

Date: Friday, Jan. 8

iNote Subject: Important COVID-19 Info

COVID-19 has brought many challenges to us in 2020. However, Santee Cooper has continuously gotten the job done regardless of the obstacles placed in our path. The dedication and professionalism of you, our employees, is why we are successful. We ask that you continue to stay vigilant and focused – not just for this company but for your health and that of your families.

As the new year has begun, COVID-19 continues to present major challenges to Santee Cooper operations. Lawmakers have not extended the Families First Coronavirus Response Act (FFCRA) into 2021. Therefore, last year's Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion are not available. As the virus continues to spread, requiring work absences due to sickness and quarantine, Santee Cooper will support your COVID-19 leave needs from within available benefits.

If you are unable to work due to COVID-19, you may use your choice of current/accumulated Sick Leave or Vacation for paid leave (using sick leave will count against 2021 CGI). Unpaid leave may also be available to individuals who qualify under Santee Cooper's policies and applicable laws.

If you are quarantined as a result of a work-related exposure and your job cannot be performed remotely (including isolated work or online training/work that can be done at home), your supervision may approve charging your quarantine time to a COVID task.

As time goes by, more and more details and guidance will be provided by federal and state authorities regarding matters related to COVID-19, including changes to laws. Please be aware internal guidelines and policies are subject to change at any time, and current information will be posted on Santee Cooper's COVID-19 webpage [[COVID-19](#)].

Please remember to consult Occupational Health regarding any symptoms you have or if you have any contact with a positive or suspected positive COVID-19 individual.