

## COVID-19 Safety Policy (updated 3/12/21)

Safety for our staff and for those we serve is our top priority as we navigate the coronavirus pandemic. Our safety policies and procedures are listed below and are subject to change based on the ongoing recommendations of governmental and public health sources. We review this weekly, and this policy is also posted to our website.

### For Clients and Communities:

- We are providing online consultations and meetings wherever desired.
- We will provide and utilize the following personal protective equipment while working in the homes of clients: masks at all times. Additional PPE, including face shields, gowns, gloves in common areas, and shoe coverings, will be worn as requested by a client/family or community.
- We will set up and make frequent use of a designated handwashing station in each space and bring our own supplies: soap, towels, tissues, hand sanitizer, and trash receptacle.
- We will abide by all community policies with regard to temperature taking, door entrances, and other safety practices.
- **We will no longer require that fully vaccinated individuals (both doses plus 14 days) wear masks during the time our staff are visiting or working**, but we encourage mask use as desired and **strongly encourage** unvaccinated individuals present to wear masks.
- **With regard to social distancing:**
  - we will greet client and facility staff from a safe distance of 6 feet or more.
  - whenever possible, we are **strongly** encouraging our unvaccinated clients to leave the property during pack and move days. We will use other convenient forms of communication while our clients are not present. This does not apply to fully vaccinated individuals (both doses plus 14 days) .
  - when not possible for unvaccinated individuals present to leave, we will maintain a distance of 6 feet or more at all times and continue our social distancing practices.
- We reserve the right to deny services for safety concerns or noncompliance with our distancing procedures.
- Our team will continue to wear masks at all times during our work.
- As desired by the community, we will provide signage, cones, or other signals that can be used to indicate our presence to staff and residents.
- We will routinely disinfect our own supplies and high-touch areas in our vehicles.
- We will ensure that professional movers accompanying our team abide by our company policy, the policies of senior living communities, and the preferences of clients and families.



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- Currently we will not serve in the homes of clients with known COVID diagnosis.
- Contract signing, payment, and related transactions can be done electronically or in a socially distanced manner among vaccinated individuals.

#### **For Our Staff:**

- Our team will continue to wear masks at all times during our work.
- Staff will maintain social distance while loading and unloading supplies while working at homes and communities.
- We will socially distance wherever possible among ourselves, including dividing work into separate areas and having no more than the sufficient amount of staff present at once. We will also socially distance ourselves from other providers, such as movers. If social distancing is not possible in use of elevators, we will take the stairs when possible.
- We will encourage our staff to monitor their temperature before coming to work and require participation in temperature taking as we enter communities.
- Staff who are not feeling well are required to stay home.
- Any staff member who has traveled abroad or shares a household with someone who has is required to self-quarantine for 14 days.
- Any unvaccinated staff member who has experienced a true exposure to the coronavirus as defined by the CDC is required to self-quarantine for 14 days.
- Any staff member who is exhibiting flu-like symptoms is required to be tested and share test results with the company before returning to work.
- Staff may choose projects to work on at their own discretion and comfort. No staff member will be penalized in any way for lack of participation in a particular job or setting.