

STEPS FOR IN-UNIT SERVICE WORK



Ready your COVID-19 kit. Your kit should include:



Face Mask



Booties



Hand Sanitizer



Disinfectant/
Paper Towels



Trash Bags

Note: Your COVID-19 kit should include enough supplies for any accompanying vendor/extra face masks for tenants if social distancing is not possible.

Confirm with the Property Manager that they've completed a "health check-in" with the resident and access details.

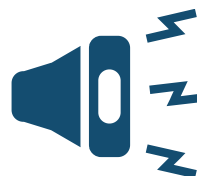
- If the tenant is home during the service call, confirm they will isolate in a separate room.
- If not, social distancing protocol should be observed and residents should be instructed to wear a mask.



Note: Unless it is an extreme emergency, **do not enter a unit** where we know a resident is/has been recently sick.



Put on your mask and sanitize your hands before and after entering the building. Put on your booties prior to unit entry.



Announce your arrival and conform to entry procedures detailed above.



**Disinfect your work area before you begin. Perform service work.
Disinfect work area again, including door handles/knobs.**



Upon leaving the unit, disinfect entry handles, carefully remove and dispose of booties. Sanitize hands after leaving the building and wash your hands as soon as possible.