

Date: Monday, Nov. 16

iNote Subject: Important Holiday Travel Information

The holiday season is fast approaching and that normally brings increased travel and time with family and friends. Unfortunately, this holiday season comes with a need for added precaution as the country is experiencing an increase in COVID-19 cases. 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 are required to notify their supervision and fill out the attached Employee Travel Questionnaire and send to Occupational Health.
- After traveling out of state, employees are required to contact Occupational Health at OHTravel@santeecooper.com before returning to their work area. Occupational Health will provide you with a return-to-work plan based on the facts of your respective travel and the current guidance provided by DHEC and CDC. Employees who travel out of South Carolina (business or personal) could potentially be quarantined, isolated at work, required to work from home where possible, subject to extra restrictions, etc.
- In-state travel currently does not require you to contact Occupational Health.

Remember to follow the following to help protect yourself and others:

- Wash your hands often
- Practice social distancing
- Cover your mouth and nose with a face covering when around others
- Cover coughs and sneezes
- Clean and disinfect frequently touched surfaces
- Be alert for symptoms and monitor your health daily

For any travel-related questions, please contact Occupational Health at OHTravel@santeecooper.com.