

Occupational Health Pandemic Influenza & COVID-19 Response Plan

Occupational Health

Pandemic Influenza and COVID-19 Response Plan

Table of Content	Page
Purpose, Risks and Overview	2
Contingency Levels Outline	3
OpCon Levels 3/4 Response	3 - 4
OpCon Level 2 Response	5 - 6
OpCon Level 1 Response	6
Pandemic Definitions	7 - 8
Risk Levels	9
Decision Making Flow Chart	Addendum A

Occupational Health

Pandemic Influenza and COVID-19 Response Plan

Purpose of Plan: To maintain continuity of Santee Cooper operations in the event of a pandemic influenza (flu), COVID-19 or related event, such as SARS, MERS, or H1N1.

Pandemic Risks: The most significant anticipated risk to Santee Cooper's operations is increased absenteeism due to illness or the need to treat family members who are ill. A secondary threat is the possibility of supply chain disruptions as vendor companies experience increased incidence of absenteeism.

How and when to use this plan: Management should familiarize yourself with this plan if there is potential pandemic illness in the global community. This should be reviewed by all employees and used when a pandemic has been declared in the United States or known cases have been declared in South Carolina.

- Supervisory staff should use this as a starting place but refer to the “**Pandemic Response Plan**” for operational strategies specific to their departments.
- All staff should be familiar with the actions outlined.
- This plan is **NOT** comprehensive. Users are encouraged to consider all ramifications of a pandemic event and to take additional steps necessary to maintain continuity of operations.
- This is a living document and will be updated on a regular basis.
- A copy of this plan will be available on the Santee Cooper iPort page.

Definitions:

Influenza pandemic (Pan Flu): An influenza pandemic is a worldwide outbreak that occurs when a new type of influenza virus appears. They typically can cause serious illness because humans have yet to develop an immunity to the new virus.

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Seasonal influenza, often called ‘the flu’, is an infectious disease of the respiratory tract caused by an influenza virus and spread efficiently from person to person. Outbreaks of seasonal flu follow largely predictable seasonal patterns and occur annually.

Symptoms compatible with COVID-19 infection, for the purpose of these recommendations, Subjective or measured fever, cough or difficulty breathing (shortness of breath).

Occupational Health

Pandemic Influenza and COVID-19 Response Plan

Contingencies Covered: This plan is designed to address that following contingencies related to a pandemic illness/incident.

OpCon 4/OpCon 3: Preventive measures are prepared/in place. There is a risk for a worldwide pandemic, currently not prevalent in the US; isolated cases of an epidemic illness in the global setting.

OpCon 2: Pandemic in the US. Significant person to person transmission in the US – Some threat to Santee Cooper's electric system.

OpCon 1: Widespread infection in the US – significant threat to Santee Cooper's electric system.

OpCon 4/OpCon 3: Pandemic Illness Prevention. Santee Cooper will undertake the following to prevent the spread of a pandemic illness throughout the company.

Produce & Disseminate a Pandemic Response Plan: Santee Cooper shall produce and disseminate a *Pandemic Response Plan*. Managers & Directors shall use the strategy to develop specific, departmental plans to maintain continuity of operations.

Coordinate Pandemic Response Plan: Chief Administration Officer shall serve as the Pandemic Coordinator and administer the *Pandemic Response Plan* in conjunction with Santee Cooper management.

Facilitate vaccination and/or inoculation as available: Due to the role that we play in maintaining critical infrastructure, we continue to encourage all employees to receive an annual flu vaccination. Santee Cooper will make available, but not require, normal flu vaccines to all Santee Cooper employees. This will be done using authorized vendors throughout company locations during the 4th quarter of each year.

Work with other agencies: Santee Cooper Occupational Health may participate in local, inter-agency coordination efforts to monitor, prevent and mitigate the spread of pandemic illnesses as available. Santee Cooper will endeavor to share best practices with other businesses and agencies.

Maintain policies that encourage employees with symptoms to isolate themselves from the staff and community: One of the most important steps we can take to minimize the impact of a pandemic illness is to prevent its spread. For the protection of other employees and the community that we serve, employees should take every measure to keep illnesses out of the office.

- Employees who exhibit flu-like symptoms are required to remain at home until at least 48 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications.
- Employees who exhibit flu-like symptoms while at Santee Cooper will be required to go home immediately.

Occupational Health

Pandemic Influenza and COVID-19 Response Plan

- Santee Cooper’s current sick leave policy shall remain in effect in the event of a pandemic illness event. Please refer to the Attendance Policy to re-familiarize yourself what is required.

Keep employees updated and informed about the status of the pandemic illness and its impact on Santee Cooper operations.

