

**iNote – March 19, 2020**

Occupational Health has developed a process for responding to an employee diagnosis of COVID-19. Santee Cooper is continuing to encourage working from home by employees who can do so, social distancing and/or alternate work schedules for employees reporting to work, and handwashing and other good hygiene by all employees as we all work together to protect ourselves, our families and our customers. COVID-19 is a fast-moving virus, however, and we must be prepared in case any of us become infected.

If you are diagnosed with COVID-19, immediately notify Occupational Health (ext. 4090). Here's what will happen next:

- Employees who work with the infected employee will be identified, instructed in performing self-checks and potential additional screening by Occupational Health.
- Employees who may have been in close contact (less than 3 feet of the infected employee over the prior five days) will be sent home, referred to the [MUSC tele-med website](#), and instructed to follow medical directives issued by the reviewing medical professional. These employees will check in with Occupational Health before returning to work.
- Immediately after a COVID-19 diagnosis is received, Santee Cooper will also identify any work areas or equipment that could have been contaminated and thoroughly clean and disinfect those sites. In addition to the workspace, these could include restrooms, copy machines, coffee machines, sinks, refrigerators, elevators and doorways/entrances.

Supervisors, please note that any employee who reports not feeling well and has any of the symptoms associated with COVID-19 (fever, cough, respiratory difficulty) should be directed to the MUSC tele-med website. If the medical guidance includes restrictions, employees should report their status to Occupational Health.