

# **Michigan Sailing Club COVID-19 Preparedness and Response Plan**

**Submitted July 2, 2020 by the Michigan Sailing Club COVID-19 Preparedness and Response Team: Sandy Hubar, Shannon Murphy, Renee Nilan (assisted by Donna Snyder)  
Revisions submitted July 27, 2020 after July 22 Board Meeting**

**Version 5 approved by MSC board August 1, 2020**

## **Purpose and Focus**

**This Michigan Sailing Club (MSC) COVID-19 Preparedness and Response Plan provides a more detailed guide to the safeguards against COVID-19 being implemented according to the MSC Safe Start Plan (Approved June 7, 2020), a framework for re-opening procedures which prioritize 1) asking symptomatic people not to come to the club, 2) keeping 6ft apart (even outdoors as the primary mode of transmission is droplet spread) and 3) wearing masks/face shields when indoors or closer than 6ft while minimizing the time spent in close proximity, along with 4) washing our hands frequently and 5) not touching our face. Additionally, Michigan requirements for a re-opening plan include 6) operations at reduced capacity, with limitations on indoor and outdoor activities to support social distancing, 7) cleaning and disinfection of common equipment, and a 8) COVID-19 response plan.**

**The safeguards detailed here in the MSC COVID-19 Preparedness and Response Plan follow the Governor's [Executive Order 2020-114](#) (June 5, 2020), which references the Occupational Health and Safety Administration (OSHA) guidance. Michigan OSHA (MIOSHA) has issued guidance overall for businesses as "[COVID-19 Workplace Guidelines](#)" and for specific categories of operations as in "[COVID-19 Guidance for Fitness Centers](#)." Additionally, the Washtenaw County Health Department (WCHD) guidance "[COVID-19 FAQ for Workplaces -6.1.20 update](#)" and "[COVID-19 Response and Management Plan template 6.8](#)" as well as the "Gowrie Risk Report: COVID-19 Risk Management and Best Practices for Sailing Organizations" (attached) highlight key focus areas for infection control practices, maintaining accurate records including names, dates and times and contact information to aid with contact tracing, and a COVID-19 response plan for confirmed cases.**

The MSC COVID-19 Preparedness and Response Plan includes the following with page numbers where topics are:

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### Commodore Message to Club Members

An overview of the MSC SAFE START PLAN was provided on June 11, 2020 via email from the MSC Commodore, updated June 21, 2020 on the MSC website (Note: the COVID Response Team recommends one more revision, which is in brackets):

Dear Sailors, I know you're anxious to get out on the water! Our target date to reopen for boating is Friday, June 19th. The club is currently open for swimming and picnicking. This is a long email, but full of important information. Please take the time to read it.

First - a huge Thank You! to our COVID Safe Start Committee for poring through 100s of pages of documents related to Michigan laws and CDC guidelines for businesses to reopen. This team has developed a comprehensive set of guidelines based on the MI phases of opening. We are currently in Phase 4.

On Sunday June 7<sup>th</sup> the board met with this committee comprised of Sandy Hubar, Ron Sell, Kay Stremmler, and Jim Rennell. Donna Snyder and Cyril Grum were in attendance to offer comments from the legal and medical fields. Our faculty advisor, Neil Marsh, was in attendance via Zoom. The board approved the committee's Safe Start Plan as attached to

**this email. Implementation Team Leaders were assigned for each portion of the plan. You may reach out to me or the Team Leaders if you have additional questions or concerns.**

**The Implementation Team Leaders are:**

**Club Communications: Patrick M. and myself**

**Buildings & Grounds: Ron Sell**

**Fleet Management: Mel Racelis**

**Instruction: Jeff Kaloustian**

**Racing: Ovidiu Adam**

**Covid Response Management: Sandy Hubar**

**Insurance & Liability: Carey Jones**

**Here are our priorities for the safety of club members: (it's nothing you haven't heard before.)**

**1) DO NOT COME TO THE CLUB if you have a fever/cough, are feeling unwell, suspect you are sick, or have had recent contact with a person confirmed or suspected of having COVID19.**

