



LAKE CUSHMAN MAINTENANCE COMPANY

Homeowners Association for The Lake Cushman Development

3740 N Lake Cushman Road, Hoodspport, WA 98548-9711

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LAKE CUSHMAN MAINTENANCE COMPANY COVID-19 EXPOSURE CONTROL, MITIGATION AND RECOVERY PLAN Rev 12-18-2020

Purpose

Lake Cushman Maintenance Company (LCMC) strives to provide a safe and healthy workplace for all employees. This plan outlines our overall response to the Covid-19 outbreak and our mitigation and recovery plan. It outlines specific steps LCMC is taking to safeguard employees' health and well-being during the pandemic while ensuring LCMC's ability to maintain essential operations and continue providing essential services to our customers.

Covid-19 Defined

According to the federal Centers for Disease Control, Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of: fever, cough, and shortness of breath. Having two or more of the following symptoms are also indicative of COVID-19: muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19, as well as the potential long-term effects of contracting the virus, which are coming to light as the pandemic progresses.



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Control Measures

LCMC employees will follow current governmental directives regarding personal protective equipment utilization, on location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; Covid-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. Due to the fluid nature of guidance from government agencies with regard to Washington State Governor’s March 23, 2020 Proclamation 20-25 STAY HOME – STAY HEALTHY, guidance to our employees may change. This plan will be updated as necessary when new or additional guidance from government agencies is received.

Covid-19 Exposure Control, Mitigation and Recovery Plan

1) Personal Protective Equipment

- a. All employees are required to wear a cloth facial covering at work, particularly in common areas of the office and when they may be interacting with co-workers, vendors, or other third parties. Masks are not required if an employee is working alone s. For guidance on what it means to be “working alone”, see <https://lni.wa.gov/agency/outreach/coronavirus-covid-19-worker-face-covering-and-mask-requirements-questions>. LCMC will supply masks, however, employees may choose to provide their own face coverings. Face shields will be supplied as requested by employees.
- b. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- c. All employees will be supplied with single use disposable gloves and should wear them when accessing shared office equipment and/or supplies. Employees may choose to wear single use disposable gloves at other times.

2) On-location Physical Distancing

- a. All employees will maintain a physical distance of at least 6 feet from other employees, volunteers, and customers.
- b. In all locations, the number of individuals entering the location will not exceed that which interferes with the 6-foot social distancing requirement. LCMC will observe any building occupancy restrictions established by government officials.
- c. LCMC will post signage throughout locations to promote physical distancing, including in restrooms, break rooms and other high-traffic areas.



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3) Visitor Log

- a. A continuous log will be maintained of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.
- b. The log will contain a statement that by signing, the individual acknowledges that they do not have any Covid-19 symptoms.
- c. Staff present when an outside party enters the work site will be responsible for ensuring that the log is maintained.
- d. LCMC Staff will complete the Daily Health Check-in Form before entering the workplace. This form will be accessible on any smart device. An invitation to sign in to the form will be provided via email to each LCMC employee. Should any employee answer "yes" to any question(s) on the form, an instructional message will pop up, telling the employee how to proceed. The messages are based on Governmental guidelines reflected in this document. Responses collected through the use of this form will be maintained on a log accessible only to staff with Human Resources authority.

4) Hygiene

- a. Wash hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- b. If soap and water are not readily available, **use a hand sanitizer that contains at least 60%** alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- c. Avoid touching your eyes, nose, and mouth with unwashed hands.
- d. **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- e. **Throw used tissues** in the trash.
- f. Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



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5) Sanitation

- a. **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- b. All managers will ensure that this is done in their areas of responsibility.
- c. A cleaning log will be maintained by each manager in each area of responsibility.
- d. **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- e. **Then, use a household disinfectant.** Most common household disinfectants will work. LCMC will provide appropriate cleaning products for all departments.

6) Ventilation

LCMC will ensure that ventilation systems in all locations are working properly. LCMC will work to increase natural ventilation where feasible.

