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MEMORANDUM

TO: _____, AE O&M Specialist Senior
CHP & District Cooling

FROM: _____, VP Power Production

DATE: March 26, 2020

SUBJECT: Austin Energy's Essential Operations

First, thank you for your ongoing support and dedication to providing essential electric service to our community on behalf of Austin Energy.

The service we provide is critical in this unprecedented situation. As such, we must maintain staffed operations during the Mayor's announced Stay Home, Work Safe order. As an AE O&M Specialist Senior with District Cooling, you are a mission critical employee, required to report to work to perform duties currently identified as essential to Austin Energy's operations.

We understand the unique challenges and hardships this may present for you. If you have any questions regarding your work assignment, as well as challenges, constraints or requests regarding your work schedule, please discuss those with your immediate supervisor.

We could not do this without you. We appreciate your commitment to your coworkers and the community. Please continue to be safe and healthy by following social-distancing guidelines and washing your hands.

cc: