

Date: June 16, 11:56 a.m.

**iNote Subject: Travel Guidelines**

We have amended our current travel guidelines to include out-of-state travel only. Please review these guidelines and reach out to [Occupational Health](#) if you have questions.

- Work-related travel continues to require C-Staff approval.
- Before traveling out of state, employees should fill out the [travel form](#) and send it to Occupational Health. In-state travel does not require you to contact Occupational Health. Employees who travel out of South Carolina (business or personal) could potentially be quarantined, isolated at work, subject to extra restrictions, etc.
- After traveling out of state, employees are required to contact Occupational Health at [OHTravel@santecooper.com](mailto:OHTravel@santecooper.com) before returning to the office. Occupational Health will provide you with a return-to-work plan if your travels are considered high risk (example: a cruise to the Bahamas).

Remember to practice social distancing and wear facial coverings when in public/common areas and when visiting external customers or businesses. Occupational Health is keeping up with current guidance and can instruct employees in accordance the current guidance, provided by DHEC and CDC, in place when a traveling employee returns.

For travel questions, please contact [OHTravel@santecooper.com](mailto:OHTravel@santecooper.com).

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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.