

# West Michigan Shared Hospital Laundry COVID-19 Plan

EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN  
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West Michigan Shared Hospital Laundry (WMSHL) takes the health and safety of our associates very seriously. With the spread of the coronavirus or “COVID-19,” we must remain vigilant in mitigating the outbreak. WMSHL has been deemed “essential” during this Declared National Emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout our Company. WMSHL has also identified a team of associates to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”), Occupational Safety, and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from local healthcare entities, the CDC, and OSHA at the time of its development, and is subject to change based on further information provided by local healthcare entities, the CDC, OSHA, and other public officials. We may also amend this plan based on operational needs.

### **Responsibilities of Managers and Supervisors**

All managers and supervisors must be familiar with this plan and be ready to answer questions from associates. Managers and supervisors must set a good example by following this plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all associates.

### **Responsibilities of Associates**

WMSHL is asking every one of our associates to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our workplace, everyone must play his or her part. As set forth below, we have instituted various housekeeping, social distancing, and other best practices. All associates must follow these. In addition, associates are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this plan or COVID-19, please ask your supervisor or manager. If they cannot answer the question, please contact [a WMSHL Director](#). These individuals have been identified to implement, monitor, and report on COVID-19 related control strategies. One or more of these Directors is available on-site during normal business hours.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, associates must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever;
- Dry Cough;
- Tiredness;
- Shortness of breath;
- Other less common symptoms may include loss of taste and smell, body aches/pains, headache, sore throat, nasal congestions, or diarrhea.

If an associate develops symptoms, such as cough or shortness of breath, **DO NOT GO TO WORK.** Likewise, if they have been unmasked and within 6 feet for at least 15 minutes to either a confirmed positive or suspected positive COVID individual, within 48 hours before their symptoms began, **DO NOT GO TO WORK.** Call the attendance hotline at **616-745-3445** and a COVID hotline: Spectrum Health – 833.559.0659 or Mercy Health – 616-685-2683. Associate will need to be tested before determining when you may return to work.

Additional Guidance:

**COVID 19**  
CORONAVIRUS DISEASE

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.** Illustration shows two people shaking hands and a person coughing into their elbow, with virus particles floating around.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.** Illustration shows a person sneezing into a tissue.
- Avoid touching your eyes, nose, and mouth.** Illustration shows a person's face with a red prohibition sign over their mouth.
- Clean and disinfect frequently touched objects and surfaces.** Illustration shows hands being washed with soap and water.
- Stay home when you are sick, except to get medical care.** Illustration shows a house with a person in bed inside.
- Wash your hands often with soap and water for at least 20 seconds.** Illustration shows hands being washed with soap and water, with a stethoscope nearby.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

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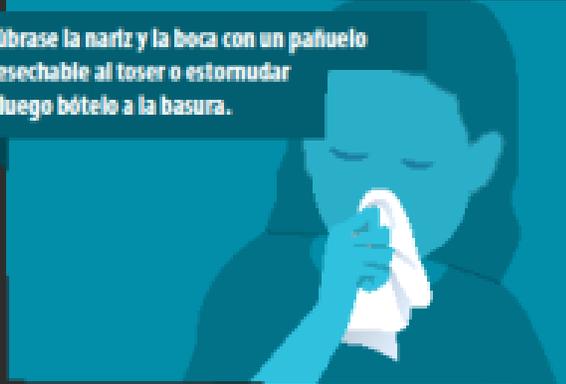
# DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelo a la basura.



Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



Para obtener más Información: [www.cdc.gov/COVID19-es](http://www.cdc.gov/COVID19-es)

# How to Use Hand Sanitizer

## *Cómo usar un desinfectante de manos*

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.



1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).

1. Aplicarse el gel en la palma de una mano (lea la etiqueta para saber la cantidad correcta).



2. Rub your hands together.

2. Frótase las manos.



3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

3. Frótase el gel sobre todas las superficies de las manos y los dedos hasta que estén secas. Esto debería tomar unos 20 segundos.

**CAUTION!** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.

**¡CUIDADO!** Tragar desinfectante de manos a base de alcohol puede causar intoxicación por alcohol si se toman más de dos bocanadas. Manténgalo fuera del alcance de los niños pequeños y supervíselos cuando lo usen.

# 10 things you can do to manage your COVID-19 symptoms at home

## If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# 10 maneras de manejar los síntomas respiratorios en casa

Si tiene fiebre, tos o dificultad para respirar, llame a su proveedor de atención médica. Es posible que le recomienden manejar el cuidado de su salud en casa. Siga estos consejos:

1. **Quédese en casa**, no vaya al trabajo ni a la escuela, y evite visitar otros lugares públicos. Si debe salir, evite usar transporte público, vehículos compartidos o taxis.



