

OCCUPATIONAL HEALTH TRAVEL & GROUP GATHERING FORM

Any “non-vaccinated” employee who travels out of state or is around a large group (10+ people) should complete this form and receive clearance from Occupational Health prior to physically returning to the workplace.

Completed forms should be sent using the Santee Cooper Outlook account, please send a copy to OHTravel@santeecooper.com in the subject line: “Confidential: Travel Form”. Please complete and submit the form at least two weeks prior to departure/group gathering or as soon as possible. Employees should not physically return to the workplace until Occupational Health provides clearance.

If you meet the definition of “fully vaccinated”, you will not need to complete this document. We ask that you refer to the 04/27/2021 “Updated Vaccine Guidelines”. Using the Santee Cooper Outlook account, please send a copy of your vaccine card to OHVaccine@santeecooper.com – please place in the subject line: “Confidential: Vaccine Card”.

1. Name: _____
2. Employee No. _____
3. Job Title: _____
4. Phone Number: _____
5. Vaccination Status (select one): Not Vaccinated Partially Vaccinated Fully Vaccinated

Employees are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series (i.e. Pfizer or Moderna vaccines)

OR

2 weeks after a single dose vaccine (Johnson & Johnson’s Janssen vaccine)

- AND After providing a copy of their vaccine card to Occupational Health
- If it has been less than 2 weeks since your shot, or if you still need to get your second dose, you are NOT fully protected. Keep taking all prevention steps until you are fully vaccinated.

6. Date of Travel: _____
 7. Group Events or Travel Destination(s) - Be as specific as possible: _____
 8. Method of Travel (air, car, train, cruise, etc.) _____
 9. Are you traveling or in close contact with individuals outside of your household? _____
 10. Are you planning to go to any theme parks, funerals, weddings, group meetings/conferences or vacation homes that include 10 or more people (Please be specific)? _____
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If Occupational Health recommends quarantine after your travel or group event, you may discuss with your supervisor or manager the possibility of you working remotely or in isolation during this timeframe.

After travel or an event, whether you are quarantined or not, you are still required to self-monitor for COVID-19 symptoms. Should you or the individuals you traveled with develop symptoms, do not come to work - Call Occupational Health at 843-761-4090.