

CHARLESGATE

realty group

OFFICE SAFETY PLAN

The following are established office procedures to enable a safe working environment for our staff, clients, and vendors while maintaining essential operations and services.



GENERAL OFFICE HOURS

The office will be staffed by at least one person
Monday-Friday from 9:00 AM - 3:00 PM



OFFICE ACCESS FOR EMPLOYEES AND AGENTS



Except for the 'on-call' staff member manning the office from Monday - Friday from 9:00 AM - 3:00 PM, agents and staff are encouraged to work remotely where possible.

If you need to work in the office for a period of time longer than picking up keys or printing a document, please discuss it directly with your supervisor.

We encourage you to use remote methods for client meetings. If you require an in-person meeting in the office, please clear it with your supervisor.

As restrictions loosen, office visits will become more frequent to allow us to do our jobs effectively. It's important that we follow the outlined protocol for everyone's comfort and health.

DAILY HEALTH CHECK-IN



Prior to starting each shift, each employee must self-certify to their supervisor that they:

- Have no symptoms of COVID-19
- Have not had "close contact" with an individual diagnosed with COVID-19.

Close contact is defined as:

- Living in the same household as a person who has tested positive for COVID-19
- Caring for a person who has tested positive for COVID-19
- Been within 6 feet of a person who has tested positive for COVID-19 for at least 15 minutes
- Come into direct contact with secretions (e.g. sharing utensils, being coughed on) from a person who tested positive for COVID-19, while the person was exhibiting symptoms

There is **zero tolerance** for sick workers reporting to work. Employees are required to stay home if experiencing COVID-19 symptoms and must be sent home if they show symptoms at work. Typical symptoms of COVID-19 include fever, cough, shortness of breath, and sore throat.

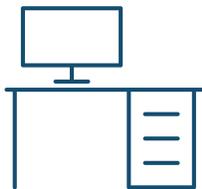
DAILY HEALTH CHECK-IN



Please remember to **wear a face mask upon entering the office**. Masks are required whenever social distancing is not possible. Masks not only protect you, they protect your colleagues and our clients/vendors.



You may remove your mask once you are seated at your work station. However, if you need to get up to move around the office, please put your face mask back on if you're not able to be socially distant by 6'. **Remember: many of our work areas do not allow for 6' distancing, including walking corridors.**



Please maintain 6' social distance at office workspaces. If your work neighbor is also in the office, please coordinate to find another area of the office where social distancing can be maintained. Alternatively, wear a face mask at your work station.



Please keep your work station clear of any unnecessary items. Store all loose paperwork in drawers.

Wipe down your work station before you begin work and when you are done.

The office will be cleaned professionally on a weekly basis.

KEYS OR BATHROOM VISITS



If you are coming to the office **ONLY** to access the storage closet for keys or a bathroom stop, please wear a mask and maintain social distancing practices (6' apart or more). Keep in mind, the 'paths' around desk areas do not provide 6' of distance.

Please wear a mask and maintain social distancing while in the office in open spaces for short visits.

CONFERENCE ROOM WORK



If you plan to work from a conference room on a particular day and time, please reserve the space using the Conference Room Google Calendar.

Please **disinfect surfaces before you begin and prior to leaving the conference room** using the disinfectant provided in the conference/huddle rooms.

HEIGHTENED HYGIENE PRACTICES

We request that employees escalate their use of healthy habits to limit the spread of disease. Remember to:



Wash your hands often with soap or use hand sanitizer

Avoid touching eyes, nose, and mouth with unwashed hands

Cover your cough and sneeze

Stay home when sick. Symptoms include:

- Fever (temperature at or greater than 100.4° F)
- Chills, shivering
- Muscle aches
- Sore throat
- Dry cough
- Headache
- Fatigue (extreme tiredness)



Avoid close contact (6 feet or less) with others including skin-to-skin contact (e.g. shaking hands)



All persons (employees and clients) in the workplace should wear a mask or covering over the mouth and nose when in the same room as another person

Clean and disinfect commonly used surfaces

Minimize close contact with sick persons