6. **Cúbrase la boca al toser o estornudar.**



2. **Monitoree sus síntomas** con mucha atención. Si sus síntomas empeoran, llame de inmediato a su proveedor de atención médica.



7. **Lávese las manos frecuentemente** con agua y jabón durante al menos 20 segundos, o límpiese las manos con algún desinfectante de manos a base de alcohol, que contenga alcohol de 60 % mínimo.



3. **Descanse y manténgase hidratado.**



8. En la medida de lo posible, **quédese** en una habitación específica y **aléjese de las demás personas** que viven en su casa. Además, de ser posible, debería utilizar un baño separado. Si debe estar en contacto con otras personas o fuera de su casa, use una mascarilla.



4. Si tiene una cita médica, **llame al proveedor de atención médica** antes de asistir, e infórmele que tiene o podría tener COVID-19.



9. **Evite compartir artículos personales** con las demás personas en su casa, como platos, toallas y ropa de cama.



5. Si tiene una emergencia médica, llame al 911 y **avísele a la operadora** que tiene o podría tener COVID-19.



10. **Limpie todas las superficies** que se tocan frecuentemente, como los mostradores de cocina, las mesas y las perillas de las puertas. Use aerosoles o paños de limpieza para el hogar de acuerdo con las instrucciones de la etiqueta.



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Para obtener más información: [www.cdc.gov/COVID19-es](http://www.cdc.gov/COVID19-es)

## Job Site Protective Measures

West Michigan Shared Hospital Laundry has instituted the following protective measures:

### A. **General Safety Policies and Rules**

- Associates must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. Where offices or internal rooms are used, only necessary associates should enter these spaces and all associates should maintain social distancing while inside.
- All in-person meetings will be limited. To the extent possible, meetings will be held over the phone.
- Associate breaks and lunches have been staggered, and the breakroom set up with table/chairs of three (3), to encourage separation between associates.
- Associates are encouraged to minimize ride sharing. While in vehicles, associates must ensure adequate ventilation.
- In lieu of using a common source of drinking water, such as a drinking fountain, associates should use individual water bottles.

### B. **COVID Screening Procedures**

#### **SCREENING PROCEDURE FOR ASSOCIATES:**

##### ➤ **Mandatory screening protocol prior to starting work:**

- Prior to entering the building, conduct a self-assessment using the screening questionnaire posted outside all approved entrances (questionnaire attached). If you answer YES to any of the questions, DO NOT ENTER the building and leave the premises. Make sure you call the attendance line immediately and report your symptoms.
- Associates must put their face covering on before entering the building.
- If you answer NO to all the questions, continue to enter the building and use the hand sanitizer just inside the door, before proceeding any further into the building.
- Upon entering the building, a member of management will take your temperature.
  - Maintain 6 feet of separation when standing in line.
  - Do not touch anything prior to having your temperature taken.
  - Do not stop at your locker or go to the restroom.
- If your temperature is 100 or higher, you will be sent home.
- If your temperature is in normal range, you may put your belongings in your locker, go to the restroom, and wash hands.
- Prior to entering the plant floor, you must walk through the disinfectant located at the entrance of the plant floor.

#### **MANAGEMENT AND MAINTENANCE SCREENING PROCEDURE:**

##### ➤ **Mandatory screening protocol when arriving to work:**

- Follow the same protocols for production associates (stated above), with one exception:

- You will take your own temperature with the thermometer located in the lockbox located just outside the production office or just inside the front office side entrance door.

### **C. WMSHL Visitor/Vendor Policy**

In an effort to be pro-active in suppressing the potential spread of COVID-19 (Coronavirus), WMSHL has enhanced its Visitor/Vendor Policy and follows the Center for Disease Control's (CDC) recommendations. The following outlines a change in our visitor policy for the wellbeing of our entire workforce, as well as all visitors.

In addition to our normal procedures as outlined below, WMSHL will be limiting visitors to only those essential for operating the laundry as determined by director level management.

