

West Michigan Shared Hospital Laundry COVID-19 Plan-Updated 7.22.20

EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE PLAN
NICOLE GRUBICH, EXECUTIVE DIRECTOR AND AMY SMITH, HR DIRECTOR

West Michigan Shared Hospital Laundry (WMSHL) takes the health and safety of our employees 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 employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by 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 employees. 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 employees.

Responsibilities of Employees

WMSHL is asking every one of our employees 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 employees must follow these. In addition, employees 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, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If an employee develops a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK**. Likewise, if they are within 6 feet for at least 10 minutes to either a confirmed positive or suspected positive, COVID individual, in the last 14 days, **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. Employee 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 touching their face with a red prohibition sign over the hand.
- 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 and a medical cross.
- Wash your hands often with soap and water for at least 20 seconds.** Illustration shows hands being scrubbed with soap suds.

For more information: www.cdc.gov/COVID19



©2020 W.M.S.H.



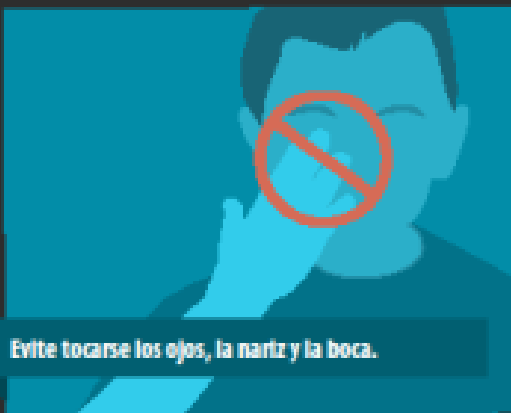
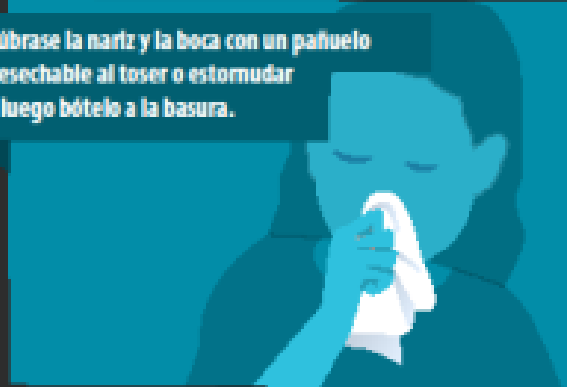
DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

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

Evite el contacto cercano con las personas enfermas.

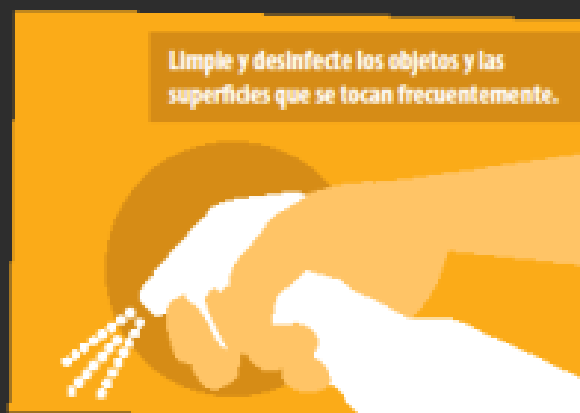


Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelo a la basura.

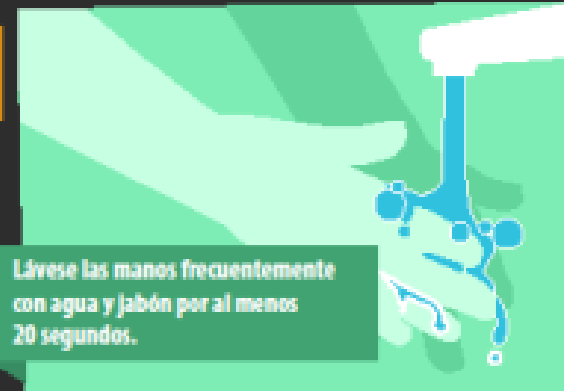


Evite tocarse los ojos, la nariz y la boca.

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

COVID-19-18

How to Use Hand Sanitizer

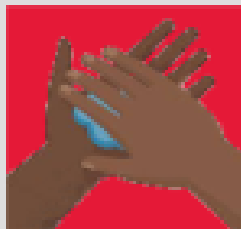
Cómo usar un desinfectante de manos

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.



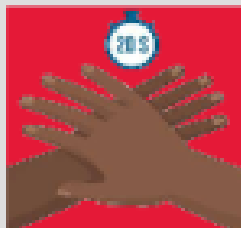
1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).

1. Aplicase 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.



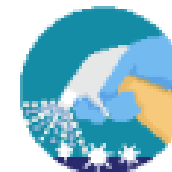
9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



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.



© 2020 WMSHL

[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.



