

iNote  
Return to Workplace  
July 2021

The state of emergency issued in response to the COVID-19 pandemic has been lifted, and Santee Cooper is preparing for a full return to the workplace by employees who have been working remotely during the pandemic.

The official "return to your workplace" date is Aug. 23, 2021. This date falls after the start of school for most, if not all, areas, and was chosen so that employees could efficiently manage "return to school" as well.

In order to facilitate a manageable transition for individual departments, supervisors should work with your employees to identify those who wish or need to return to the workplace sooner than Aug. 23. However, at a minimum, all employees should prepare for your return by coming in before Aug. 23, to ensure that your computer has the appropriate technology updates and your workplace is otherwise ready for your fulltime return. This will avoid a rush on technology services, transportation services and other areas that could otherwise be flooded with help requests and thus help achieve a smooth transition so that we can continue to perform for our customers.

Returning employees are expected to adhere to Santee Cooper's COVID-19 protocols according to whether or not you are fully vaccinated (which Santee Cooper defines as being 2 weeks past your final shot and providing Occupational Health a copy of your vaccination card). Please visit [iPort](#) for details on these requirements.

Remote work has generally proven adequate during the pandemic emergency, and employees who have been working from home are to be commended for your flexibility and cooperation. As we move beyond this pandemic, we have a team developing expectations, policies and procedures for enhancing workplace flexibility that could be introduced early in 2022. This effort follows employee surveys and wider benchmarking conducted earlier this year. We will update you as this team finalizes plans for a long-term flexible workplace program.