



## Organization Update On COVID-19

To: Milbank Employees

From: Brad Skinner, President and CEO

May 13, 2020

I want to let everyone know that we have received a positive COVID-19 test in the Concordia facility. The health and safety of our employees, contractors, customers, business partners and the public are our top priority; and we are taking proactive measures to communicate, educate and prevent the spread of COVID-19.

We have begun the positive case protocol, which includes:

### **Steps to Take if Confirmed COVID-19 Case in Facility:**

1. Send all people home and shut down all fans and air handling units.
2. Lock down facility for 72 hours.
3. Notify Troy Maki of confirmed case, and that facility is locked down.
4. During lockdown period, no one is permitted to enter building
5. Conduct investigation with corporate HR and Manufacturing team to quantify extent of exposure.

### **How to Clean and Disinfect the Plant After a Confirmed Exposure:**

The facility will be closed for 72 hours. After 72 hours, the designated Coronavirus Disinfectant Team will sanitize the facility and change air filters in air handling units. This process will minimize potential for exposure for respiratory droplets.

### **Timeline:**

- |              |  |
|--------------|--|
| 5/13         | Employees sent home  |
| 5/13 to 5/16 | The plant is closed, and no one is to enter the facility.  |
| 5/17         | The Coronavirus Disinfectant Team will sanitize the facility and change the air filters in air handling units. |
| 5/18         | Employees return to work.  |

Employees with whom this individual has had contact with are being contacted. If you do not receive a phone call or email, from either the Missouri Department of Health or us, you are not identified as someone who had direct contact with this individual and you are at a low level of risk for exposure.

As with any private health information, HIPAA requires employers to keep this information and the identification of the person confidential. If you have knowledge of who this person is, we ask that you respect their privacy and that you don't share this information on social media.

If you have any questions or concerns, please contact Lezlie Ensor (816-405-2768), or Troy Maki (816-868-9046), or Brad Skinner (816-510-8625).