

## iNote – March 17, 2020

### **Sign up for emergency notifications**

Santee Cooper uses a system called Everbridge for mass communication during emergency situations. With this system, we can send mass texts, voice messages and emails to your work and personal contact information. We encourage you to input your personal phone number and email into Lawson through the HR Service Center. [Click here](#) for instructions.

### **PEBA**

The South Carolina Public Employee Benefit Authority (PEBA) wants to make sure that its State Health Plan members, including its older members and those with underlying health conditions, have an adequate supply of their medication during this time. Typically, you can refill your medication when 25% to 35% of your current prescription is remaining.

If you are concerned about your supply of medications due to COVID-19, you can contact your pharmacist to obtain an additional 30-day supply outside of the normal refill procedures. Please note that regulations pertaining to dispensing controlled substances still apply. Due to the COVID-19 outbreak, pharmacies may be waiving charges for home delivery of prescription medication. Check with your network pharmacy to see if this service is being offered. You can find a network pharmacy by logging in to your Express Scripts account at [www.express-scripts.com](http://www.express-scripts.com).

If your network pharmacy does not have your medication available, you may also contact Express Scripts at 855-612-3128 to request a supply of your prescription be filled by Express Scripts Home Delivery and mailed to you.

### **LinkedIn Learning**

Don't forget that Santee Cooper provides all employees with access to LinkedIn Learning via Citrix at work and with access also available 24/7 from your personal computer or cell phone. For instructions on accessing LinkedIn Learning from home and for instructions on accessing it from your cell phone, head to our [Santee Cooper COVID-19 website](#).

Learning & Development recommends the following courses considering the current business climate and increase in employees working remotely:

- [Time Management: Working From Home](#)
- [Leading at a Distance](#)

If you have questions or issues with LinkedIn Learning please contact the HR Service Center at ext. 8888.