- All communication will be coordinated with and through Corporate Communications.
- Santee Cooper will be monitoring the Centers for Disease Control (CDC), the World Health Organization (WHO) and local government for the most up-to-date and accurate information. Any changes to recommendations will be promptly revised and/or additional measures recommended. Changes will be communicated through iNotes, Currently newsletter and iPort.
- Santee Cooper’s Occupational Health will provide information and links about pandemic illness and/or COVID-19 on their iPort Occupational Health page. These links will guide users to official information regarding recent events.
- It is the responsibility of each employee to educate themselves on any information provided. Should you have questions or concerns, please reach out the Occupational Health department via email or at extension x4090 and they will respond to your questions.
- Santee Cooper will send an all-user email outlining the existing sick leave policies.

Introduce Social Distancing Strategies by way of iPort page, The Currently, handouts, and iNotes. Social Distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure to infected individuals by avoiding large public gathering venues, adhering to spacing requirements in the workplace, and following proper personal hygiene practices. (See Definitions Page 7 for other ideas on Social Distancing.)

Practice Sneeze Etiquette: Cover coughs and sneezes with a tissue or, in the absence of a tissue, one’s sleeve.

Wash hands frequently: Employees should wash their hands often with soap and water or use an alcohol-based hand cleaner, especially after coughing or sneezing. After washing your hands with soap and water, sanitize them. The hand sanitizer does not replace washing.

Use Hand Sanitizer: Hand sanitizer will be available bathrooms and other central locations throughout the Utility facilities. Unless hands are visibly soiled, employees are encouraged to use an alcohol-based hand rub over soap and water in most situation. If washing your hands with soap and water – wash for 20 seconds.

Occupational Health

Pandemic Influenza and COVID-19 Response Plan

OpCon 2: Pandemic in the US. The following responses are recommended in addition to the preventative measures in OpCon Levels 3 and 4.

Signage will be placed on all entry doors: “Do Not Enter if you have the following Symptoms: Fever, Chills, Cough, Shortness of breath, flu-like symptoms.”

Clean Work Surfaces: Clean all commonly touched surfaces in the workplace, such as workstations, countertops, and doorknobs, upon arrival at work and throughout the day as deemed necessary. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Bleach wipes will be available throughout Santee Cooper facilities. Employees are encouraged to clean common surfaces daily.

At the beginning of the workday or with each new shift, supervisors should ask all employees about symptoms consistent with an influenza illness, such as fever or chills and cough or sore throat. Advise workers to check themselves for fever and any other signs of influenza like illness.

Engage Social Distancing Strategies to limit the spread of the virus: Santee Cooper may encourage/require telecommuting, flexible work hours, cancelling all nonessential in-person meetings or other social distancing strategies as appropriate. Employees are encouraged to take any actions possible to maintain a safe distance from one another of 6 feet. However, It is important to understand that you should have at least 3 feet between cubicles, as much as possible, and keep 6 feet between you and someone who is exhibiting flu-like symptoms. (See Definitions Page 7 for other ideas on Social Distancing.)

Contingency Plans for Family: Family members are not allowed in the workplace. Parents should have contingencies plans in place should local childcare programs close or schools be dismissed.

Santee Cooper may close certain facilities to prevent unnecessary transmission of pandemic illness. Santee Cooper may require non-essential staff, and those who can, to work from home.

Santee Cooper may cancel work-related travel for employees.

Santee Cooper may require employees to postpone vacation or other time off.

Santee Cooper may utilize cross-trained resources to cover vacancies.

Suspend Corporate Goals Incentive (CGI): To encourage employees with flu-like symptoms to remain home, Santee Cooper may suspend the “less than 16 hours” sick leave portion of the CGI program.

Occupational Health

Pandemic Influenza and COVID-19 Response Plan

Employees with low-risk exposures to COVID-19 are not restricted from work, if they remain asymptomatic. Asymptomatic people with low-risk exposures (see page 9) are advised to self-observe until 14 days after their last potential exposure. Employee should check their temperature to ensure they are still asymptomatic before arriving at the work. See addendum A: *Risk Assessment and Public Health Management Decision Making*.

Asymptomatic people with medium-risk exposures (see page 9) are recommended to avoid congregate settings, limit public activities, and practice social distancing. See addendum A: *Risk Assessment and Public Health Management Decision Making*.

Employees who are well but who have an ill family member at home with a pandemic illness or diagnosed with COVID-19 are considered medium to high risk (see page 9) and should stay home. See addendum A: *Risk Assessment and Public Health Management Decision Making*. Employees with an underlying chronic medical condition or who are pregnant should understand they are a higher risk. Workers at higher risk (see page 9) of complications from pandemic illness need to speak with their PCP to determine if early treatment is indicated.

