

iNote – March 16, 2020

Santee Cooper serves a critical mission to our stakeholders who rely on us to provide reliable electricity and water. We also take seriously our responsibility to provide a safe working environment for employees. The COVID-19 pandemic is a highly unusual circumstance and we appreciate everyone's patience and understanding. Please understand that as this situation evolves, we may change our response and we all need to be flexible.

We are taking the following precautions in balancing our responsibility to both stakeholders and employees. We anticipate these precautions will be effective through April 3, but again, please be flexible.

Work Processes

- Supervision should encourage telecommuting for employees who fall into high-risk health categories or who are not sick but are in a period of quarantine. Supervisors should also work with remaining staff to utilize an appropriate balance of telecommuting and onsite and/or alternate work schedules.
- Not all jobs are suited for telecommuting, including those that are mission-critical or involve functions dependent upon a physical work presence. Santee Cooper will continue robust cleaning processes and encourage social distancing at work.
- If you need to remotely log in to the Santee Cooper network, please log in, retrieve the files or information you need, and log back out. There are a limited number of people who can remotely log in at the same time.

Leave

- During this time, employees who are unable to work can use any vacation, sick or flex leave that they have available. Please refer to Corporate Policy 7-04 Leave and Attendance for additional guidance on notifying supervision.

Timesheets

- Employees should fill out their timesheets now for last week and as much as they can for this week.
- Supervisors will be responsible for filling in timesheets for those employees who cannot do so remotely.

Travel and Quarantine

- All non-essential business travel is suspended.
- Employees who travel outside of the country or take a cruise are required to self-quarantine (away from work) for 14 days. The quarantine period does not begin until the employee has made it back to their home.

- Employees who travel domestically outside South Carolina should contact Occupational Health before returning to work. These employees may also be required by Occupational Health to be quarantined from Santee Cooper for 14 days.
- Employees should notify supervision if they meet the criteria for the 14-day quarantine. After 14 days, quarantined employees must check in with Occupational Health prior to returning to work.
- If an employee has signs and symptoms during their quarantine period (or otherwise), they should go to the [MUSC Telemed website](#) to be assessed for return to work.

Office Meetings

- All business meetings with people from outside Santee Cooper, including job interviews, should be held by telephone or WebEx. Hiring supervisors should continue to work directly with Talent Acquisition in scheduling any job interviews.
- Internal meetings should be held by telephone or WebEx unless absolutely necessary.

Resources and Employee Communication

- We will continue to use iNotes as our main source of employee communication.
- The Employee Hotline (888-463-3381) will be regularly updated.
- COVID-19 information for employees is also being placed on our website and will be available tomorrow. Visit that page at www.santeecooper.com/COVID19.

Additional Information

- The Santee Cooper Corporate Incident Management Team has been activated and is at OPCON-2. Look for additional information from CIMT tomorrow.

Thank you for your flexibility. Please be alert for updates in the days and weeks to come.