**2) Stay 6' apart from those not in your household.**

**3) Wear a mask or face shield when indoors or closer than 6' outdoors.**

**4) WASH YOUR HANDS - OFTEN!!!!**

**5) Don't touch your face.**

**Additionally, the state requires that we have the following in place before we reopen. By law, we must have:**

**A) Reduced operations with limitations on activities to support social distancing.**

**B) Cleaning and disinfecting of common equipment.**

**C) A COVID management plan.**

**I am attaching the complete approved MSC Safe Start Plan for you to read. Here is a link to the full "Safe Start" plan. The highlights are below. In general, think of this season more like going to a park or camping rather than going to the club. Be self-reliant and remember the adage "Pack-it-in/Pack-it-out."**

- **We will have a strict new club Sign-in/Sign-out procedure to support COVID contact tracing. If needed, this information will be shared with the local county health department. This is in addition to the boat sign-in/sign-out procedure.**
- **Bathroom and changing rooms will be available. Use at your own risk. We are an all volunteer club and do not have staff to regularly clean bathrooms. We will attempt to supply hand soap/sanitizer, toilet paper, and paper towels as usual, but there is no guarantee they will be available. Please bring your own bathroom supplies (and take them home) in case of short supply.**
- **The kitchen is closed.**
- **The clubhouse should only be entered for short periods to use the bathrooms/changing rooms or get supplies. No congregating inside.**
- **We will rig a limited number of boats, concentrating on single-handed boats, a few family boats, and paddle craft. We may rig more boats as conditions and demand allow. This will be determined by the Fleet Captain.**
- **Boat use is limited to single-handed sailing or multiple household members in a boat. Boats should be rinsed after use.**
- **PFDs will not be commonly available as we don't have a reliable way to disinfect them between users. We encourage sailors to buy your own PFD. A discount is available to members on the MTI brand compliments of distributor Ron Sell (details to come.) A limited number of club-owned PFDs will be available to rent for the season (\$10 each.)**
- **Instruction this year will concentrate on getting current members rated. No Beginner lessons are scheduled. This may change with conditions and demand as determined by the Vice Commodore. Intermediate and racing clinics will be offered on-line. Limited in-person lessons will be offered by appointment.**
- **Racing will concentrate on single-handed sailing or household members in a boat.**
- **Sorry, no Fourth of July club potluck this year. All club-wide events are on hold.**

**I ask us all to work together to implement these new operations to keep our members safe. Thanks for all you do to make the Michigan Sailing Club a friendly and safe place to be!**

**Fair winds,**

**Meg**

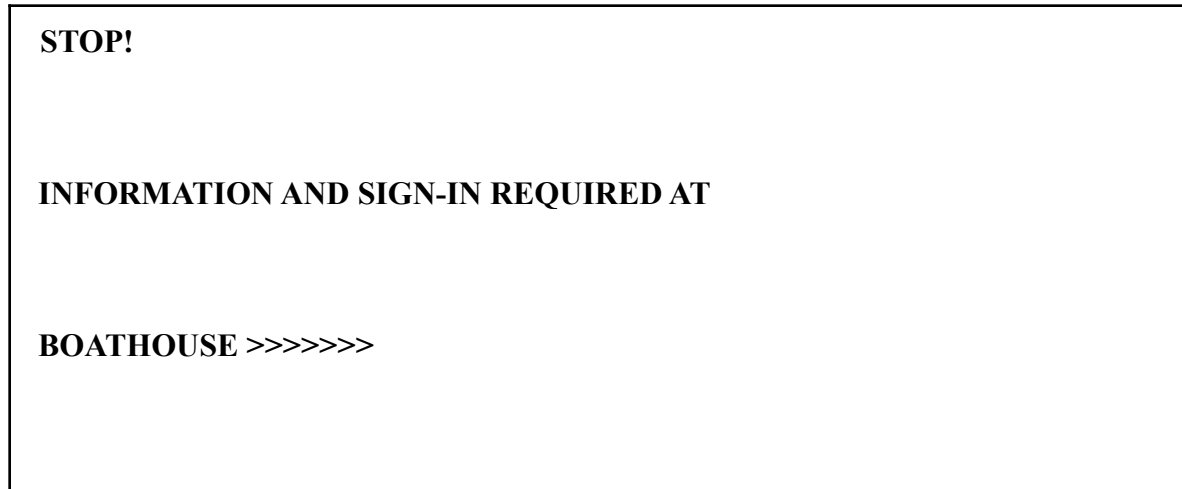


**Infection Control Practices – Signage\***

The following signage along with the MSC Safe Start Plan demonstrate the infection control procedures being implemented.

