

## GHI Covid-19 Return to Work Procedures

### Return-to-Work Procedures

GHI's staff developed the following safety procedures and operational practices, based on recommendations of the CDC and local public health officials: The Board of Directors accepted the procedures on May 21, 2020

- Members will be encouraged to limit visits to the administration building and either call or email staff.
- All persons entering the administration building will be required to wear face coverings.
- At the start of each workday, the temperature of each employee will be taken by a designated supervisor and employees will be asked to self-certify their health condition, to assess potential risks for the coronavirus.
- There will be daily cleaning and disinfecting of frequently touched surfaces in the workplace, such as workstations, door handles, bathrooms, and the kitchen area. All employees driving company vehicles will be required to disinfect their vehicles at the start of each day. Staff will be provided with disinfectant wipes and hand sanitizers.
- Employees will be required to clean and disinfect work tools prior to and after usage.
- Group meetings will be limited to no more than 10 persons.
- We will continue to limit personal contact and interactions, practicing social distancing with persons being at least 6 feet apart, throughout our daily business operations.
- Gatherings in the kitchen of the Administration Building will be restricted and kept to a maximum of 3 people.
- One employee per company vehicle will be allowed.
- Until group gathering restrictions are lifted, Board, Committee, Staff, and Task Force meetings should continue to be held remotely, leveraging technology and teleconferencing platforms.
- Routine maintenance will be performed by employees and contractors wearing personal protective equipment such as face coverings and work areas will be cleaned and disinfected after performing services. For members and residents requesting maintenance, staff will request members/residents to be forthcoming about any exposure to COVID-19. Staff will perform services only if the members and/or residents are either 1) wearing face coverings, or 2) standing more than 6-feet away from the staff person, or 3) vacate the home during the scheduled period of work.
- All vendors and contractors will be required to wear face coverings and clean and disinfect work areas prior to and after performing work.
- Some administrative employees will work remotely on a rotating schedule and use video and teleconference technology for staff meetings whenever possible.