**STATE OF INDIANA COVID 19 SAFEY PLAN**

**M2 Property Group**

**Introduction**

On May 1, 2020, Indiana Governor Eric Holcomb issued a Back on Track 5-stage plan via Executive Order 20-26 requiring, among other things, that businesses in the State of Indiana develop a plan to implement measures and institute safeguards to ensure a safe environment for their employees, customers, clients and members. The plan is required to cover the four points below. This COVID-19 Safety Plan shall be posted in the rental office lobby of all properties and in the same place as the Workers Compensation Notice Poster. This Plan may be amended at any time in a formal writing, including through email directives. This Plan shall be in effect until lifting of the public health emergency established by Executive Order 20-02 or as may be determined by management.

1. **Employee Health Screening**

Preventing the spread of COVID-19 throughout the workplace is essential to continuing to provide services to our residents and the health and well-being of every employee, resident, and guest. Employees are directed to self-screen for COVID symptoms prior to reporting to work on any workday. According to the Centers for Disease Control, those symptoms include cough, shortness of breath or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. If you experience these symptoms, please do not come into work, report your absence to your supervisor and contact your healthcare provider. If you test positive, please inform your supervisor. Do not return to work until it has been cleared by your supervisor who will ensure your return complies with CDC Guidelines.

Employees reporting to work will have their temperature taken and recorded and the employee will be required to take a symptom assessment and record the results at the beginning of each shift. Employees with a temperature of 100 degrees Fahrenheit, coughing, shortness of breath or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, will not be allowed to work and will be sent home to self-quarantine for 14-days. Employees in this scenario should seek medical assistance from their healthcare provider. If a Covid-19 test is available, the employee can take the test and return to work once a negative result has been reported.

1. **Cleaning and Disinfecting Protocols**

Preventing the spread of COVID-19 is everyone’s top priority. Morning cleanings of each employee’s workspace with disinfectant is required. Additionally, maintenance teams located at apartment communities shall prioritize keeping our communities clean. Such tasks include but are not limited to sanitizing all contact surfaces in the leasing office, common areas and maintenance shops and ensuring that ample soap, paper towels and hand sanitizer are available. Touch points to be sanitized can include countertops, appliance handles, doorknobs, push bars, mailbox areas, elevators (if applicable), stairways and handrails. If additional supplies are needed or availability is limited, please contact your supervisor.

1. **Access to Handwashing and Hand Sanitizer**

Access to handwashing stations, soap and hand sanitizer shall be made available to all employees, residents, and guests. Hand sanitizer stations will be placed in high contact areas of the site, such as first floor elevators, intercom areas and the like. Practicing acceptable personal hygiene is mandatory. Employees should be diligent in disinfecting their hands via hand sanitizer or thoroughly washing their hands any time contact is made with a high-touch area, public area, another person or after touching one’s face, coughing, sneezing or using the rest room. Hand washing is always the preferred option and should be done with soap and for at least 20 seconds.

1. **Compliance with Social Distancing**

Social distancing is one of the CDC’s top methods of preventing the spread of COVID-19. All employees shall always endeavor to maintain 6 feet of social distance between one another. Staggered schedules, allowing staff to work remotely when possible, moving furniture, and restricting areas are allowable to achieve 6 feet of distance between employees.

Facemasks should be worn any time an employee is in a public area on the property or is forced to be within 6 feet of another person. Facemasks should be sanitized regularly by washing pursuant to CDC guidelines or sanitized using UV light.

Employees should limit in-person meetings whenever possible. Use of conference calls or online video calls is preferred. In-person meetings should only occur when no alternative exists, and social distancing measures should be strictly followed.

Employees should not shake hands with another person.

If site employees have questions about how to manage the office to effectuate 6 feet of distance between employees or any other social distancing mechanism, please contact your supervisor.

1. **In-Home Maintenance Visits**

Maintenance employees have an elevated exposure risk when performing in-home maintenance visits. Recent OSHA regulations indicate in-home maintenance workers experience a medium exposure risk, meaning increased protections must be taken when performing in-home maintenance tasks. Regardless of whether the resident is symptomatic of Covid-19, we require able-bodied persons to step out of the apartment at least 6-feet from the entrance while work is performed. If the resident is unable to step out of the apartment, the resident should isolate in another part of the apartment, at least 6 feet away from the work area, while the work is performed. If a resident refuses both options, the employee will decline to perform the service. Due to the risk of a person being a carrier of COVID-19 while not being symptomatic, all residents must be presumed to be carrying the virus. If a resident indicates that they are COVID-19 positive, and the work cannot be deferred, maintenance personnel should consult a qualified contractor to perform the work in accordance with OSHA regulations detailing the proper procedures and protections (see <https://www.osha.gov/SLTC/covid-19/in-home-repair.html>).

Due to the presumption that anyone could be carrying COVID-19, anytime a maintenance employee goes inside a residence, they must wear a facemask and gloves. Additionally, employees should disinfect any work areas to the extent practical in accordance to CDC guidelines before and after they finish a maintenance task.

Upon completion of an in-home maintenance visit, employees should properly discard gloves in a waste receptacle and thoroughly wash their hands per CDC guidelines. Employees should be careful and methodical in how they handle their facemasks throughout the day so as not to infect themselves (i.e. hands should be disinfected before putting on, taking off, or adjusting the face mask). Finally, maintenance employees should be washing their facemasks pursuant to CDC regulations daily or more regularly if needed or using the UV light sanitizer.

For questions concerning this plan, please contact your supervisor.