**\*Note: Initial signage may be enhanced for clarity and completeness based on user feedback and updated information.**

**ENTRY SIGN - Upon entry to the MSC grounds, a sign directing everyone to the boathouse kiosk will be posted:**



**An INFORMATION KIOSK on the boathouse window will include instructions for the following:**

## **PLEASE DO NOT REMAIN AT THE CLUB IF:**

- **You feel unwell, or**
- **Suspect you are sick, or**
- **Someone in your household is unwell, or**
- **You or someone in your household has had close contact with a person confirmed or suspected of having COVID-19, or**
- **Have one or more of the following:**
  - **Fever**
  - **Chills**
  - **Cough**
  - **Shortness of breath or difficulty breathing**
  - **Sore throat**
  - **Muscle or body aches**
  - **Headache**
  - **New loss of taste or smell**
  - **Nasal Congestion**
  - **Diarrhea, nausea, vomiting**

**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- **Trouble breathing**
- **Inability to wake or stay awake**
- **Bluish lips or face**
- **Persistent pain or pressure in the chest**
- **New confusion**

**This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.**

**From Centers for Disease Control and Prevention Guidance**

#### **SIGN-IN/SIGN-OUT**

**All MSC members entering the Club grounds are asked to sign-in and sign-out including the names of everyone in their party, using a QR code below, the MSC website accessed using a smart phone or a paper from below. Electronic sign-in/sign-out is preferred. This information will be used ONLY for contact tracing if requested by the local County Health Department.**



## **MEMBERSHIP AND WAIVER FORMS**

**Electronic membership form submission and payment is encouraged, however, paper forms are available below. EVERYONE using the MSC property must complete a waiver.**

**Members can submit payment and waivers from home computers. In addition, the sign at the Club will have two QR codes to reach the electronic membership form and waiver form that can be accessed using smart phones.**

## **MSC SAFE START PROCEDURES**

**Michigan Sailing Club is opening for the enjoyment of its members and guests while relying on everyone to take precautions to minimize the risks of contracting COVID-19. However, as with all activities at the Club, participate at your own risk and at the level you feel comfortable.**

**In accordance with the MSC Safe Start Plan dated June 7, 2020, please observe the following:**

- **Maintain 6ft distance from people not in your household**
- **Wear dry masks/face shields when indoors or closer than 6ft and minimize the time spent in close proximity**
- **Wash hands frequently, especially before and after touching frequently touched surfaces (an outdoor faucet is available in addition to the bathroom faucets)**
- **Avoid touching your face (wash your hands or use hand sanitizer if you do)**
- **Sneeze or cough into your elbow or tissue**
- **Use and clean common equipment**

**The complete MSC Safe Start Plan (June 7, 2020) procedures are provided in the notebook available inside the boat house and on the msc web page.**

## **BUILDINGS CLOSED OTHER THAN SPECIFIC PURPOSES**

**All buildings are closed except for quick for tools or equipment.**

**Boathouse is also accessible for bathrooms and changing room. Use at your own risk.**

**Kitchen is closed.**

**Masks/face shields should be worn inside buildings.**

**No congregating i.e. lingering with others for a length of time without a clear purpose mentioned above in buildings.**

**BATHROOMS AND CHANGING ROOMS AVAILABLE,**

**BUT.... Use at your own risk.**

**The Club will work to provide toilet paper, paper towels, and hand soap as it usually does, but cannot guarantee that sufficient and specific supplies will always be present. To be safe, bring along (and take home with you) your own preferred bathroom supplies.**

**Follow instructions posted:**

**Leave bathroom fan and lights on and windows open in changing rooms when the Club is open.**

**Leave the bathroom or changing room doors open after use and try to leave a few minutes between users.**

## **DOCK USE**

**Use at your own risk. Be aware and considerate of others.**

**Social distancing of 6ft applies between individuals who are not household members.**

**No congregating i.e. lingering with others for a length of time without a clear purpose which requires use of the dock e.g., holding a conversation which could be moved to a less congested space.**

