

OFFICE SAFETY DURING COVID-19



We are doing our best to keep our offices safe and clean for our employees and clients. With community spread on the rise in most cities, we are implementing the below policies for our employees to better ensure the health of everyone. We are responsible for providing a safe and healthy workplace for our employees. Our guidelines and precautions have been carefully researched practices from the **CDC, OSHA and National Association of Realtors**.

WHAT WE ARE DOING

- Supplying **face masks & gloves**
- Stocking all restrooms with appropriate antibacterial hand soap in dispensers
- Wiping down touch points **several times a day**
- Routine **cleaning and disinfecting** of surfaces, equipment, and other elements of the work environment by support staff as well as enhanced cleaning scopes that focus on common touch points by janitorial staff with the use of cleaners recommended by the CDC
- Supplying **hand sanitizer throughout the office**
- If an employee is **COVID-19 positive**, we will contact every employee who offices on the same floor and anyone else they encountered during a specified time. The employee's office will be **deep cleaned and sterilized**

WHAT YOU CAN DO

- Do not bring children or grandchildren into the office
- Limit out of office guests to **vendors and clients**, and keep the number to a minimum
- Limit the number of people in conference rooms
- **Let us know** if you are **travelling outside of the country** or to an area with increasing cases
- We strongly recommend **face masks in elevators** and when visiting a **tenant's space**
- Only **2** people in **break rooms** at a time
- Only **2** people in **work rooms** at a time
- Limit items going back and forth from office and home
- **Wipe** any items down that you **brought from home** once you arrive at office
- Use disposable cups only
- Continue to use good hygiene and **regularly wash your hands**
- Do not use someone else's phone, computer, or other tools that touch hands or a face
- Self-monitor for symptoms of COVID-19
- **If you are sick, STAY HOME**
- Practice respiratory etiquette, including covering coughs and sneezes
- Do not put dishes in the sink or on the counter, for now everything should be disposable