

## **July 15, 2021: Updated Practices for Vaccinated and Non-Vaccinated Santee Cooper Employees**

The federal OSHA requires employers to maintain a safe workplace, and the safety of employees remains the top priority for Santee Cooper. Throughout this pandemic, Santee Cooper has followed the public health guidance of the CDC and state DHEC and will continue to do so.

Consistent with the most recent guidance, Santee Cooper is changing expectations, effective immediately, regarding facial coverings and social distancing for fully vaccinated employees.

### **Vaccinated Employees**

Based on updated CDC guidelines, effective immediately, employees who are fully vaccinated:

- May resume activities while conducting official Santee Cooper business without wearing masks or physically distancing, except where otherwise required by law.
- May refrain from quarantine resulting from travel/large event attendance or exposure to COVID-19, and from reporting travel or large event attendance to Occupational Health
- May refrain from proactive saliva testing conducted by Santee Cooper (if applicable)

### **Employees are considered fully vaccinated:**

- Two weeks after their second dose in a 2-dose series (i.e. Pfizer or Moderna vaccines) or two weeks after a single dose vaccine (Johnson & Johnson's Janssen vaccine), AND
- After providing a copy of their vaccine card to Occupational Health (Using your Santee Cooper Outlook account, please send a copy of your vaccine card to [OHVaccine@santeecooper.com](mailto:OHVaccine@santeecooper.com). In the subject line put: "Confidential: Vaccine Card.")
- Employees who 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.

### **Non-vaccinated Employees**

At this time, non-vaccinated employees should remember if you or any member of your household experience COVID-19 like symptoms, do not come to work and contact Occupational Health. You should also continue to wear a mask that covers both the nose and mouth when in common areas or when unable to appropriately social distance while conducting official Santee Cooper business.

If a non-vaccinated employee expects to travel (defined as traveling out-of-state by airplane, ship, train, or other forms of public transportation) or attend a large gathering anywhere (typically defined to include events such as conferences, trade shows, sporting events, festivals, concerts, or large weddings and which could involve event staff, security, tickets, lodging, or long-distance travel), you should complete the following:

1. Inform your supervision.
2. 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.
3. Occupational Health will notify the employee as to whether you need to be quarantined. In some instances, you may not have that decision until your travel/event is completed.

### **All Employees**

All access doors and conference rooms are back to normal function. Santee Cooper no longer will require mandatory wellness checks; the kiosks, however, will remain in place and can continue to be used.

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

1. DO NOT COME TO WORK – stay home and isolate/quarantine.
2. Contact your respective supervision.
3. Contact Occupational Health to report your symptoms at 843-761-4090.
4. Occupational Health will discuss with you any need for quarantine and/or testing.

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

Santee Cooper does not require employees to get this vaccine. However, as a business with an obligation to provide a safe workplace and deliver critical services, we do strongly encourage it, especially for employees in the most critical operational areas. Consistent with our core values, all employees should respect each other’s vaccine decision. This decision is a personal one and some employees may not wish to discuss their decision and do not have to. Also, please do not inquire about health or religious reasons that may have impacted others’ vaccine decision.