

Date: May 12, 2020, 11:52 a.m.

iNote Subject: Phased transition back to new normal

As the Governor eases restrictions on businesses and public spaces, Santee Cooper is carefully and methodically shifting to a new normal while prioritizing your safety and wellbeing.

Our [transition plan](#) has three phases of working conditions. Proactive measures intended to reduce employee risk differ in each phase. You can find this information on the [COVID-19 iPort page](#) and at www.santeecooper.com/COVID19. Posters will be placed throughout work facilities that will also help you understand the rules.

As we transition into Phase 1, most employees who are currently telecommuting will be encouraged to continue that practice. We will test our readiness for employees returning to the office environment by piloting a return of a small portion of telecommuters. Those pilot areas are currently being evaluated and are expected to be initiated over the next couple of weeks. Additionally, employees who have been reporting to Santee Cooper facilities throughout the past several weeks will see additional proactive practices to accommodate the increased flow of people here.

Key practices for Phase 1 include:

- Social distancing remains our primary preventative measure against COVID-19. If possible, employees should remain 6 feet apart at all times. Any exceptions should be addressed with Occupational Safety or Occupational Health.
- Employees are strongly encouraged to wear facial coverings in common areas. Additional face coverings will be supplied to employees. Remember, while not replacing the need for social distancing, the importance of wearing cloth or disposable face coverings not only provides some protection for you, but also for your co-workers.
- Elevators are limited to one or two people at a time; follow signage at elevator entrances.
- Stairway traffic is one way only and marked "up" or "down."
- Wellness checks will continue at essential areas.
- In-person meetings should only be held when necessary and with strict room capacity limits.
- Only essential visitors/vendors are permitted in facilities and will be expected to follow the same preventative measures as employees.
- Business travel requires C-Staff approval and may require 14-day quarantine on return if out of state.
- Personal travel may require 14-day quarantine on return if out of state.
- Employees are required to contact Occupational Health at OHTravel@santeecooper.com before returning to the office after traveling out of state. That email also can be used for questions related to travel.

- Congregating in breakrooms is not permitted and equipment must be sanitized after each use.
- Employees are encouraged to limit fleet use to one person at a time, and surfaces must be sanitized after use.
- No in-person training will be held.
- Extra cleaning in common areas will continue.
- Employees should sanitize their office equipment after use.

We will let you know as conditions change and it becomes appropriate for Santee Cooper to move to Phase 2.

Remember, **do not** come to work if you have COVID-19 symptoms. The [Families First Coronavirus Response Act](#) (FFCRA) provides employees with up to 80 hours of temporary paid sick leave and, in some cases, expanded family and medical leave, if taken April 1, 2020, through Dec. 31, 2020, for specific reasons related to COVID-19. Part-time employees will be eligible for this temporary leave on a pro-rated basis.

If you have questions, please contact the Corporate Incident Management Team at ext. 6969 or CIMT@santecooper.com.

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.