

Feb. 4, 2022

## Return to Workplace Reminder, COVID-19 Updates

As Santee Cooper begins transitioning remote workers back to their work sites next week (**as a reminder, the schedule is below**), please remember the current protocol for face coverings for all employees, regardless of vaccination status:

- All employees are required to wear a face covering inside Santee Cooper facilities at all times (except in your office, if social distancing can be maintained.) This includes hallways, conference rooms and other common areas, with the exception of break rooms while eating.
- All employees are required to wear a face covering outside at Santee Cooper facilities or on a worksite, when social distancing is not possible.
- Department management may grant exceptions for limited situations such as working around energized equipment or in high outdoor temperatures, where face coverings could create additional hazards.
- Social distancing should be maintained indoors at all times and outdoors whenever possible.

Please remember, if you have COVID-like symptoms or test positive, regardless of vaccination status:

- Do not come to work and contact Occupational Health (OH) immediately at [occupationalhealth@santeecooper.com](mailto:occupationalhealth@santeecooper.com), or by calling 843-761-4090 between the hours of 7:30 a.m. and 7 p.m.
- Contact your supervision.
- Do not return to work until you are cleared by Occupational Health to do so.

If you are exposed to someone with COVID-19:

- Contact OH, be prepared to quarantine if OH instructs you to do so, and do not come to work until you are cleared to do so.

Santee Cooper is continuing to follow CDC guidance on COVID-19 measures, so please stay updated by visiting the [CDC website](#).

**Return-to-Workplace Schedule** – We will begin a transition back to Santee Cooper workplaces for employees who have been working remotely during the pandemic, and we expect to finalize a hybrid telecommuting program soon. Your supervision may have additional guidance on specific return-to-office schedules within these designated weeks.

- Week of Feb. 7-11 (TS Return): Technology Service Desk, Computer Client Services, Systems Support, Corporate Data & Voice
- Week of Feb 14-18: Operations Center, Transportation, Reclamation, and Annex Buildings & Remaining TS Staff

- Week of Feb 21-25: Moncks Corner Main Building and All Horry Georgetown Areas
- Week of Feb 28-March 4: All other areas