



IMPORTANT INFORMATION ON CONTINUED COVID-19 PROTOCOLS AT KINDER MORGAN LOCATIONS FOR CONTRACTORS

August 19, 2021

This email is being sent to all Kinder Morgan Contractors

In the past few weeks, the number of confirmed new COVID-19 cases with Kinder Morgan contractors has risen sharply. Seeing an increase in cases across many locations where we have large concentrations of workers is concerning. It is critical that we all continue to follow the CDC guidelines to help **protect others** including our families, co-workers and those with high risk factors from exposure to this disease.

KM is deeply committed to the health and well-being of our employees, clients, contractors, guests and the communities where we live and work. In response to the COVID-19 pandemic, Kinder Morgan is inquiring about the health and status of individuals prior to allowing them to enter or visit our facilities/projects. To help protect against the spread of COVID-19, we asked you to self-evaluate whether you might pose an undue risk to the health and safety of others before entering the facility/project.

Contractor workers should have your employer talk to your Kinder Morgan contact to discuss return to work protocol that is in place. However, contractors are generally required to follow similar criteria, based on CDC and medical guidance, as Kinder Morgan employees. Exceptions must be reviewed and approved by local management, the KM Corporate Safety Lead and, if appropriate, the Kinder Morgan HR and Legal departments.

KM recommends that you get fully vaccinated against COVID-19. If you choose not to, the previously communicated face covering requirements are in effect (see Important Reminders below). Contractor companies are responsible for ensuring compliance with KM requirements to all COVID-19 prevention protocols.

IF CONTRACTOR EMPLOYEES HAVE ANY SYMPTOMS LISTED ON THE ENTRANT QUESTIONNAIRE, EVEN IF FULLY VACCINATED OR IF THEY DO NOT THINK THEY ARE COVID RELATED, THEY SHALL CONTACT THEIR SUPERVISOR AND/OR KINDER MORGAN SITE LEADERSHIP BEFORE ATTEMPTING TO ENTER THE FACILITY.

Important Reminders:

- Contract workers who **are not fully vaccinated** are required to wear a face covering any time they leave their personal workstation, when working within 6 feet of others at any time, and when entering common work areas. Workers who fail to comply with these requirements will be subject to being asked to leave the facility, as they would for disregarding any Kinder Morgan policy or procedure.
- Continue to monitor for anyone who reports that they are ill, have been tested, or have come in contact with someone who is ill, and provide this information to your HR Representative and KM Representative.



[Excerpt of previously communicated guidance – 7/23/2021]:

Contractors working at Kinder Morgan locations or projects, who are fully vaccinated (14 days since last dose) and are asymptomatic, are not required to wear face coverings except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

Contractors are subject to the following requirements when entering a Kinder Morgan facility or work area:

- **Office Building Environments:**
Non-vaccinated individuals working in any office environment shall don face coverings at all times with a few exceptions (see below) and follow all site specific COVID protocols.
- **Shared Enclosed Spaces:**
Non-vaccinated individuals are required to don face coverings at all times and follow site specific COVID protocols in enclosed spaces such as office rooms, trailers, control rooms, vehicles, and other similar spaces where other individuals are present.

The face covering requirements do not apply:

- Out-of-doors, open air spaces where social distancing (minimum of 6 feet) is maintained and/or working alone outdoors.
- Buildings and enclosed spaces when occupied by only one individual.
- If you have been fully vaccinated (14 days since last dose).

Contract workers who **are not fully vaccinated** are required to wear a face covering any time they leave their personal workstation, when working within 6 feet of others at any time, and when entering common work areas. Workers who fail to comply with these requirements will be subject to disciplinary action, as they would for disregarding any Kinder Morgan policy or procedure.

Kinder Morgan reserves the right to review and change this guidance at any time based upon changing circumstances and data. Additionally, Kinder Morgan reserves the right to ask for proof of vaccination if reasonable doubt exists based upon community vaccination rates, local outbreaks, etc.

Contact your direct Kinder Morgan Representative, Hiring Manager, or ContractorSafety@kindermorgan.com with any questions.