7) Symptom Monitoring

- a. Employees will check their temperature before reporting to work each day. If they register a temperature of 100.4 or higher or have any of the following symptoms they must not come to the work site: cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat, fatigue, headache, nausea or vomiting, congestion or runny nose, diarrhea or new loss of taste or smell. Employees should contact their supervisor immediately to inform them they will not be coming in to work.
- b. LCMC may check employee temperatures on site if deemed appropriate.
- c. Employees should seek medical care immediately if they have emergency warning signs of Covid-19 such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.

8) Incident Reporting

- a. Employees who show signs of Covid-19 at work should leave work immediately and seek medical attention. The employee should also report this immediately to their supervisor, then follow the isolation/quarantine requirements then in effect from the State Department of Health and CDC. LCMC will follow any further instructions of the Mason County Department of Health.
- b. Employees who have been exposed to a known case of Covid-19 must inform their supervisor and self-quarantine for 14 days. They should contact their health care provider if they experience any of the emergency warning signs listed above.



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- c. LCMC will maintain confidentiality as to any employee symptom or testing information, provided that LCMC will follow recommended protocols for informing others of a possible exposure (without providing the identity of the individual who is the source of the exposure).

9) Location Disinfection Procedures

- a. LCMC will follow the Center for Disease Control recommendations on disinfection after persons suspected/confirmed to have Covid-19 have been in an LCMC facility. (See Appendix A)

10) Covid-19 Safety Training

- a. Covid-19 safety information and requirements such as CDC, DOH, OSHA posters and this plan will be visibly posted at each LCMC location.
- b. Managers will conduct safety meetings in which they will review this plan.
- c. Human Resources will provide materials to managers and employees with regard to Covid-19 safety as they become available from government agencies.

11) Covid Exposure Control and Recovery Plan

Employee Exhibiting COVID-19 Symptoms.

- If an employee exhibits COVID-19 symptom, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Company will similarly require an employee that reports to work with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19

- An employee that tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive but had no symptoms may return to work when at least ten (10) days have passed since the date of his or her first positive test, provided no symptoms



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develop. Employees that test positive and have symptoms must follow their provider instructions and may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least ten (10) days have passed since symptoms first appeared. Employees that test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The Company will require an employee to provide documentation clearing their return to work.

Employee Has Close Contact with an Individual who Tested Positive for COVID-19

- Employees that have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to either: (1) continue to work, provided they remain asymptomatic in accordance with outlined preventative measures; or, if they are symptomatic or the Company chooses to follow more conservative protocols, (2) self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.
- If the Company learns that an employee has tested positive, the Company will conduct an investigation into co-workers that may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee to either continue to work, provided they remain asymptomatic in accordance with Section III above, or, if they are symptomatic or the Company chooses to follow more conservative protocols, to self-quarantine for 14 days from the last date of close contact with the carrier. 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.

Employees At Higher Risk

- Consistent with a proclamation by Washington's Governor, any employee who is at higher risk of severe illness or death from COVID-19, which includes those over age 65 and those of any age with certain chronic underlying health conditions, may request alternative work assignments to



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limit exposure to the disease. These may include teleworking, alternative work locations, reassignment and/or social distancing measures. If such measures are not available, the employee may take a leave of absence using available accrued leave or may apply for unemployment benefits. Health insurance benefits will be maintained during such a leave. This entitlement is in effect through the duration of the current state of emergency initially proclaimed in Proclamation 20-05, or until otherwise rescinded or amended by the State.

Notification to Local Health Jurisdiction

- LCMC will notify our local health jurisdiction within 24 hours if we suspect Covid-19 is spreading in our workplace, or if we learn that 2 or more employees have confirmed or suspected cases of Covid-19 within a 14-day period.

Families First Coronavirus Response Act (FFCRA) Benefits

- Through December 31, 2020, all employees are entitled to up to 80 hours of emergency paid sick leave for certain COVID-19 related reasons, including where the employee is required to self-quarantine or is needed to care for someone who have been required to quarantine. Leave is also available to care for the employee's child under age 18 due to closure of the child's school or unavailability of the child's childcare provider due to COVID-19 precautions. A summary of these FFCRA benefits is available here: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf. A copy of this FFCRA poster will be posted in LCMC buildings.