

To our One Team Members:

As you know, the COVID-19 (CV19) situation continues to evolve very quickly. In light of ongoing events, Southwestern Energy (SWN) is implementing the following steps applicable to all contractors in all of our operating areas, effective immediately. Your compliance is mandatory, and your cooperation crucial to helping us follow public health guidelines and adequately protect our employees and our contractor workforce.

The following guidelines are required and apply to all SWN offices and work locations, including well pads, facilities and all other sites where SWN's business or operations are conducted.

1. **All SWN work sites are closed to all non-essential visitors.**
 - a. Who is considered "essential" vs. "non-essential"?
 - i. An essential visitor would be someone whose physical presence is required in order to perform a business critical task that cannot be performed remotely.
 - ii. A non-essential visitor would be someone whose physical presence is not required in order to perform a business critical task; the task can be performed remotely.
 - b. What are some examples of visitor activities that would be classified as "non-essential"? (List is non-exhaustive.)
 - i. Dropping off breakfast;
 - ii. Transmitting documents (e.g., invoices for signature) or other materials;
 - iii. Performing computer work that could be performed remotely; and
 - iv. Stopping by to engage in in-person communications.
2. **No one will be permitted on a SWN work site who (i) is known or suspected to have CV19, (ii) has been exposed to someone known or suspected to have CV19, (iii) has recently traveled internationally or gone on a cruise, or (iv) exhibits cold/flu-like symptoms.**
 - a. Screening will take place on our manned locations (i.e. Frac and Drilling sites)
 - b. You should be pre-screening your employees prior to sending them to a SWN location.
 - c. Questions we will be asking, and you should be prescreening, are set forth below. If an individual answers "yes" to any of these questions, he or she will not be permitted to enter or access any SWN work site or other location.

- i. Have you or anyone you have come into contact with been diagnosed with, tested positive for, or suspected to have CV19?
 - ii. On or after 2/1/2020, have you or someone you have been in contact with traveled outside of country, or gone on a cruise?
 - iii. Are you experiencing any cold/flu like symptoms?
- 3. SWN must immediately be notified if any contractor employee or subcontractor that has been on any SWN work site or location (i) is known or suspected to have CV19, or (ii) exhibits illness or symptoms consistent with the symptoms of CV19, namely flu-like symptoms such as fever, fatigue and respiratory symptoms, including but not limited to cough and/or shortness of breath.**
 - a. In providing this notification to SWN, please ensure that you at all times comply with HIPAA and any and all other laws governing the protection of employee personal and health information.
 - b. In the event a case of CV19 is identified with respect to an individual present on a SWN location, appropriate precautions will be taken and policies observed.
 - i. The identified individual will be quarantined and treated appropriately;
 - ii. If applicable, the work site will be appropriately cleaned and sanitized; and
 - iii. Other individuals who may have been in contact with the confirmed case will be contacted and properly assessed.
- 4. All SWN contractors will ensure that their employees and subcontractors are aware of and observe the following good hygiene guidelines promoted by public health organizations:**
 - a. Seek to avoid contact with individuals known or suspected to have CV19, or that exhibit CV19 symptoms;
 - b. Stay home if you are sick or don't feel well;
 - c. Wash your hands often and for at least 20 seconds with soap and water, or a 60% alcohol hand sanitizer if soap and water are unavailable;
 - d. Avoid touching your eyes, nose, mouth or face with unwashed hands;
 - e. When sneezing or coughing, cover your mouth and nose with your elbow or tissues;
 - f. After sneezing or coughing, immediately dispose of any used tissues and wash your hands; and
 - g. If you are sick, elderly or in a high-risk population with an underlying health condition, avoid contact with sick people or people who may be sick.

Compliance with the four guidelines above is vital to allowing SWN to adequately protect all individuals present on our work sites, which is priority number one in all we do. In addition to the steps described above, we are taking the follow actions to promote a safe and healthy workplace during this time:

- Additional hand washing stations have been placed on our larger operations as well as hand sanitizer/sanitization products.
- We have increased the frequency of cleaning taking place on our work sites and other locations, including our offices.
- We will be discussing CV19-related issues and precautionary measures daily in safety meetings across our operations.

SWN encourages everyone to be safe and receive adequate medical attention in the event they exhibit any CV19 symptoms, such as fever, fatigue and respiratory symptoms, including but not limited to cough and/or shortness of breath. All should also be advised to keep their healthcare professional informed about recent relevant travel (i.e., international travel or a cruise) as well as exposure to any CV19 infected or potentially infected individuals. Healthcare professionals are working diligently along with public health experts and government officials at all levels to navigate this difficult situation and combat CV19, and we all should do our part to help these efforts. Below are some additional resource materials on CV19:

<https://coronavirus.jhu.edu/map.html>

<https://wwwnc.cdc.gov/travel/notices/alert/coronavirus-global>

Thank you,
Southwestern Energy