**Be prepared to wait before using the dock or asking for space on the dock to focus on 6ft social distancing.**

**Bring and remove your own water toys.**

**Captain Obvious says please don't wear your mask in the water. Wet masks are not effective.**

## **BOAT SAFETY and USE**

**Safety boat should be ready for use during times of open sailing.**

**Safety boat operators should wear masks/face shields when interacting with non-household members.**

**Normal Club safety and rescue rules apply, but be prepared to self-rescue to avoid close contact with rescuers.**

**Strict sign-in/sign-out of Club boats is required.**

**Club boat use is at your own risk, limited to an individual or multiple household members in the same boat.**

**Store sails and gear securely in boats.**

**Users clean boats and equipment after use according to the instructions posted for Boat Washing.**

**Wash your hands after touching boats and common surfaces.**

**PFDs**

**Members are encouraged to buy their own PFDs which they bring for each visit.**

**A rental program (\$10) for use of a Club pdf for the season has been established. Remaining Club pdfs will be available for emergency use at your own risk.**

## **COVID-19 Preparedness and Response Plan**

### **Role of MSC Board**

**The MSC Board:**

- **Should communicate regularly regarding the MSC procedures and COVID-19 Management and Response Plan electronically and on-site.**
- **Can encourage others to understand and follow the Club procedures by setting an example themselves.**
- **Will decide whether to use Club volunteers or hire professionals to do the cleaning and disinfecting when a positive Covid-19 exposure occurs. If professionals, the MSC Board should maintain a list of volunteers to be available in case the professionals become unavailable for cleaning and disinfecting.**
- **The commodore will send out an announcement to recruit volunteers.**

### **Role of COVID-19 Preparedness and Response Team**

**The MSC COVID-19 Preparedness and Response Team (“COVID Response Team”) was formed by the MSC Board and is composed of Commodore Meg Gower, Secretary Patrick M., and Members: Shannon Murphy, Renee Nilan, and Sandy Hubar. The COVID Response Team’s role is to:**

- **Define, implement, and update protocols for cleaning and disinfection that would be triggered if there is an active member or guest that tests positive for COVID-19.**
- **Develop and evaluate a protocol for communication with County Health. Departments and Club members when there is a positive COVID-19 case at Club.**
- **Periodically review any updated guidance from appropriate authorities regarding COVID-19 management and preparedness to share it with the Board and suggest actions to be taken.**
- **The COVID Response Team will train volunteers.**

### **Role of MSC Members**

**All members are requested to focus on understanding and following the MSC Safe Start Plan and COVID-19 Response Plan procedures. Commodore Meg Gower has asked us all to work together to implement these new operations to keep our members safe.**

**All members are requested to respect others’ perspectives as we figure out how to enjoy MSC recreational activities while maintaining relatively low risk conditions for MSC**



members collectively, as individuals and small groups will have different levels of comfort about increasing their contacts and therefore risk.

All members are requested to refrain from coming to the Club or leave if they are already at the Club and contact their medical provider for guidance if they feel unwell or have symptoms. We recommend that members with symptoms respond to the County Health Department contact tracing follow-up if they have a positive COVID-19 test result.

### **Maintain Records for Contact Tracing**

Contact Tracing is conducted by the County Health Department where the infected person resides.

“Washtenaw County Health Department identifies probable cases through ongoing contact tracing. We contact each individual with confirmed COVID-19, interview them, and document where they have been and who was in close contact with them. Those in close contact with a confirmed case are considered high risk and contacted directly. Throughout this process, the Health Department works to provide needed support to individuals and families instructed to isolate or quarantine.” [Reference = <https://www.washtenaw.org/>]

The COVID Response Team will put in the Club’s resource book the document, [Contact Tracing can Help Slow the Spread of COVID-19](#), from the Washtenaw County Health Department that will explain contact tracing.

Maintaining accurate records including names, dates and times, and contact information to aid with contact tracing is a responsibility of the organization [per Executive orders and MIOSHA guidance]. The MSC has established a sign-in/sign-out procedure for use of MSC grounds including contact information.

### **Notification of Confirmed Positive COVID-19 Test**

The COVID Response Team will be notified by the applicable County Health Department by email or possibly by the Club phone. The County Health Department will not disclose the name of an individual who has tested positive for COVID-19.

If someone contacts the MSC directly indicating that they have tested positive for COVID-19, ask if the person wants his/her name to be kept confidential or disclosed in some manner, for example, only to a limited number of people. Instruct that person to stay home, self-isolate, and answer the phone call from the County Health Department for contact tracing. Remind that person that the MSC is keeping an electronic record of Club

use and encourage them to report this to his/her County Health Department, who will then contact the MSC for further information. The MSC contract tracing list will be deleted at the end of the sailing season.

