

COVID-19 Preparedness Plan for [Company name]

[Company name] is committed to providing a safe and healthy office for all of our real estate licensees and employees (“workers”) as well as our customers and clients (“visitors”). We have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our office.

Our COVID-19 Preparedness Plan addresses:

- hygiene and respiratory etiquette;
- administrative controls for social distancing;
- cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Desks and workstations, as well as shared equipment (for example, copiers and shredders) are to be arranged or scheduled to allow all workers to stay at least 6 feet apart. If you are unable to maintain 6 feet between yourself and co-workers, please let us know. Each office has a designated COVID-19 supervisor to whom you can address any questions. The COVID-19 supervisor for the office located at [address of office] is [name of COVID-19 supervisor].

Prevention and Education

Personal protective equipment (PPE) is available in the office for all workers and visitors. Supplies include hand sanitizer, soap, non-medical grade face coverings, and cleaning and sanitizing products.

The COVID-19 supervisor will adopt policies assigning different entrances and/or staggered start times as necessary to avoid entry congestion.

The COVID-19 supervisor will post signs at entrance(s) advising visitors that they should not enter if they are experiencing symptoms or have been exposed.

Conference rooms and other nonessential common areas shall be closed.

The COVID-19 supervisor will arrange to have shared frequently touched surfaces (for example, door handles, supply cabinets, and shared equipment such as copiers) cleaned and disinfected frequently.

All workers are responsible for observing the following infection control procedures and for encouraging visitors to do the same:

- Wash hands often and thoroughly (scrubbing them for at least 20 seconds). Utilize hand sanitizer if soap and water are not immediately available.

- Avoid physical contact with others and direct co-workers and visitors to maintain a distance of at least 6 feet where possible.
- Cover your cough – cough or sneeze into the crook of your arm, or into a disposable tissue, and thoroughly wash your hands.
- Avoid touching your face.
- Wear a mask or other face covering in all places where you cannot be 6 feet apart (for example, restrooms and hallways).
- Avoid shaking hands with people. Do not share personal items such as phones, pens or tablets.
- Limit visits and in-person meetings to those that are necessary and cannot reasonably be done remotely.
- Minimize movement throughout the office and stagger lunch and break times to avoid gatherings. Staff meetings should be postponed, canceled or held remotely.
- Site deliveries should be coordinated to minimize contact and maintain cleaning protocols. Delivery personnel should remain in their vehicles if possible.

All visitors should be first directed to **[insert title or name]**. Upon arrival, the following screening questions will be asked of all visitors (orally or) in writing via the Company’s visitor questionnaire [\[available here\]](#):

- Do you currently have symptoms such as fever, chills, sweats or a temperature that is elevated for you or is 100°F or greater?
- Do you currently have symptoms such as cough, shortness of breath, chest tightness, vomiting, nausea or sore throat?
- In the past 14 days, have you had close contact with an individual diagnosed with COVID-19?
- In the past 14 days, have you traveled on an airplane?

(Any visitor answering “yes” to any of these questions should be denied entry.)

Health Surveillance

Workers should self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers’ health status prior to entering the office and for workers to report when they are sick or experiencing symptoms.

Each worker will be provided with a screening questionnaire which shall be kept at their worksite and signed and dated at the start of each workday. The screening questionnaire [[available here](#)] will ask a worker the following screening questions:

- Do you currently have symptoms such as fever, chills, sweats or a temperature that is elevated for you or is 100°F or greater?
- Do you currently have symptoms such as cough, shortness of breath, chest tightness, vomiting, nausea or sore throat?
- In the past 14 days, have you had close contact with an individual diagnosed with COVID-19?
- In the past 14 days, have you traveled on an airplane?

If a worker answers “yes” to any of these questions or is otherwise not feeling well, the worker must stay home. Call [**COVID-19 supervisor**].

Supplemental Measures Upon Notification of Worker’s COVID-19 Diagnosis and/or Symptoms

A worker with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, the Company shall:

- Immediately notify the public health department. Within 24 hours, notify any co-workers and visitors.
- Keep confidential the identity of the diagnosed/symptomatic worker; and
- Close the office as necessary to conduct deep cleaning of the diagnosed/symptomatic worker’s workstation, as well as those common areas potentially infected by the worker.

Visitor and worker questionnaires will be used to help identify those persons who may have been in sustained, close contact with the diagnosed/symptomatic worker.

All workers who worked in sustained, close proximity to the diagnosed/symptomatic worker are also to be removed from the worksite for at least 14 days; however, should these exposed workers later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until the return-to-work requirements listed below are met.

Return-to-Work Requirements

Workers who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy. Workers must also be released from any quarantine or isolation by the local health department.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, workers may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 10 days have passed since symptoms first appeared.

Workers who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Workers are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Company may accept written statements from employees confirming all the factors supporting their release.

Communications and Training

This COVID-19 Preparedness Plan was communicated to all workers on **[date]** and necessary training was provided. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **[Company name]** management and was posted throughout the office on **[date]**. It will be updated as necessary.

Certified by:

[Signature]

[Title of management official]