



Oceanside Cove Homeowners Association, Inc.

Staff Guidelines – COVID 19 Requirements – Effective 6/11/2020

These guidelines supersede any previous guidelines in effect. Failure to adhere to these guidelines is grounds for disciplinary action and or termination.

1. All employees must clock in and out on the time clock for their shift. NO EXCEPTIONS.
2. All employees must complete the COVID19 Employee Questionnaire and log at the beginning of each shift.
3. Employees must wear a face mask and practice social distancing when in clubhouses, pools, recreation facilities or any other areas within the facility where residents or staff are present. This includes when working in common areas within the Management Office, break room, reception, etc.
4. Employees must adhere to social distancing at all times.
5. Wipe down all surfaces you've come in contact with, when coming or going from the management office especially if there is more than one person in at a time. This should be done each time you are in and out of the office not just at the end of your shift.
6. Each vehicle is to be used by only one person for the duration of their shift. That person is responsible to sanitize the vehicle at the end of their shift and fill out the log accordingly.
7. Visitors are not permitted in the office at any time until further notice.
8. Employees must question all residents when making appointments using the COVID questionnaire and when arriving for any appointments. Results from each questionnaire must be included in that work orders notes.
9. Employees must maintain proper hand washing hygiene. Wash hands thoroughly for 20 seconds with soap and hot water. Employees should wash and/or sanitize their hands frequently. Employees must wash their hands when using the restroom
10. All employees completing a work order MUST be listed on that work order's labor. Even those not being billed.
11. Employees are required to do a self evaluation of symptom and take their temperature to confirm it is under 99 degrees at home prior to their shift. Employees are required to take their temperature at the beginning of each shift and log their temperature. Any employee with a temperature higher than 99 degrees is not permitted to work and must obtain a doctor's note permitting them to do so.
12. Employees that exhibit signs of COVID, have a temperature of 99 degrees or higher or have obtained a positive COVID test result must notify their supervisor immediately. Employees that are at work and begin feeling sick should notify a supervisor immediately, communicate any people they were in contact during their shift and go home. Employees may not report back to work without a doctor's note clearing them to do so and a negative test result. Information gained from this report will be used by Oceanside Cove for contact tracing.
13. All private offices are to be occupied by one employee at a time with the door remaining closed while occupied.
14. Each employee is issued their own tools and should not share their tools with other employees. If any communal tools are utilized, they must then be sanitized by the employee using them prior to returning to storage. Communal tools include but are not limited to staplers, tape dispensers, copy



machines, telephones, cameras, saws, snakes, vacuums, etc. that have the potential to be utilized by more than one person.

15. All employees must wear a face mask when entering shareholders home. Employees should request a shareholder to wear a mask in their presence and practice social distancing. Employees providing a service in a shareholder's home should request the shareholder to limit interaction and keep distance while working. At any time if a shareholder does not comply the employee should escalate to a supervisor and discontinue work within their home.
16. Employees utilizing the kitchen and break room may only do so using disposable products. At no time should reusable water bottles, coffee cups, containers, etc. be used within communal kitchen equipment. (Coffee makers, water coolers, etc.)
17. Employees bringing lunch and food items into the office will be required to sanitize their food packages before placing inside the refrigerator. Any items left inside the refrigerator on Friday will be disposed of.
18. Employees using the microwave or oven to reheat food should place their food on a disposable plate or aluminum foil to reheat and dispose of when done.
19. When using communal kitchen spaces, employees must sanitize all equipment, after each use.
20. Lockdown access is restricted to Office Staff ONLY. When in lockdown office staff must wear a mask and gloves. Gloves should be disposed of upon exiting.