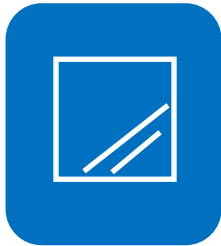


# COVID - 19 Preparedness and Response Plan

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As we move forward to resume operations, we want to assure you that we are following safety precautions and have formulated a response plan in compliance with the [Governor's Executive Order 2020-91](#). We value the health and well-being of every member of the West Michigan Community and are following a plan that includes strict protocols regarding travel, teleworking and proper health and sanitation.

We are following all guidelines and recommendations from the [Centers for Disease Control](#) and [State of Michigan](#). A complete copy of our response plan is available to clients and vendors upon request.



Plexiglass shields installed in reception areas.



Increased cleaning procedures throughout our facilities.



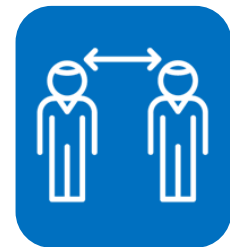
Team members provided masks for daily use.



Eliminated large events and encourage remote work.



Sanitation supplies provided in all common work areas.



Social distance guidelines of 6 feet or more.



Daily health screen assessment completed on all team members.