

## Instructions for Onsite COVID-19 Prevention and Exposure Update

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 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 with others. Close and continuing contact is defined as within a distance of six feet, and for a duration approaching or exceeding 15 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
- Request residents leave the residence or at a minimum remain in another room until notified the repair has been completed
- Maintain a distance of a minimum of 6 feet from all occupants of the household

### Exposure

If, despite best efforts an employee becomes aware of exposure, immediately report the exposure via email to the Portfolio Supervisor and Angela Cooper in Human Resources.

Angela Cooper will then conduct a brief investigation and advise you of the next steps to take.