

iNote Subject: COVID Procedures and Vaccination Status Update  
Tuesday, Jan. 18, 2021

Due to a large increase in calls to Occupational Health (OH), OH would like to update you on COVID-19 procedures.

### **Employees Who Develop Symptoms or Test Positive for COVID-19**

- If you have COVID-19 like symptoms or test positive, regardless of vaccination status:
  - Contact OH immediately at [occupationalhealth@santeecooper.com](mailto:occupationalhealth@santeecooper.com), or you can call 843-761-4090 between the hours of **7:30 a.m. and 7 p.m.** (Call volumes are very high, so please be patient or email instead of calling.)
  - Do not come to work.
  - Contact your supervision.
  - Prepare to quarantine for at least five days, and possibly longer if symptoms continue.
  - Do not return to the workplace until OH has cleared you to return.

### **Employees Who Have Been Exposed to COVID-19**

- If you are exposed to someone with COVID-19 and are fully vaccinated (see updated definition below):
  - Contact OH immediately at [occupationalhealth@santeecooper.com](mailto:occupationalhealth@santeecooper.com), or you can call 843-761-4090 between the hours of **7:30 a.m. and 7 p.m.** (Call volumes are very high, so please be patient or email instead of calling.)
  - Do not come to work until you consult with an OH representative.
  - Keep your supervision informed.
  - Depending on the circumstances, OH may advise you there is no need to quarantine.
- If you are exposed to someone with COVID-19 and are not fully vaccinated:
  - Contact OH immediately at [occupationalhealth@santeecooper.com](mailto:occupationalhealth@santeecooper.com), or you can call 843-761-4090 between the hours of **7:30 a.m. and 7 p.m.** (Call volumes are very high, so please be patient or email instead of calling.)
  - Keep your supervision informed.
  - Plan to quarantine for at least five days, and possibly longer if advised by OH and depending on circumstances.
  - Do not return to the workplace until OH has contacted you and you have been cleared to return. (OH will follow the approved process and reach out to you; additional calls to OH are unnecessary.)

### **CDC Definition of "Fully Vaccinated" No Longer Includes Booster Requirement**

- Santee Cooper follows CDC guidance, which no longer requires you to get a booster to be considered “fully vaccinated.” As of today, “fully vaccinated” for Santee Cooper protocols means employees who have completed:
  - The primary series (one shot for Johnson & Johnson, two shots for Pfizer or Moderna),
  - AND at least two weeks have passed since the last required shot in the primary series,
  - And have submitted an updated vaccination card to OH reflecting dates of primary series. Vaccination cards can be submitted via email to [OHvaccine@santeecooper.com](mailto:OHvaccine@santeecooper.com).

Failure to comply with any of these requirements or misrepresenting your vaccine status to avoid requirements could result in corrective action.

Santee Cooper continues to have many employees quarantined because of COVID-19. Please continue to stay vigilant, and be careful in your activities inside and outside of work to protect yourselves, your families and your co-workers.