

## Site Employees Instructions Relating to Coronavirus

With the status of the response to the coronavirus changing daily, we are releasing the guidance for this pandemic based on our current knowledge and government mandates.

One change quite likely to occur is that office employees may need to work from home. Possible reasons include:

- The local or Federal government requires closure of the property office
- The local or Federal government requires all citizens to stay home to prevent the spread of the virus
- You have children at home because their school or daycare has closed
- You have been exposed to someone that has tested positive to the coronavirus and have either been ordered to stay home or are self-isolating
- You have been tested positive to the coronavirus and are in quarantine, but are feeling well enough to work

If you fall into any of these categories, and wish to continue working from home, you will have access to Outlook, Tenant Tech and Yardi. With access to those programs and the ability to forward the office phone to your home, you should be able to perform the majority of your duties without physically going to the office.

If you work from home, you will continue to be paid for the hours you work. If you are not sick, but decide not to work from home, you will be paid PTO. You also have the option of requesting an advance of up to 50% of your annual accrual of PTO.

If you are sick (and are scheduled to work a minimum of 30 hours per week), you can apply for short-term disability through Unum. You will also be paid for accrued PTO and may also receive an advance to cover the waiting period of 14 days.

Actions to take, organized by employment position, to help maintain the health for employees and residents alike include:

### **Property Staff: Management / Administrative and Maintenance Personnel**

- Order supplies (see below)

<b>Supplies (30-Day Supply)</b>
<ul style="list-style-type: none"><li>• Gloves</li><li>• Disinfectant wipes</li><li>• Bottles of hand sanitizer</li><li>• Masks (for use for those that have symptoms)</li><li>• Tissues</li><li>• Shoe Covers</li><li>• Door Hung Lock boxes (1 per average vacancy – minimum of 1) <a href="https://hdsupplysolutions.com/p/shurtok-pro-key-lock-box-with-keypad-entry-p655375">https://hdsupplysolutions.com/p/shurtok-pro-key-lock-box-with-keypad-entry-p655375</a></li></ul>
<p>We are aware that many of these items may be out of stock so if you have the option, place the order if the items are on backorder</p>

### **Maintenance Technicians**

- Cancel Preventative Maintenance Inspections (PMIs)
- Respond to emergency calls only; See Other Communication From CRES
- Wear Personal Protective Equipment (PPE) before entering any apartment (see above)
- Spend your day performing outdoor activities and tasks you can perform in relative isolation: Within the Shop, a Closed Office, a Vacant Apartment
- Use this Time to Make Progress on Special Assignments; See Other Communication From CRES