People with the following medical conditions may be at higher risk:

- Pregnancy
- Cancer
- Blood Disorders (including sickle cell anemia)
- Chronic Lung Disease (including asthma or COPD)
- Diabetes
- Heart Disease
- Kidney Disorders
- Neurological Disorders (including nervous system, brain or spinal cord)
- Neuromuscular Disorders (including muscular dystrophy and multiple sclerosis)
- People with weakened immune systems (including people with AIDS or those who are receiving chemotherapy)
- This list is not exhaustive, and it is up to each employee to determine whether he or she is in a high-risk group. Consult with a physician if you have questions.

OpCon 1: Widespread Infection in the US. The following responses are recommended in addition to the measures OpCon Levels 2 - 4.

Santee Cooper may enforce heightened social distancing strategies.

Santee Cooper will recommend supervisory staff identify non-essential functions that can be suspended. Santee Cooper will recommend supervisory staff identify equipment that must be operated on a continual basis.

Occupational Health

Pandemic Influenza and COVID-19 Response Plan

Definitions

Influenza pandemic (Pan Flu): An influenza pandemic is a worldwide outbreak that occurs when a new type of influenza virus appears. They typically can cause serious illness because humans have yet to develop an immunity to the new virus.

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Seasonal influenza, often called ‘the flu’, is an infectious disease of the respiratory tract caused by an influenza virus and spread efficiently from person to person. Outbreaks of seasonal flu follow largely predictable seasonal patterns and occur annually.

Symptoms compatible with COVID-19 infection, for the purpose of these recommendations, Subjective or measured fever, cough or difficulty breathing (shortness of breath).

Close contacts are defined as persons within approximately 6 feet (2 meters) or within the room (or care area) of a confirmed or probable pandemic ill patient for a prolonged period of time, or with direct contact with infectious secretions while the patient was likely to be infectious (beginning 1 day prior to illness onset and continuing until resolution of illness).

Self-observation means people should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should take their temperature, limit contact with others, and seek health advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

Self-monitoring means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. Anyone on self-monitoring should be provided a plan for whom to contact if they develop fever, cough, or difficulty breathing during the self-monitoring period to determine whether medical evaluation is needed.

Social Distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure to infected individuals by avoiding large public gathering venues, adhering to spacing requirements in the workplace, and following proper personal hygiene practices.

Occupational Health

Pandemic Influenza and COVID-19 Response Plan

Strategies for Effective Social Distancing The goal of social distancing is to limit exposure to infectious bacteria and viruses during a communicable disease outbreak.

The following strategies may be useful in conducting social distancing:

- Adhere to public health hygienic recommendations by washing your hands after touching commonly used items or coming into contact with someone who is sick. Proper hand washing involves scrubbing hands for at least 20 seconds with soap and water.
- Avoid touching your face, nose, and mouth and avoid rubbing your eyes.
- Practice proper coughing or sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth such as tissues or plastic eating utensils.
- Avoid coming in contact with individuals displaying symptoms of illness.
- If working in close proximity to other individuals, attempt to keep a distance of approximately three feet from the nearest person while working.
- Avoid congregating in large public venues such as theaters or sporting events.

Occupational Health

Pandemic Influenza and COVID-19 Response Plan

High Risk

- Living in the same household as, being an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection **without using recommended precautions** for home care and home isolation.
 - The same risk assessment applies for the above-listed exposures to a person diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing.
- Travel from Hubei Province, China.

Medium Risk

- Close contact with a person with symptomatic laboratory-confirmed COVID-19 infection, and not having any exposures that meet a high-risk definition.
 - The same risk assessment applies for close contact with a person diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing.
 - On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction (See Addendum A)
- Living in the same household as, an intimate partner of, or caring for a person in a nonhealthcare setting (such as a home) to a person with symptomatic laboratory-confirmed COVID-19 infection **while consistently using recommended precautions** for home care and home isolation.
- Travel from mainland China outside Hubei Province AND not having any exposures that meet a high-risk definition.

