

Phasing Back to Normalcy

Deceleration Plan

May 11, 2020

This plan will be periodically reviewed. Restrictions and guidelines may change or be updated at any time as conditions, government restrictions and the pandemic conditions change.

According to the CDC, there are six pandemic intervals: Investigation, Recognition, Initiation, Acceleration, Deceleration, and Preparation. While the United States is still in the acceleration phase (as of April 30, 2020), we are planning for the next interval, deceleration. Deceleration is when the virus is at a point of consistently decreasing. The economy, businesses and people begin transition to normal functions during this phase. The CDC will provide guidance as to when the country will enter this phase. This is a tentative plan for the company during the deceleration interval, which is subject to change as the situation and guidance evolves.

Deceleration is divided into three phases, defined below. CIMT will monitor guidance from state and federal authorities. Updates on Santee Cooper's plans will be provided via iNote as well as published on the COVID-19 iPort and external website.

- Phase 1 – State lifts some restrictions, opening more businesses and public facilities.
- Phase 2 – There has been no second wave of positive cases in SC or the threat of a second wave has passed.
- Phase 3 – No government restrictions in place.

The safety of our employees is top priority. Safety will provide resources as employees transition through deceleration. Employees may be more distracted than normal, out of their routines, and could have more stress. The goal is to minimize the stress and keep employees focused on safety, health, and well-being by identifying and mitigating hazards. As the situation evolves, so will the plan. Please stay aware and up to date.

During deceleration, employees are expected to report to work, work from home, or work other schedules as determined by their supervisor. Employees considered high risk for COVID-19 as defined by the CDC should make work arrangements with supervisors. If necessary, supervisors will coordinate with Occupational Health. Discuss any high risk concerns you have with your supervisor. The CDC currently (as of 4/30/2020) defines high risk as people:

- 65 years and older
- who live in nursing homes or long-term care facilities

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- with chronic lung disease or moderate to severe asthma
- who have serious heart conditions
- who are immunocompromised
- with severe obesity (BMI of 40 or more)
- with diabetes
- with chronic kidney disease undergoing dialysis
- with liver disease

During deceleration, Santee Cooper will begin to transition employees to normal schedules, back to the office and/or to normal functions. That transition will be a phased approach. Precautions will be implemented during the phase as laid out below.

Company Procedures During Deceleration Phases

PHASE 1

Work Schedules

Work schedules, work from home, staggered shifts, work teams, etc. are determined by supervisors and management of individual departments. However, during Phase 1 the percentage of employees working in the office will be limited.

Social Distancing

Social distancing should be practiced at all times (including but not limited to elevators, restrooms, lobbies, halls, breakrooms, canteens, etc.). Employees should be at least six feet apart and should not congregate. Elevators are limited to one or two riders per car and employees should distance themselves as much as possible. Some high traffic areas and stairwells will be marked one-way, and those directions should be followed. Employees should avoid congregating in outside areas such as picnic areas, smoking areas, and parking lots.

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Wellness Checks

Employees should not report to any company facility if they have a fever or other symptoms of COVID-19, such as:

- Fever/Chills
- Sore Throat
- Shortness of Breath
- Dry Cough
- Nausea / Diarrhea
- Conjunctivitis – pinkeye
- Loss of taste or sense of smell.
- Flu-like symptoms

Employees and others reporting to ECC, DCC, Water Plants, Call Center, and all generating stations will be screened upon arrival for fever and asked questions regarding wellness. Employees and others reporting to any company facility may be screened upon arrival for fever and asked questions regarding wellness. These screenings will be conducted in a manner designed to reasonably protect employee privacy. Results indicating potential illness will be addressed by Occupational Health in accordance with state or federal guidelines.

Facial Coverings

There are various types of facial coverings, including cloth, disposable paper, surgical masks, and N-95. N-95 masks provide one of the highest degrees of protection from particles and are required PPE for certain jobs or in certain situations. Other face coverings (like cloth coverings or surgical masks) are **not** substitutes for N-95 and are not PPE. If you have been instructed to use PPE or are engaging in activities that require PPE, appropriate PPE should be used. If facial coverings create other safety hazards, contact Occupational Safety or Supervision before using them.

