

Date: July 1, 10:05 a.m.

iNote Subject: Expanded Wellness Checks

Due to South Carolina's dramatic increase in COVID-19 cases, wellness checks will begin at additional Santee Cooper facilities on Monday, July 6 (unless otherwise stated below). You are encouraged to work from home if you can, but if you need to work in the office, wellness checks are critical to ensure a safe and healthy work environment.

If you plan to work in one of our facilities, report directly to the appropriate wellness check when you enter the building and before your shift begins. Once checked, you will receive a sticker showing you've completed the wellness check. Sticker colors will differ daily. All employees in facilities must have a sticker visible. If an employee doesn't have a sticker, remind them to complete a wellness check.

Also, we are turning off card readers at some entrances. Employees should use main entrances.

These additional wellness checks will take place at:

Moncks Corner

- Main Building (enter through main entrance): Ground floor conference room, 7 a.m. to 3 p.m.
- Annex (enter through front Annex entrance): Atrium cubicle near Procurement, 7 a.m. to 10 a.m.
- Operations Center: Operations Center conference room, 6:30 a.m. to 9:30 a.m.
- Transportation/Crew Quarters/Warehouse: Transportation breakroom, 6 a.m. to 9:30 a.m. (as of June 29)
- If you arrive at any facility after the hours listed, report to the ground floor conference room until 3 p.m. or call Occupational Health at ext. 4090 for further instructions.
- Employees in Moncks Corner outlying areas should use one of the checkpoints in Moncks Corner.

HG

- Wellness checks are rotating between DCC and the nurse's office (as of June 29).
 - 6 a.m. to 6:45 a.m., DCC/Customer Care Center area
 - 7 a.m. to 7:30 a.m., HG Nurse's office
 - 7:45 a.m. to 8:15 a.m., DCC/Customer Care Center area
 - 8:15 a.m. until..., HG Nurse's office
- If you arrive after the hours listed, call Occupational Health at ext. 4090 for further instructions.

Additional Locations

- Conway Service Center, 7 a.m. to 9 a.m.
- Conway Transmission Crew Quarters, 6 a.m. to 7 a.m.
- Garden City Service Center, 6 a.m. to 9 a.m.
- Myrtle Beach Retail Office, 6 a.m. to 8:30 a.m.
- Myrtle Beach Service Center, 6 a.m. to 9 a.m.
- North Myrtle Beach Service Center, 7 a.m. to 9 a.m.
- If you arrive after the hours listed, call Occupational Health at ext. 4090 for further instructions.

We strongly encourage the use of face coverings in public areas. Do not come to work if you are not feeling well. If you have questions, contact [Jason Fugate](#) at ext. 4049.

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.