



A MESSAGE FROM CORPORATE SECURITY

To all employees of NextEra Energy companies:

To ensure a safe and secure workplace, effective June 15, all visitors to NextEra Energy facilities will be required through their employee host to follow these updated protocols.

For visitors at corporate facilities, please note that **pre-registration** is required with at least 1 hour prior to arrival.

During the pre-registration process, hosts are required to ask their visitors the following questions:

1. Have you experienced an abnormal cough or shortness of breath within the last 14 days? (Yes or no?)
2. Have you been in close contact in the last 14 days with someone who has been diagnosed with COVID-19? (Yes or no?)
3. **NEW:** Have you been fully vaccinated (two weeks since final required dose) for COVID-19? (Yes or no?)

If the answer to questions 1 or 2 is YES, the host is advised via email that their visitor pre-registration is denied and to contact corporate security for assistance. If the answer is NO, no further action is required.

If the answer to question 3 is YES, no further action is required, and visit is automatically approved.

If the answer to question 3 is NO, the host is advised via email that their visitor must submit proof of a negative COVID-19 polymerase chain reaction (PCR) or antigen test that is dated within three days of their visit for visitor access to be granted to any NextEra Energy premise.

For visits to corporate facilities, the host will be responsible for collecting proof of the visitor's negative COVID-19 PCR or antigen test and submitting / uploading through corporate security's **SharePoint site**. Proof of a visitor's negative COVID-19 test is deleted from our systems of record after their visit.

Corporate security will then review and determine if the proof is satisfactory and, once review is completed, would then revert visit status from denied to approved allowing guards to check visitor in upon arrival.

Once the proof is submitted and reviewed, the host will receive an email with either response:

- Proof is satisfactory; visit is now approved.
- Proof is not satisfactory; visit will remain in denied status.

This applies to the following corporate facilities: Juno Beach office, Jupiter West, LeJeune Flagler Office (LFO), General Office (GO), Pensacola Bayfront office, Physical Distribution Center and West Palm Customer Care Center.

At all other company locations, including leased facilities, there may be no company controlled, staffed and secured entrance where visitors are managed. For these locations, where a visitor will interact with company employees, the host of any visitor should pose the same pre-registration questions noted above and deny access if a visitor answers YES to either question 1 or 2 or NO to question 3 and cannot alternately provide proof of a recent negative COVID-19 PCR or antigen test. For visitors to these sites, which are not supported by corporate security, hosts should not submit / upload any COVID-19 test information. Instead, hosts should review and then delete or otherwise dispose of any such information.

This policy does not apply to brief visits for vendors such as delivery persons or those who are executing limited activities without engaging employees while on-site. As a reminder, spouses and dependents, who are not employees, are considered visitors.

Hosts should also remind visitors at any NextEra Energy location of the company policy on face coverings.

PLEASE NOTE: Any visitors who have already been registered for a visit on or after June 15 must be re-registered for their visit at least 1 hour prior to arrival.

Face coverings required for those who are not fully vaccinated: If you are not fully vaccinated, you're required to wear a mask consistently and correctly when you cannot safely maintain social distancing of at least 6 feet, when you are in any common area (hallways, conference rooms, cafeteria lines, bathrooms, etc.) and when you are entering or exiting our buildings. For vaccinated and unvaccinated individuals, masks are also required when in health care settings like our clinics or testing sites.

- **If you work at a leased location** and the building owner has provided stricter guidelines for face coverings, please follow that direction in common areas of the building.
- **If your business unit has stricter** guidelines for face coverings as part of a safety protocol or for interacting with other team members or customers, please follow that direction.
- **If your federal, state, local, tribal, or territorial laws**, rules and regulations that may require otherwise, please follow such guidance.

Thank you for your attention to this important matter. Security is everyone's responsibility. Remember to always report suspicious activity: If you see something, say something.

When reporting suspicious activity, be prepared to describe specifically what you observed, take note of the following: SALUTE

S - Size (gender, age, physical description)

A - Activity (what are they doing)

L - Location (provide exact location)

U - Uniform (what are they wearing, including shoes)

T - Time (date, time, and duration of activity)

E - Equipment (vehicle make, color, license plate, cameras, weapons)

For additional safety tips and information, please visit the [corporate security webpage](#). You can also call the security operations center; available 24 hours a day, 7 days a week at 561-694-5000.

This message was sent from an account that is not set up to receive emails. If you have questions or comments, send them to:
Employee.Communications@NextEraEnergy.com