

Date: April 21, 2020, 2 p.m.

iNote Subject: Current Work Procedures

Yesterday, the Governor modified COVID-19 related restrictions on certain businesses. This announcement does not change the way Santee Cooper is operating at this time. Employees should continue current work arrangements established with your respective supervisors, including staggered shifts, practicing social distancing, working from home, and any other modifications. We are working on a plan for returning to more normal operations when appropriate and will communicate additional information with you as the situation evolves.

In the meantime, please continue to:

- Stay home if you are sick and avoid contact with others who may be sick.
- When you wash your hands with soap and water, wash for a minimum of 20 seconds. Use an alcohol-based hand rub instead of soap and water, unless your hands are visibly dirty.
- Avoid touching your nose, mouth and eyes.
- Cover coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues in no-touch trash receptacles.
- Always wash your hands or use hand sanitizer after coughing, sneezing or blowing your nose.
- Keep your office and frequently touched common surfaces (telephones, computer equipment, etc.) clean.
- Try not to use other workers' phones, desks, offices, or other work tools and equipment.
- Maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.

If you have questions, contact [CIMT](#) at ext. 6900.

Disclaimer:

Do not respond to this message. Any mail received will not be answered. **Please see the above message for the proper contact information.**

The purpose of this communication is to provide information to Santee Cooper employees. It is not intended to be forwarded outside of the company.