

DATE: 05/20/2022

SUBJECT: Please Remember Santee Cooper's COVID-19 Procedures

With the number of COVID-19 cases increasing again in South Carolina, Occupational Health (OH) is encouraging any employee who is exposed to or is having symptoms of COVID-19 to call them immediately. Although the reported cases of COVID-19 remain lower than they once were, it's important that we continue to follow Santee Cooper's procedures to reduce the risk of spread.

Santee Cooper follows the CDC guidelines and we have posted two helpful CDC references on the [Coronavirus Disease 2019](#) iPort page:

[Recommendations for People with COVID-19](#)

[Recommendations for COVID-19 Close Contacts](#)

The procedures for COVID-19 are as follows:

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, or you can call 843-761-4090 between the hours of **7:30 a.m. and 7 p.m.**
 - 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 definition below):
 - Contact OH immediately at occupationalhealth@santeecooper.com, or you can call 843-761-4090 between the hours of **7:30 a.m. and 7 p.m.**
 - 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, or you can call 843-761-4090 between the hours of **7:30 a.m. and 7 p.m.**
 - 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 “Up-To-Date Vaccine” Requires a Booster

- Santee Cooper follows CDC guidance, which requires you to get a booster to be considered “up-to-date.” As of today, “up-to-date” 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,
 - Submitted an updated vaccination card to OH reflecting dates of primary series. Vaccination cards can be submitted via email to OHvaccine@santecooper.com.
- When eligible, the employee has received a booster dose and submitted an updated vaccination card to OH reflecting the date of the booster. Vaccination cards can be submitted via email to OHVaccine@santecooper.com.