Low Risk

- Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact.
- On an aircraft, being seated within two rows of a traveler with symptomatic laboratory-confirmed COVID-19 but not within 6 feet (2 meters) (See Addendum A) AND not having any exposures that meet a medium- or a high-risk definition. (See Addendum A)

No Identifiable Risk

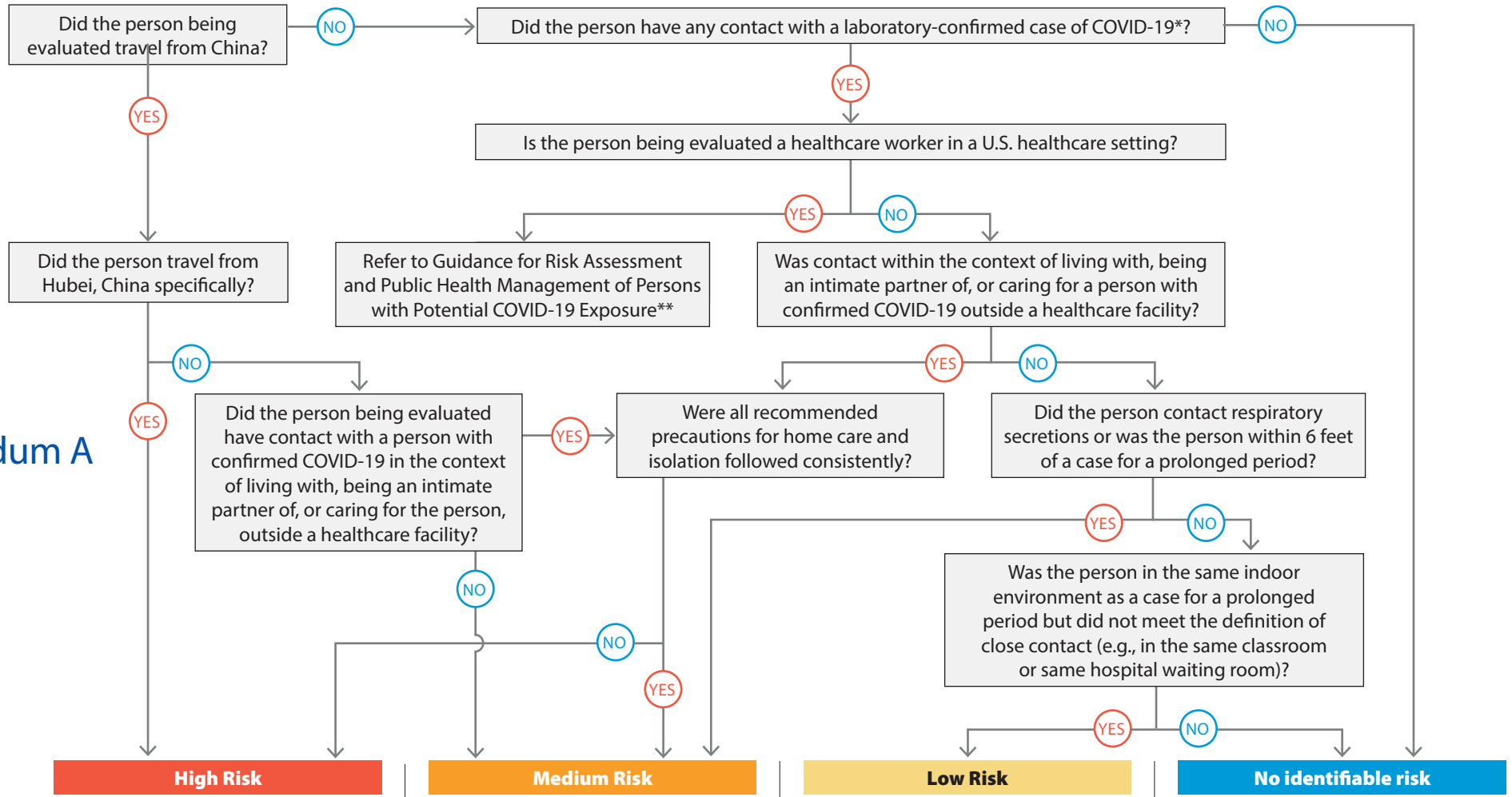
- Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room.

Coronavirus Disease 2019 (COVID-19) Risk Assessment and Public Health Management Decision Making

Each question refers to within the past 14 days



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention



Addendum A

	High Risk	Medium Risk	Low Risk	No identifiable risk
Actions for people without symptoms consistent with COVID-19	Remain under quarantine authority; no public activities; daily active monitoring; controlled travel	Stay home; active monitoring or self-monitoring with public health supervision; recommend to not travel	Self observation	None
Actions for people with symptoms consistent with COVID-19	Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel	Immediate isolation; medical evaluation guided by PUI definition; pre-notify healthcare services; controlled travel	Stay home from work or school, avoid contact with others, don't travel. Seek health advice	None; routine medical care

These examples may not cover all potential exposures to laboratory confirmed case of COVID-19. If you are concerned about an exposure that does not align with these categories, please contact the CDC Emergency Operations Center at 1-800-232-4636

*Or a case diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing
 **Healthcare provider (HCP) guidance outlines risk categories to determine work exclusion and monitoring procedures. After identifying risk category in the HCP guidance, use the categories outlined here to determine quarantine requirements.