

Date: June 10, 10:25 a.m.

iNote Subject: Return-to-office pilot suspended

South Carolina recently experienced its three highest days of new COVID-19 cases. In addition, Horry County set new records three days in a row and is considered a hot spot. With this in mind, we are suspending our return-to-office pilot program.

We encourage employees to telecommute if you can. If you cannot work from home, consult with your supervisor, stagger shifts when possible, practice social distancing, follow [guidelines](#) to help prevent the spread of the virus, and practice other modifications. If you are at a Santee Cooper facility, follow [Phase 1](#) guidance.

Also, remember to update your work status and location [here](#). (Find directions [here](#).) Change your status if/when your work location changes or if you've been working and are then no longer working, or vice versa.

For example:

- If you visit the office to pick up necessary work items daily and then work the rest of the day from home, choose work from home.
- If you are required to be at home and cannot work, choose not working at home.
- If you are alternating between days in the office and working from home, update your information as you change your work location.

After an employee signs in the first time, supervisors will be able to mark their employee's status and location if needed. This tool will allow CIMT and management to quickly and easily know how many employees are working in the office, at home, or not working. This will NOT be used for attendance or tracking individual work schedules.

If you or one of your employees are unable to sign in, email [CIMT](#) or call 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.