

Date: July 7, 4:13 p.m.

iNote Subject: Mandatory Face Covering Ordinances

With the ongoing increases in COVID-19 cases, Santee Cooper is taking additional steps to protect employees and comply with new local government requirements.

It is critical that all Santee Cooper employees keep a face covering in your possession at all times and fully comply with [local face covering ordinances](#), effective immediately. This includes any requirement to wear face coverings in order to enter certain buildings, retail and food service establishments, and in public spaces.

Employees should be familiar with any local ordinance mandating face coverings for any community in which you are or plan to be present. Santee Cooper will continue to monitor local, state and federal requirements concerning face covering requirements and will communicate any changes at www.santeecooper.com/COVID19 as they become available.

Additionally, employees are now required to wear face coverings in the following situations:

- In common areas of all Santee Cooper facilities (for example - hallways, lobbies, elevators, restrooms, etc.)
- Rooms with multiple occupants. Department managers may grant exceptions for specific rooms where extended distances can be maintained between employees.
- Fleets with multiple occupants.
- Outdoor activities where social distancing of 6 feet between employees (or between employees and the public) cannot be maintained. Departmental management may grant exceptions for conditions such as working around energized equipment or high outdoor temperatures where facial coverings could create additional hazards.

Employees are not required to wear face coverings when you are the lone occupant in an office, located in a cubicle where social distancing of at least 6 feet can be maintained, or the single employee in a fleet. Additionally, employees who are unable to wear a face covering due to a medical condition are not required to do so.

These requirements are in place until further notice. Employees who do not follow these requirements may be subject to corrective action. To the extent these requirements conflict with any applicable law, ordinance, or regulation, the law, ordinance, or regulation will control.

If you have any questions, please contact Occupational Safety at ext. 4090 or the [HR Service Center](#) at ext. 8888.

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.