Wearing facial coverings is strongly encouraged when working at the company's facilities or riding in the company's equipment with other employees. Facial coverings do not need to be worn when working alone in an individual office/cubicle or riding alone in a fleet/equipment. If an employee is using common areas, operating shared equipment, or otherwise within 10 feet of others, facial coverings are strongly recommended. Examples of when cloth facial coverings should be used are:

- In common areas

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- Working outside of their office/cubicle
- Walking through the facilities
- Attending meetings
- Visiting another employee or having a visitor to your office/cubicle
- Interacting with others (including visitors, vendors, or customers)
- Using copiers/printers
- Riding in a fleet with another person
- Working in a space that does not allow proper social distancing

In-Person Meetings

The use of conference calls and WebEx is encouraged to avoid gathering groups of employees. However, if in person meetings are necessary, all social distancing guidelines should be practiced.

Only schedule in-person meetings when necessary. Signage will be provided on each conference room door indicating the maximum occupancy for that room. The maximum occupancy will also be posted on the COVID-19 page of iPort. In person meetings must be scheduled in the appropriate room to accommodate the group size.

Visitors and Vendors

WebEx, emails, conference calls, and other technology should be utilized to avoid or minimize in-person interactions.

Visitors and vendors will not be allowed at Santee Cooper facilities unless they are providing essential services. They are strongly encouraged to wear facial coverings and should practice social distancing while on site.

Mail Delivery

Mail delivery is limited. Areas not receiving mail delivery should designate one person to pick up mail from the mailroom. The limited mail schedule is outlined below.

For MC Campus deliveries go to mail codes ECC, WH, TS and all 2nd floor and 6th floor main building. All other mail codes on MC Campus should pick up mail at the mailroom.

MB deliveries will remain normal.

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For Outlying areas deliveries go to mail codes RWS, LM2, CGS, OVT, LM2 and JGS. SOM and WAM should pick up mail at the mailroom.

Travel

Work related travel requires C-Staff approval. Employees that travel out of South Carolina (business or personal) could potentially be quarantined, isolated at work, subject to extra restrictions, etc. Employees should contact Occupational Health before traveling by emailing OHTravel@santeecooper.com. Occupational Health will provide a plan for your return to work no sooner than 5 days before your travel date. However, the plan may change after it is provided, so employees must contact OH upon their return and before coming back to a Santee Cooper facility. Occupational Health is keeping up with current guidance and can instruct employees in accordance the current guidance, provided by DHEC and CDC, in place when a traveling employee returns.

Cleaning Procedures

Cleaning crews will clean common areas and restrooms twice per day Monday thru Friday. Employees should wipe down surfaces they touch after each use. This includes computers, copiers, office equipment, etc. Sanitizing supplies are available through the warehouse for this purpose and can be ordered by Floor Coordinators.

Breakrooms

Employees should wash hands or use hand sanitizer before and after using or touching any shared appliance or equipment (including microwaves, refrigerators, etc.) and wipe down all surfaces touched after each use with sanitizing supplies provided in the breakroom. Employees should not congregate in breakrooms and practice social distancing when others are present.

Fleets

No passengers in any fleet unless approved by Management.

If more than one person is in a fleet, facial coverings are strongly recommended. The driver of any shared fleet is responsible for sanitizing all surfaces possibly touched, including door handles, switches, steering wheel, controls, consoles, gear handle, etc. Sanitizing supplies will be provided in each pool fleet. Floor coordinators can acquire sanitizing supplies from the warehouse for departmental fleets.

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Training

Learning & Development may provide training as well as useful resources as the situation evolves. For example, WebEx training and teambuilding for virtual teams is available now. To request training or for a list of available courses, please contact Learning & Development, ext. 3034.

During Phase 1, there will be no in-person training.

Interviews

All interviews will be remote.

New Employee Onboarding

New employees will report as directed by the hiring supervisor. On-boarding will be conducted remotely and coordinated by Human Resources and Learning & Development.

Retail Offices - Lobbies

Drive-thru only service and promote other channels such as; online banking, bank partners, draft billing and over the phone assistance.

OSCP

OSCP open for walkers only. All facilities remain closed and will be opened gradually. Continue staggered employee shifts.

