

Instructions for Onsite COVID-19 Prevention and Exposure

There are an increasing number of reports of individuals coming into contact with others who have reported they have or may have been exposed to COVID-19. These reports include those actively working in our industry: site employees, vendors, residents, and so forth.

These events are of concern as in a rental community setting, employees working as management staff or maintenance staff often encounter many residents during each day, thereby increasing the possibility that unintentional contact can contribute to the spread of the virus.

Prevention

To protect all parties, prevention must be the foremost concern, so follow the steps below before entering any apartment, or coming into close and continuing contact. Close and continuing contact is defined as within a distance of six feet, and for a duration approaching or exceeding 10 minutes.

Whenever possible, prior to interaction, CALL and ask if anyone in the home:

- Has tested positive to COVID-19, and if so when
- Is waiting for the results of a COVID-19 test
- Has been sick with COVID-19 symptoms during the last 14 days, and if so, what are/were the symptoms
- Has been ordered to (or made the decision themselves) to self-quarantine due to exposure

If the answer to any of the above questions is "Yes", re-evaluate the necessity and urgency of site staff, vendors or other service providers coming into contact with members of the household, or entering into their apartment. Contact with such households should generally be avoided with business records created to document the reason for delayed service for a period of at least 14 days after the positive test, or a similar number of days after symptoms have passed.

If all answers are negative, the following precautions must still be made before entering an apartment:

- Show up at the door wearing a mask and disposable gloves
- Maintain a distance of a minimum of 6 feet from all occupants of the household
- When a maintenance is being performed, ask the residents to remain in another room until you notify them that you have completed the repair

Exposure

If, despite best efforts an employee becomes aware of exposure, please follow the steps below:

- Report the exposure via email to the Portfolio Supervisor and Angela Cooper, Human Resources Department
- Compare the interaction with the following definition for Close Contact:

CLOSE CONTACT is defined as any individual who was closer than 6 feet of an infected person for at least 10 minutes starting **from 2 days before illness onset** or diagnosis, with or without symptoms.

- If your contact does not meet the definition of “close contact” then a period of quarantine can quite probably be avoided.
- However, if your contact does meet the definition of “close contact”, Cambridge will generally encourage self-quarantine for a period of 3 to 7 calendar days to monitor for the on-set of symptoms, all while consulting with qualified medical professionals and following all situation-specific medical advice.

Further questions can be addressed to Angela Cooper or the Portfolio Supervisor.