

How do I get in touch with Employee Health?

The following phone number and email have been set up for you to better reach a member of our Still Hopes Employee Health Triage Team. This email and voicemail is being monitored daily and someone will be in touch with you shortly after you reach out. All employees are required to following their standard department procedure(s) for all call outs and illness reporting to allow for proper schedule adjustments.

Phone: 803-995-8151
employeehealth@stillhopes.org

What do I do if I or someone in my household is diagnosed with COVID-19?

You will need to **immediately** contact your Supervisor or Director or reach out to the Employee Health Voicemail Hotline @ 803-995-8151. You will need to be screened to determine the type of exposure you had and it will be determined when you are allowed to return to work. There are levels of exposure that put individuals at greater risk and a member of our Employee Health Team will discuss this with you and let you know what to do next.

What are the symptoms of Covid-19 and what do I do if I have them?

The CDC states that the symptoms of Covid-19 to monitor for are: Fever 100.0 or greater, cough, sore throat, and shortness of breath. While these symptoms could be related to other common illnesses, we have special screenings in place to assist in determining if you are at risk for having the Covid-19 illness. Please follow the below instructions if you are experience these symptoms:

1. Employee has temperature **greater than or equal to 100.0**: Notify your Supervisor and stay home.
2. Employee has **1 symptom (cough or sore throat)**, employee may work while wearing a mask
3. Employee has **2 or more symptoms** or **shortness of breath**, Notify your Supervisor, stay home, and someone from Employee Health Team will follow up with you. It is recommend you contact your Primary Care Doctor or use one of the Telehealth resources offered by local health care organizations.

When to contact your Supervisor or Director?

- If you are feeling sick and are calling out of work
- If you develop symptoms associated with Covid-19
- If you think you have been exposed to someone with Covid-19
- If someone in your home has Covid-19.

The Covid-19 Pandemic is being closely monitored by the CDC and South Carolina Department of Health. They are releasing updates daily and this is being sent out to the Leadership Team here at Still Hopes. In an effort to make sure all calls are followed up with, all concerns are addressed with the same expertise, we ask that you notify your Supervisor or Director first to allow for proper notifications to occur. We want to make sure all shifts are covered, the correct Managers/Shift Supervisors/Leaders are aware of your absence and that you, the employee, are given the most correct and up to date information.

How can I receive help with personal problems, during this time?

Still Hopes partners with two Employee Assistance Programs that can assist you with support at work and in your personal life. These services are offered to you and your household family members. Included in these

services are, Counseling and Consulting, Legal Services, Family Resources, Financial Counseling, Parenting Resources, and Childcare Resources.

Please see their contact information below:

First Sun: Call toll free: 800-968-8143
Online: www.firstsuneap.personaladvantage.com

Mutual of Omaha: Call toll free: 800-316-2796
Online: www.mutualofomaha.com/eap

South Carolina Department of Health Resources:

<https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19>

- What to do if you feel sick
- How to protect your family
- Symptoms of Covid-19
- Community Resources
- School Related
- College and University
- Travel Questions
- Mental and Emotional Health

Telehealth Virtual Care Providers (COVID-19): <https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/telehealth-virtual-care-providers-covid-19>

Several South Carolina health systems are offering telehealth options to the public. These options are available to anyone experiencing COVID-19 symptoms in South Carolina. In order to access the free consult.

USE the promo code COVID19.

Employee Illness Letter: (see attachment)

If you were told to stay home and contact Employee Health Voicemail Hotline you may reference this letter to answer some of your questions about when you can return to work.

14 Day Symptom Monitoring Tool: (see attachment)

This tool was created for you as an employee of Still Hopes. This letter and packet contains important information to educate you on what it means to be asked to “self-monitor” and what that process will look like. There is very important information in this packet along with a screening tool that will be used to report to Employee Health. This is for individuals that may have had a possible Covid-19 exposure or those who are currently being tested for Covid-19.