

The COVID-19 pandemic is a highly unusual circumstance that continues to evolve. Santee Cooper's response is also evolving in response to new guidance from state and national public health experts and government leaders about how we can best protect employees and the public and continue to provide safe and reliable water and electricity services. Here are new processes and guidance.

### **Work Processes and Pay Guidance**

- All supervisors should **maximize** telecommuting among your groups, making sure that necessary tasks are completed and everyone on your staffs can work from home as much as possible.
- Each of us is also expected to continue doing our part by practicing social distancing, handwashing, avoiding crowds, and staying isolated to the greatest extent possible.
- Santee Cooper is continuing to look at options to address new challenges brought about by COVID-19, and we will have additional guidance next week related to employee attendance and protecting your health and safety.
- The Department of Homeland Security has provided guidance on identifying "essential services" in the energy and water sectors in this [memo](#). This is not an exhaustive list of functions at Santee Cooper but may provide guidance as we continue to develop our response to this pandemic. Highlights of the list include:
  - Generation, transmission and distribution of electric power, including call centers, fleet maintenance, blackstart facilities, primary and backup control centers, and other functions
  - IT and OT, including cybersecurity
  - Environmental remediation/monitoring
  - Vegetation management
  - Water and wastewater operations
  - Dam safety and maintenance

### **When to Seek Medical Help: if.....**

- You are exhibiting symptoms of any infectious disease, including the flu or coronavirus, please stay home and seek appropriate medical treatment!!
- You or a member of your household are showing symptoms consistent with the coronavirus, please stay home and visit the [MUSC tele-med website](#) and follow the medical directives issued by the reviewing medical professional. If the medical guidance includes restrictions, please report those restrictions to your supervision and Occupational Health (ext. 4090) as soon as possible. Depending on the medical guidance provided, you may be asked to coordinate your return to work with Occupational Health.
- You or a member of your household have tested positive for the coronavirus and/or have been placed in quarantine by a medical professional, please stay home and follow the medical directives issued by the reviewing medical professional. We also ask that you please inform your supervision and Occupational Health (ext. 4090) as soon as possible. You will be required to coordinate your return to work with Occupational Health.
- You or a member of your household have returned from a trip outside of the state of South Carolina OR have potentially been in contact with someone with the coronavirus, but you are not showing any symptoms, please communicate this travel to your supervision and Occupational Health (ext. 4090) and stay home and practice social distancing and self-monitoring for 14 days. The 14-day period begins with your return home from travel or the last contact with the infected person. You will be required to coordinate your return to work with Occupational Health.
- You have not visited any location with an increased risk for the coronavirus and you don't have any related symptoms, please do not let that provide you a false sense of security. We ask that you please continue to prioritize good hygiene and appropriate social distancing and good decisions about where and how you may travel. Your co-workers are depending on you to be thoughtful about how your travel decisions may increase their risks associated with the coronavirus.

## **Resources and Employee Communication**

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.

- We will continue to use iNotes as our main source of employee communication.
- The Employee Hotline (888-463-3381) will be regularly updated.
- We encourage our employees to take advantage of our employee-focused COVID-19 information website. Visit that page at [www.santecooper.com/COVID19](http://www.santecooper.com/COVID19).

Thank you for your flexibility and cooperation, as we respond to this pandemic. Please know that we may need to take additional steps to guard against the virus and to ensure continuity in providing critical services to our stakeholders. Please be alert for continued updates in the days and weeks to come.