### **Communications for a Confirmed Positive COVID-19 Test**

The applicable County Health Department will contact MSC through email address or by phone. The Club phone will have the following instructions as part of its voicemail:

“If a County Health Department is calling, Do Not Leave messages on this voicemail. Send an email to Email address: [covidresponseteam@michigansailingclub.org](mailto:covidresponseteam@michigansailingclub.org) Include in the email the name of the person to contact and a direct phone number.”

The COVID Response Team will formulate a plan to frequently check email.

If a County Health Dept calls the Club, Club members should follow these instructions, which will be posted by the Club phone:

- The person who answers the phone should contact a member of the COVID Response Team or a board member.
  - Only the COVID Response Team should take information from the County Health Department.
  - If no COVID Response Team members are available, the person taking the call should instruct the County Health Department to use email to contact the COVID Response Team.
  - Email address: [covidresponseteam@michigansailingclub.org](mailto:covidresponseteam@michigansailingclub.org)
  - Ask the County Health Department to include the name of the person to contact and a direct phone number.
- 
1. The COVID Response Team will ask the County Health Dept what boat the person used, Club locations the person went, and when the person was at the Club.
  2. If we don't know what boat or equipment was used, then the COVID Response Team will ascertain boat usage during the applicable period using the boat sign out list. The cleaning team will wash all the suspected equipment used during that time, or will take equipment off-line for the required amount of time.

The COVID Response Team will then activate the cleaning team.

The Covid Response Team will notify the membership by email if the Club is notified of an individual who was at the Club and tested positive for COVID-19. Please see email at the end of this document.

### **Disinfection and Cleaning following a Confirmed Positive COVID-19 Test**

Upon notification of a positive COVID-19 result for someone who has been at the MSC, the MSC Board and COVID Response Team will mark the areas of the Club that need to be cleaned. Equipment and frequently touched surfaces that may have been used must be thoroughly cleaned and disinfected.

Cleaning and disinfection supplies and procedures, including personal protection as needed, should be on-site for use.

The CDC says “to wait at least 24 hours from when the person was at the Club before cleaning and disinfecting to minimize potential for the others being exposed to respiratory droplets. If 24 hours is not feasible, wait as long as possible.” The Washtenaw Public Health nurse states as of the date of this plan it takes 24-48 hours to get a test result back unless you get your test in the Emergency Room.

The CDC guidance states if it has been greater than 7 days since the sick individual has been at the Club, there is no need to disinfect.

### **Cleaning versus Disinfecting**

#### **Clean**

- **Wear reusable or disposable gloves and a mask for routine cleaning and disinfection.**
- **Clean visibly dirty surfaces using soap and water, then use disinfectant.**
  - **Cleaning with soap and water reduces the number of germs and dirt on the surface.**
  - **Disinfecting kills germs on surfaces.**
- **Practice routine cleaning/disinfecting of frequently touched surfaces. High touch surfaces for example:**
  - **Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.**
  - **Electronics should be wiped only with alcohol-based wipes containing at least 70% alcohol (see section on Disinfecting Electronics below)**

#### **Disinfect**

- **Recommend use of [EPA-registered household disinfectant](#).**

- Follow the instructions on the label to ensure safe and effective use of the product.  
[Read EPA's infographic on how to use these disinfectant products](#)
- [external icon](#) - link to six steps for safe and effective disinfection
- Many products recommend:
  - Keeping surface wet for a period of time (see product label)
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product

Always read and follow the directions on the label to ensure safe and effective use, for example:

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children

Never eat, drink, breathe, or inject these products into your body or apply directly to your skin as they can cause serious harm.

Diluted household bleach solutions may also be used if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Follow manufacturer's instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser. ● Leave solution on the surface for at least 1 minute.

### **IF A THERE IS A COVID 19 EXPOSURE AT THE CLUB DISINFECTION IS REQUIRED**

Follow these instructions:

- Clean non-porous surfaces with soap and water then disinfect with bleach solution
- Non-porous surfaces include at least the following:

- Changing rooms and bathrooms
- All door handles, light switches, hoses, faucets, metal arm rails, varnished benches, dock rings, poles, swim ladder etc.
- Outdoor Boat Washing and Handwashing stations
- Known Equipment used by COVID 19 + person
- Clean and disinfect shared electronics only with alcohol wipes (see below)

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) 5-6% bleach per gallon of room temperature water

OR

- 4 teaspoons 5-6% bleach per quart of room temperature water

Bleach solutions will be effective for disinfection up to 24 hours. Do not store.

