

## Revised COVID-19 Guidelines April 27, 2021

### When are you 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.

#### \*\*\*\*IMPORTANT NOTE\*\*\*\*

To be considered “fully vaccinated” at Santee Cooper, **YOU MUST PROVIDE OCCUPATIONAL HEALTH WITH A COPY OF YOUR VACCINE CARD FOR VERIFICATION.**

Using your Santee Cooper Outlook account, please send your vaccine card to [OHVaccine@santecooper.com](mailto:OHVaccine@santecooper.com). In the subject line put: “Confidential: Vaccine Card.”

Employees that have not provided Occupational Health with a copy of their vaccine card, regardless of their vaccine status, are considered non-vaccinated for Santee Cooper purposes and are required to follow “non-vaccinated employee” guidelines.

### What if I have COVID-19 like symptoms?

Any employee who begins to have COVID-19 like symptoms, even if fully vaccinated, will be required to do the following:

- DO NOT COME TO WORK – stay home and isolate/quarantine.
- Contact your respective supervision.
- Contact Occupational Health to report your symptoms at 843-761-4090.
- Employee should get a PCR COVID test.
- Report your PCR COVID test result to Occupational Health as soon as it is received.
- If you choose not to get tested, you will be placed on quarantine for 10 days from start of symptoms.

## Travel/ Large Group Guidelines

### Fully Vaccinated Employee:

1. Remember: Employees are only 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
2. No quarantine is necessary after travel/large gatherings if employee has no COVID-19 like symptoms. You will not need to complete the "Updated Travel Form."

### Non-Vaccinated Employee (Including employees that have not provided Occupational Health with a copy of their vaccine card):

1. Continue current company policy regarding quarantine after travel or events with large groups of people (more than 10 people).
2. Inform your respective supervision.
3. Complete the "[Updated OH Travel Form](#)" located on the COVID-19 iPort page and send to [OHTravel@santeecooper.com](mailto:OHTravel@santeecooper.com) two (2) weeks prior to your event or travel.
4. Occupational Health will notify the employee as to whether they need to be quarantined. In some instances, the employee may not know until their travel is completed and they have returned home.

### All Employees

1. Other corporate precautions such as wellness checks, wearing facial coverings, social distancing, etc. will still be adhered to unless otherwise communicated.
2. Any employee who begins to have COVID-19 like symptoms, even if fully vaccinated, will be required to do the following:
  - DO NOT COME TO WORK – stay home and isolate/quarantine.
  - Contact your respective supervision.
  - Contact Occupational Health to report your symptoms at 843-761-4090.
  - Employee should get a PCR COVID test.
  - Report your PCR COVID test result to Occupational Health as soon as it is received.
  - If you choose not to get tested, you will be placed on quarantine for 10 days from start of symptoms.

## COVID-19 Close Contact or Exposure Guidelines

### Fully Vaccinated Employee:

1. Remember: Employees are only 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
2. It is not necessary to notify Occupational Health of the close contact. No quarantine is necessary after close contact with or exposure to a person with known or suspected COVID-19.

### Non-Vaccinated Employee:

If you are exposed to a person with known COVID-19 or COVID-19 like symptoms, you will be required to do the following:

- DO NOT COME TO WORK – stay home and isolate/quarantine.
- Contact your respective supervision.
- Contact Occupational Health to report your symptoms at 843-761-4090.
- Employee should get a PCR COVID test.
- Report your PCR COVID test result to Occupational Health as soon as it is received.
- If you choose not to get tested, you will be placed on quarantine for 10 days from start of symptoms.
- In the case of someone who lives with an infected individual, you need to wait until the end of the infected persons quarantine before yours begins.

### All Employees

1. Other corporate precautions such as wellness checks, wearing facial coverings, social distancing, etc. will still be adhered to unless otherwise communicated.
2. Any employee who begins to have COVID-19 like symptoms, even if fully vaccinated, will be required to do the following:
  - DO NOT COME TO WORK – stay home and isolate/quarantine.
  - Contact your respective supervision.
  - Contact Occupational Health to report your symptoms at 843-761-4090.
  - Employee should get a PCR COVID test.
  - Report your PCR COVID test result to Occupational Health as soon as it is received.
  - If you choose not to get tested, you will be placed on quarantine for 10 days from start of symptoms.

## Pro-Active COVID-19 Saliva Testing Guidelines

### Fully vaccinated employee:

1. Remember: Employees are only considered fully vaccinated:
  - a. 2 weeks after their second dose in a 2-dose series (i.e. Pfizer or Moderna vaccines)
  - b. OR 2 weeks after a single dose vaccine (Johnson & Johnson's Janssen vaccine)
  - c. AND After providing a copy of their vaccine card to Occupational Health
2. Fully vaccinated employees will no longer be required to participate in saliva testing.

### Non-vaccinated employee:

For those employees who choose not to get vaccinated, current company policy will remain the same. Non-vaccinated employees will be required to undergo periodic saliva testing for COVID-19 until management no longer requires it.