- No personal visitors (family / friends)
- No food delivery personnel allowed inside the building
- No tours

#### ***Procedures for any Essential Vendor/Visitor entering our facility:***

- Only visitors/vendors authorized by a DIRECTOR at West Michigan Shared Hospital Laundry is considered an "Essential Vendor/Visitor" and allowed into the building.
- Entrance only through Main Employee Door.
- All visitors are required to go through a screening process, which includes a series of questions and having their temperature recorded. If the answer to any of the questions is a yes, the individual will not be allowed to enter. Likewise, if the individual's temperature is 100 or greater, the individual must leave the premises.
- Visitors and Vendors must put their face covering on before entering the building.
- Upon entrance into the building, you will be asked to immediately wash your hands in our restroom.
- Prior to entering the production floor, individuals must step through the FDA registered disinfectant located at the entrance of the production floor.
- Upon being cleared to enter the building, worksite technicians will not be required to enter the main employee entrance or go through the screening procedure every time they need to exit and enter the building for supplies. However, every time an individual exits and re-enters the building, individuals must step through the FDA registered disinfectant prior to entering the production floor. Mats with disinfectant are located at every entrance point to the production floor, including the maintenance and mechanical room.
- During large equipment installations, all technicians may be required to utilize the portable restroom that is located on the north side of the building.

#### ***Procedures for Contracted Logistic Associates:***

- All Apache associates must enter through the trucking/shipping door in order to enter the building for the first time each day. A designated Apache representative will ask questions and take your temperature. If they answer yes to any of the questions or have a fever 100 or more, they must

leave immediately and an Apache Manager must contact the WMSHL Logistics Manager. The form must be filled out for anyone who answers yes to a question or has a temperature of 100 or more.

- When entering, they must step through the FDA approved disinfectant. The disinfectant is located at every approved entry into the building and anyone entering the building must step through it every time you enter the building.
- Associates that need to enter the building when the Apache Representative is not here must perform a self-assessment by completing the questionnaire and recording their temperature. The thermometer is located in the lockbox just outside the logistic manager's office, and the forms next to the lockbox.
- **NOTE:** If a driver has already been screened for that day, at a member hospital and is able present validation of the screen, they will not be required to go through a screen at WMSHL.

**D. Personal Protective Equipment and Work Practice Controls:**

- WMSHL has provided four (4) community made face coverings to all associates.
- In order to enter the building, all individuals must don a face covering.
- Wherever possible, WMSHL has installed physical barriers between associates that work inside of six (6) feet of another associate.

*Soil Room Associates:*

**POLICY:**

1. Associates working in the soil room department must put on their PPE prior to start of shift.
2. Effective immediately, ***the following soil room positions: dumpers, sorters on the line, small washers and housekeeping (when cleaning on the line or handling soiled linen) are required to wear the following company provided PPE:***
  - Barrier cover gown
  - Puncture resistant gloves
  - Face mask
  - Safety Glasses or face shield
  - Shoe covers are available, but not mandatory
3. Effective immediately, ***the following soil room positions: unloaders, system operators, housekeepers (general cleaning) and utility workers are required to wear the following company provided PPE:***
  - Barrier cover gown
  - Disposable gloves
  - Face mask
  - Safety glasses or face shield
  - Shoe covers are available, but not mandatory

**PROCEDURE:**

1. Barrier cover gowns are located in the soil room; in the bin labeled "Cover Gowns".
  - i. A clean barrier cover gown must be worn upon starting your shift and returning from breaks outside of the soil room.

- ii. Used gowns are to be removed and placed on the soil conveyor.
  - iii. Gowns that are defective (holes, rips) are to be sent to recovery linen prior to using the gown.
2. Puncture resistant and barrier resistant gloves are located in the soil room; on the shelves labeled "GLOVES".
  - i. A clean pair of puncture resistant gloves is to be used each day. At the end of the shift associates are to place the gloves in the bin labeled, "Soiled Gloves". All gloves are washed in the small washers daily.
  - ii. If you choose to wear the optional barrier resistant gloves underneath the puncture resistant gloves for comfort, a new pair are to be used every time you don your PPE.
  - iii. Prior to going to breaks, puncture resistant gloves are removed and placed at workstation; barrier resistant are to be removed and discarded in the trash.
  - iv. Any ripped or torn gloves are to be disposed of by the lead or supervisor immediately after being compromised. Supervisor will discard the defective gloves.
3. Safety Glasses:
  - i. Associates are issued one pair of glasses to start with. At the end of the shift, and before all breaks, place the glasses in your spot in the cabinet.
4. Face shields:
  - i. Associates will be issued one shield. At the end of the shift, associates are to disinfect their shield with the provided disinfectant and place it in the designated cabinet, in their own spot.
5. All face masks:
  - i. Associates will be issued one mask to start with. The mask can be worn under the face shield, if applicable.
  - ii. Associates will be issued brown paper bags to store their masks. The masks should be placed in the paper bag at each break and end of shift and then placed in the designated cabinet, in their own spot.