Surfaces need to remain wet for at least one minute to be effective. Therefore, allow them to air dry. Do not wipe dry after application.

**DO NOT MIX BLEACH WITH ANY OTHER CLEANER**

Place rags in the plastic bag for COVID 19 team to wash

Dispose of solution by flushing down the toilets

Remove gloves, protective clothing, wash hands, remove face shield, then mask, and wash hands

Wipe face shield with 70% alcohol wipe

Place Covid 19 cleaning equipment back into buckets, cover with lids, and place buckets back into kitchen

Wash hands again

If any supplies are low please email the Covid response team:

[covidresponseteam@michigansailingclub.org](mailto:covidresponseteam@michigansailingclub.org)

**Disinfecting Electronics**

For electronics, such as phones, touch screens, keyboards, and remote controls.

- Consider putting a wipeable cover on electronics.
- Use alcohol-based wipes containing at least 70% alcohol. Allow the surface to dry thoroughly.
- Do not use bleach.

### Supplies provided by the COVID Response Team

Designated green buckets, with bleach, masks, face shield for eye protection, disposable gloves, protective clothing, measuring devices, rags, yellow caution tape, and alcohol wipes for disinfecting electronics

Supplies will be labeled and located in the Club kitchen

These supplies are only for a +COVID incident and adequate supply must be maintained. If members notice they are running low, they should email the MSC Response team at:

[covidresponseteam@michigansailingclub.org](mailto:covidresponseteam@michigansailingclub.org).

This plan is in accordance with the below references:

Links for references:

CDC COVID 19:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

EPA Disinfection and Cleaning Guidelines

<https://www.epa.gov/coronavirus>

Gov. Whitmer's executive

order: [https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-531123--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-531123--,00.html)

Gowrie Report:

<https://www.gowrie.com/pdfs/GowrieRiskReport-BurgeeProgram-COVID-RiskManagement-FINAL.pdf>

Michigan Department of Health and Human Services(MDHHS)

[https://www.michigan.gov/mdhhs/0,5885,7-339-71550\\_5104\\_97675---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71550_5104_97675---,00.html)

**Michigan Occupational Safety and Health Administration (MIOSHA)**

**Workplace Guidelines**

[https://www.michigan.gov/documents/leo/leo\\_miosha\\_c19\\_workplace\\_guidelines\\_employee\\_690396\\_7.pdf](https://www.michigan.gov/documents/leo/leo_miosha_c19_workplace_guidelines_employee_690396_7.pdf)

[https://www.michigan.gov/documents/leo/COVID-19\\_Workplace\\_Guidelines\\_for\\_Gymnasiums\\_06-09-20.FINAL\\_693416\\_7.pdf](https://www.michigan.gov/documents/leo/COVID-19_Workplace_Guidelines_for_Gymnasiums_06-09-20.FINAL_693416_7.pdf)

**Washtenaw county COVID 19 Workplace Guidelines:**

<https://www.washtenaw.org/DocumentCenter/View/16500/COVID-19-FAQ-for-Workplaces---72520-update?bidId=>

**Verbal consultation from Jane Nickert MSN, MBA, Director of Nursing of the Washtenaw County Health Department**

**Letter to Members If Someone Who Was At the Club Tests Positive**

**The Covid Response Team will send the following communication to Club members if the Club is notified of an individual who was at the Club and tested positive for COVID-19.**

**Dear Members,**

**An individual who was at the Club on [DATE] has tested positive for COVID-19. The law protecting patient privacy, known as HIPAA (Health Insurance Portability and Accountability Act), does not allow us to divulge information about the individual.**

**The applicable County Health Department will call you soon if it is concerned that you have been in close contact with the individual. Please answer your phone as it may be the County Health Department trying to contact you.**

**Please monitor your health and call your physician as needed.**

**Thank you.**

**MSC COVID-19 Preparation and Response Team**

[covidresponseteam@michigansailingclub.org](mailto:covidresponseteam@michigansailingclub.org)

