

Subject: COVID-19 Updates and Information
Date: Thursday, March 19, 2020 at 10:52:26 AM Pacific Daylight Time
From: ^WRPS General Delivery
Attachments: image002.jpg, image003.png, image004.jpg, image005.png, image009.jpg, image006.png, image010.png

THE HANFORD SITE



Memorandum



March 19, 2020

TO: All MSA and Partner Employees
FROM: Bob Wilkinson, President
Amy Basche, Chief Operations Officer

SUBJECT: COVID-19 Updates and Information

****PLEASE SHARE THIS MESSAGE WITH THOSE WHO AREN'T ON COMPUTERS****

We know that the rapidly evolving situation with COVID-19 (coronavirus) is affecting members of our MSA family in several ways. We are committed to constant and transparent communication with our employees to help you stay informed and more importantly, stay safe and healthy.

- At this time, we have not received notifications of any positive or presumptive positive tests of MSA employees or Hanford workers.
- We are receiving many questions about our actions when an employee becomes ill. Our current process when we receive notification that an employee has been medically directed to self-quarantine AND has been tested for COVID-19 is as follows:
 - The manager will notify the EOC for actions. Please do not call the Emergency Operations Center (EOC) unless you are a manager or supervisor making an official notification. We need to keep EOC phone lines open for emergency notifications.
 - We do not wait for the actual test results to initiate a response. We immediately make appropriate notifications, per the checklist we've developed, including working with the Benton-Franklin Health District (BFHD).
 - Other employees located in the same building/work area may be temporarily assigned to report to a different location. If this happens, please secure all OOU information and leave your door unlocked.

- The primary work area of any such employee is cleaned and disinfected.
- BFHD will perform all contact tracing per their processes. Please see www.bfhd.wa.gov or more information. Tri-Cities companies, including those at Hanford, rely upon BFHD to take actions during this ongoing and evolving process.
- The testing for coronavirus is a multi-step process involving several entities. The BFHD has provided an informative [illustration](#) of how this works.
- Please remember that HPMC OMS does not provide screening or treatment for any viral condition. Employees should contact their doctor if they are sick or have concerns about their personal health.
- Please check out the Hanford Coronavirus webpage, including many frequently asked questions [here](#).
- Other questions about the situation may be directed to your manager or a member of the senior leadership team. Employees can also download the Hanford mobile app. The app was developed to send a notification to your device when incident and advisory information is posted to the Hanford.gov website.

We appreciate your support and encourage everyone to continue to focus on situational awareness and the safety of our MSA and Hanford families.

Bob _____ Amy

MSA employees are required to report fraud, waste, abuse, misuse, corruption, criminal acts or mismanage.