Somerset:

Boat ramps open, open to walkers. Fifty percent of campsites open. Facilities closed and will be gradually opened. Closed areas include:

- Comfort Stations (showers and restrooms)
- Cabins
- Recreational Building
- Playground
- Tennis Courts
- Picnic Shelters
- Swim Area

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PHASE 2

Social Distancing

Social distancing should continue to be practiced at all times (including, but not limited to, in elevators, restrooms, lobbies, halls, breakrooms, canteens, etc.). Employees should limit gatherings to five people and social distance, including at outside areas.

Wellness Checks

Phase 1 & Phase 2: Employees and others reporting to ECC, DCC, Water Plants, Call Center, and all generating stations will be screened upon arrival for fever and asked questions regarding wellness. Employees and others reporting to any company facility may be screened upon arrival for fever and asked questions regarding wellness. These screenings will be conducted in a manner designed to reasonably protect employee privacy. Results indicating potential illness will be addressed by Occupational Health in accordance with state or federal guidelines.

Facial Coverings

There are various types of facial coverings, including cloth, disposable paper, surgical masks, and N-95. N-95 masks provide one of the highest degrees of protection from particles and are required PPE for certain jobs or in certain situations. Other face coverings (like cloth coverings or surgical masks) are **not** substitutes for N-95 and are not PPE. If you have been instructed to use PPE or are engaging in activities that require PPE, appropriate PPE should be used. If facial coverings create other safety hazards, contact Occupational Safety or Supervision before using them.

Facial coverings are recommended except when alone in offices or fleets.

In-Person Meetings

The use of conference calls and WebEx is encouraged to avoid gathering groups of employees. In-person meetings should be used only when necessary. Practice social distancing.

Visitors and Vendors

WebEx, emails, conference calls, and other technology should be utilized to avoid or minimize in-person interactions.

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Visitors and vendors will not be allowed at Santee Cooper facilities unless they are providing essential services.

Mail Delivery

Mail delivery will return to normal.

Travel

Work related travel requires C-Staff approval.

Cleaning Procedures

Employees should wipe down surfaces they touch after each use. This includes computers, copiers, office equipment, etc. Sanitizing supplies are available through the warehouse for this purpose and can be ordered by Floor Coordinators.

Breakrooms

Employees should wash hands or use hand sanitizer before and after using or touching any shared appliance or equipment (including microwaves, refrigerators, etc.) and wipe down all surfaces touched after each use with sanitizing supplies provided in the breakroom. Employees should practice social distancing when others are present.

Fleets

The driver of any shared fleet is responsible for sanitizing all surfaces possibly touched, including door handles, switches, steering wheel, controls, consoles, gear handle, etc. Sanitizing supplies will be provided in each pool fleet. Floor coordinators can acquire sanitizing supplies from the warehouse for departmental fleets.

*Shared fleets are fleets that are used by more than one person, such as departmental fleets or pool fleets.

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Training

The only in-person training classes during this phase will be Mandated classes which are required to be in-person. Any classes which cannot be offered remotely or online will be conducted in a manner to adhere to social distancing guidelines.

Interviews

All interviews will be remote.

New Employee Onboarding

New employees will report as directed by the hiring supervisor. On-boarding will be coordinated by Human Resources and Learning & Development.

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PHASE 3

Social Distancing

Normal operations.

Wellness Checks

No wellness screenings. However, employees with symptoms should not come to work. Employees that stayed at home due to symptoms or exposure should contact Occupational Health before returning to work.

Facial Coverings

Facial coverings are optional.

In-Person Meetings

Normal operations.

Visitors and Vendors

Normal operations.

Mail Delivery

Normal operations.

Travel

No quarantine required except for travel to areas designated by local, state, or federal authorities.

Cleaning Procedures

Normal operations, but employees are encouraged to wipe down surfaces they touch after use.

Breakrooms

Normal operations.

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Fleets

Normal operations.

Training

Normal operations but online training encouraged when possible.

Interviews

Normal operations.

New Employee Onboarding

Normal operations.

Retail Offices - Lobbies

Normal operations

OSCP

Normal operations. Resume large gatherings, rentals, festivals and park programs.

Somerset:

Normal operations except swim area restrictions based on availability and need of lifeguards.

Departmental Procedures

In addition to the company procedures above, each department will have specific procedures for their areas. Consult area supervision for details.