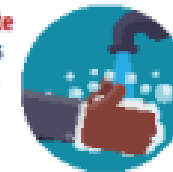
6. **Cúbrase la boca al toser o estornudar.**



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



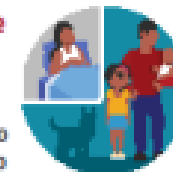
7. **Lávese las manos frecuentemente** con agua y jabón durante al menos 20 segundos, o límpiese las manos con algún desinfectante de manos a base de alcohol, que contenga alcohol de 60 % mínimo.



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.



© 2020 WMSHL

Para obtener más información: 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*

- Employees 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 employees should enter these spaces and all employees should maintain social distancing while inside.
- All in-person meetings will be limited. To the extent possible, meetings will be held over the phone.
- Employee breaks and lunches have been staggered, and the breakroom set up to encourage separation between associates.
- Employees are encouraged to minimize ride sharing. While in vehicles, employees must ensure adequate ventilation.
- In lieu of using a common source of drinking water, such as a drinking fountain, employees should use individual water bottles.

B. *COVID Screening Procedures*

SCREENING PROCEDURE FOR ASSOCIATES STARTING AT 4:30AM OR 5:30AM:

➤ **Mandatory screening protocol when arriving at work:**

- Prior to entering the building, read the screening questionnaire posted on the side awning wall at the front office side door (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.

SCREENING PROCEDURE FOR ASSOCIATES STARTING AFTER 5:30AM:

➤ **Mandatory screening protocol when arriving at work:**

- Prior to entering the building, read the screening questionnaire posted on the employee entrance (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. If you answer NO to all the questions,

- Associates must put their face covering on before entering the building.
- 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, wait in front of the production office until a member of management takes 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:**

- Prior to entering the building, read the screening questionnaire posted on the main employee entrance, or front office entrance, if applicable (questionnaire attached). If you answer YES to any of the questions, DO NOT ENTER the building and leave the premises. Call your manager immediately and report your symptoms.
- Associates must put their face covering on before entering the building.
- If you answer NO to all the questions, enter the building and use the hand sanitizer just inside the door, before proceeding any further into the plant, or front office, if applicable.
- You will take your own temperature with the thermometer located in the lockbox located just outside the production office.
 - Maintain 6 feet of separation when standing in line.
 - Do not go to your locker, or office/desk, if applicable, before taking your temperature.
 - If your temperature is 100 or higher, immediately leave the premises and contact your manager.
- If your temperature is in normal range, you may put your belongings in your locker, or office/desk, and then wash your hands.
- Prior to entering the production floor, you must walk through the disinfectant located at the entrance of the plant floor.

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 are required to utilize the portable restroom that is located on the north side of the building.

Procedures for Contracted Logistic Employees:

- All Apache employees 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.
- Employees 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 employees.
- In order to enter the building, all individuals must don a face covering.
- WMSHL has installed physical barriers between associates that work inside of six (6) feet of another associate.

Soil Room Employees:**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
 - Higher level 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
 - Medium level face mask
 - Safety glasses or face shield
 - Shoe covers are available, but not mandatory

PROCEDURE:

1. The following PPE items are stored in the soil room:
 - a. 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.
 - b. 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.
2. The following PPE is locked in storage and will be provided by the Supervisor, if applicable:
 - a. 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.
 - b. Face shields:
 - i. Associates will be issued one shield. At the end of the shift, employees are to disinfect their shield with the provided disinfectant and place it in the designated cabinet, in their own spot.
 - c. 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 Employees:

- **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 EPA 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 EPA. 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, face masks, eye wear, 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

Guidelines subject to change based on critical infrastructure workers necessity to respond to rapidly changing local circumstances.

If you are a confirmed positive individual: all three must apply

No fever for 72 hours (3 full days), with no fever reducing medication

All symptoms must be greatly improved - example: minimal to no coughing, no body aches, no shortness of breath, can work without being fatigued

10 days must have passed from the date of taking the test.

** When you return, 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.

If you are showing symptoms - even mild

Must be tested before determining return to work eligibility.

If test is positive, apply rules above.

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.

If you have been in close contact with someone that has tested positive for COVID (both must apply)

14 days have passed from last exposure to COVID positive individual.

You have shown no symptoms in those 14 days.

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

If you have been in close contact with someone that is showing symptoms, but has not been tested.

Assume it is positive; the symptomatic individual must get tested.

Depending on results of test, apply rules above.

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

For all return to work scenarios that occur mid-week, your schedule will be changed to work some of your normally scheduled days off to obtain 40 working hours for the week.

**Payment for COVID Leave of Absence
Per the Families First Coronavirus Response Act**

Up to 80 hours of paid leave (40 hours for 2 weeks) for any approved COVID Leave of Absence defined above.

For any leave of absence that extends beyond 2 weeks including for a second occurrence, payment under the FFCRA is limited to 80 hours. You may:

Use unused PTO, then

Apply for short term disability, where applicable.

If WMSHL learns that an employee has tested positive, we will conduct an investigation to determine co-workers who may have had close contact with the confirmed- positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, we will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

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 employee 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 employee 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 employees might have been exposed to the disease so the employees may take measures to protect their own health. WMSHL also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee 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.**

