



3/25/2020

COVID-19: SERVICE CALL, MAINTENANCE AND JOBSITE CONTROL PLAN

- 1) The purpose of this document is to give guidance to our employees as well as you the tenant in controlling the spread of COVID-19. It is the expectation that the work practice controls outlined in this document are followed by all Meersburg Properties, LLC, Windsor Properties, LTD and all affiliated companies' employees on all jobsites. These guidelines must also be followed by all tenants in homes that require maintenance.

IF YOU ARE SICK, OR EXHIBIT SIGNS OF A COLD, FLU, OR COVID-19

- a) The tenant must provide this information to our staff at the time of the service call or prior to our maintenance staff arriving onsite.
 - b) Additional protective steps will be taken to ensure the safety of our maintenance worker and you the tenant.
- 2) This Document **MUST** be reviewed by all employees and tenants prior to maintenance work occurring at any of our homes.
 - 3) The following work practice controls must be followed on all jobsites to prevent the spread of COVID-19. Please note that our employees have been instructed to leave the residence if these rules are not followed. They may re-enter to premises once these guidelines are being followed.
 - a. At any given time please use the 6' Rule of social distancing during all maintenance calls. The person who answers the door to receive maintenance shall be considered the "primary tenant".
 - b. The primary tenant may be present during a service call, provided they are following the 6' Rule. All other occupants must be "quarantined" in a separate room with the doors closed until the maintenance has been completed and our employee or assigned contractor has left the premises.
 - c. All employees of Meersburg Properties, LLC, Windsor Properties, LTD and all affiliated companies' will be required to wear a protective mask(N95 or better) and protective gloves when entering the premises to perform maintenance.
 - d. It is required that the immediate area that is being serviced be disinfected and cleared of personal items prior to our service personnel arriving onsite.
 - e. If it is determined that a third party contractor is required to perform the necessary maintenance, these rules will still apply. If the third party contractor has their own guidelines, those guidelines will need to be followed as well.