**\*\*Management will replace the face shields, safety glasses and masks when appropriately needed.**

**ANYONE ENTERING OR EXITING THE SOIL ROOM MUST FOLLOW THE PROCEDURE BELOW:**

- If you are wearing shoe covers, you **MUST** remove them before leaving the soil room.
- When entering the soil room you **DO NOT** need to step in the disinfectant in the trays in front of the entrance doors.
- **EVERY TIME** you leave the soil room, at **EVERY** exit/entrance, you **MUST** step into the disinfectant in the trays.

*Apache Driver Associates:*

- **POLICY:**

WMSHL will continue to provide spill kits, which include hand sanitizer, gloves and disinfectant. Due to the shortage of disinfectant wipes, each truck has been provided with an FDA registered

disinfectant and a bag of microfiber cloths. If a driver is interested in a fabric “partial face cover” made by members of the community, WMSHL can provide three at no cost. Drivers are responsible for laundering their own face covers, and recognize that these face covers are not medical grade PPE. They are not a replacement for areas where proper PPE is required.

### Workplace Cleaning and Disinfecting

WMSHL follows proper cleaning procedures necessary for a healthcare laundry and is certified by the Healthcare Laundry Accreditation Council (HLAC). In addition to regular housekeeping practices, WMSHL instituted additional cleaning and disinfecting practices, utilizing products registered by the FDA. Safety Data Sheets for all chemicals utilized by WMSHL are available upon request.

- Any associate involved in the cleaning/disinfecting must wear proper personal protective equipment (PPE). WMSHL provides gloves, barrier gowns, facemasks, eyewear, face shields and shoe covers as applicable for the task.
- Additional three (3) times per day: disinfecting of equipment, soil sort platform, high traffic areas, high volume touchpoints, breakroom, restrooms, employee lockers, and other elements of the work environment, where possible. Total: Four (4) times per day.
- A new trash compactor has been installed to decrease or eliminate housekeeping moving trash throughout the building.
- Installed disinfecting “foot dips” at each entry point for the building and at the exit points for the soil room.
- Utilizing the FDA registered disinfectant; WMSHL sprayed the inside of associate cars.
- WMSHL changed disinfecting chemicals through the shipping cart wash system, to decrease the dwell time.
- Increased cleaning in office areas to include disinfecting all touchpoints.

### Facility Exposure Situations-Return to Work Guidelines

#### Associate Shows Symptoms (even mild)

- Associate must be tested before determining return to work eligibility.
- If test is positive, apply rules below.
- If test is negative, return to work the day after receiving results.  
*\*For approved leave of absence and any corresponding payment, proof of testing must be provided.*

#### Associate Tests Positive for COVID-19

- Associate must self-quarantine away from work.  
***Prior to returning to work, all must apply:***
- No fever for 24 hours, with no fever reducing medication
- All symptoms must be greatly improved-example: minimal to no coughing, no body aches, can

work without being fatigued.

- 10 days have passed from the onset of symptoms.
- For asymptomatic (no symptoms) individuals, 10 days must have passed from 2 days prior to test date.

\*When returning to work, must follow all daily monitoring and must wear a mask at all times.

*\*For approved leave of absence and any corresponding payment, proof of testing must be provided.*

**Associate who has had unmasked contact, within 6 feet, for 15 minutes or more, with an someone that has tested positive or presumed positive for COVID-19, starting 48 hours before their symptoms began.**

- Associate must self-quarantine away from work.

***Prior to returning to work, all must apply:***

- 7 days have passed from last exposure to COVID positive individual and you receive a negative test
- You have shown no symptoms in those 7 days

*\*For approved leave of absence and any corresponding payment, proof of testing or required quarantine (such as from the County Health Department) must be provided.*

If WMSHL learns that an associate has tested positive, we will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive associate and direct those individuals who have had close contact with the confirmed-positive associate to follow protocols stated above. If applicable, we will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive associate.

### **OSHA Recordkeeping**

If a confirmed case of COVID-19 is reported, WMSHL will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an associate has a confirmed case of COVID-19, WMSHL will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an

associate develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

Our assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, we will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

### **Confidentiality/Privacy**

Except for circumstances in which WMSHL is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. WMSHL reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other associates might have been exposed to the disease so the associates may take measures to protect their own health. WMSHL also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed associate has been diagnosed with COVID-19 if they might have been exposed to COVID-19 so those individuals may take measures to protect their own health.

### **General Questions**

Given the fast-developing nature of the COVID-19 outbreak, WMSHL may modify this Plan on a case-by-case basis. If you have any questions concerning this Plan, please contact **A WMSHL Director.**