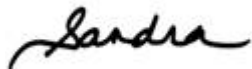
- If you are sick, stay home.
- Maintain proper and frequent handwashing for at least 20 seconds. Humming or singing Happy Birthday twice is a good guide.
- Take immediate action upon entering and leaving your home or areas you are working or visiting by disinfecting your hands with hand sanitizer or soap and water.
- Practice respiratory etiquette - cough and sneeze into your elbow or a tissue and immediately dispose of the tissue.
- Do not touch your face, nose, eyes and keep away from sick individuals.
- Socially distance yourself by keeping at least 6 feet between you and others.
- Clean and disinfect frequently touched surfaces often.

I recognize and understand that this news may make you feel anxious or concerned. If so, please remember the EAP helpline is available to employees 24 hours a day, 7 days a week at **(800) 321-2843**. For additional information

regarding COVID-19 and the actions the company is taking to address this issue, please visit our [Wellness page](#).

Thank you for everything you do. Continue to stay safe.

Sincerely,



Sandra Hrna
ICS Human Resources Officer



Wellness Site



HR Inquiries



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