**TMG PHASED REOPENING CHECKLIST**

Following:

White House/CDC Phased Opening Plan (<https://www.whitehouse.gov/openingamerica/#criteria>)

**THE FOLLOWING ARE THE WHITE HOUSE / CDC GUIDELINES**

**WH/CDC GATING CRITERIA:**

* *Gating Criteria must be satisfied before proceeding to Phased Comeback*
* Criteria:
  + Downward trajectory of symptoms and cases within a 14-day period
    - [GEORGIA](https://dph.georgia.gov/covid-19-daily-status-report)
    - [FLORIDA](https://www.google.com/search?q=covid&rlz=1C1SQJL_enUS907US907&oq=covid&aqs=chrome..69i57j35i39l2j69i60l5.1149j1j7&sourceid=chrome&ie=UTF-8#wptab=s:H4sIAAAAAAAAAONgVuLVT9c3NMwySk6OL8zJecTozS3w8sc9YSmnSWtOXmO04eIKzsgvd80rySypFNLjYoOyVLgEpVB1ajBI8XOhCvHsYuL2SE3MKckILkksKV7EKuacX5Sfl1iWWVRarFAMFMssLslMLgYAG55FBIYAAAA)
  + Hospitals treat all patients without crisis care

**WH/CDC GUIDELINES FOR ALL PHASES:**

* *Develop and implement appropriate policies*, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:
  + Social distancing and protective equipment
  + Temperature checks
  + Sanitation
  + Use and disinfection of common and high-traffic areas
  + Business travel
  + Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.
  + Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.

**WH/CDC PHASE 1 EMPLOYER GUIDANCE (AFTER SATISFYING GATING CRITERIA)**

* Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.
* If possible, **RETURN TO WORK IN PHASES**.
* Close **COMMON AREAS** where personnel are likely to congregate and interact or enforce strict social distancing protocols.
* Minimize **NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.
* Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.

**WH/CDC PHASE 2 EMPLOYER GUIDANCE**

* Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.
* Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.
* Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.

**WH/CDC PHASE 3 EMPLOYER GUIDANCE**

* Resume **UNRESTRICTED STAFFING** of worksites.

**GUIDELINES AS IT RELEATES TO PROPERTY MANAGEMENT 5/1/20:**

* **Gating Criteria**: as of 1/1/21 we do not see a Downward Trajectory of Symptoms and Cases in 14 day as per the GA DPH website (<https://dph.georgia.gov/covid-19-daily-status-report>)
* **Guidelines for all Phases**:
  + **Social Distancing**:
    - All team members must work 6’ apart
    - Review furniture placement and move or remove, where necessary, for social distancing
    - Designate which doors will be open. Where possible, open two doors one for entrance and one for exiting (if it does not go through an amenity area)
    - Staff required to wear mask while touring, with residents or when visitors are present in the office
    - Recommend appointments to meet with residents
    - Maximum of 10 people in the office at one time, including staff and vendors (smaller offices would have a maximum of 6 people)
    - Prospects will be encouraged to take self-guided and virtual tours
    - Direct prospects and residents to wear mask (have surgical masks on hand to offer if needed)
    - Encourage appointments for prospects
    - If appropriate due to loading, kindly ask additional prospects to wait outside or in their car, complete name & phone number on guest card and you will call them when available to show.
    - Limit number of apartments we show, to one of each available type
    - Golf Cart usage on tours will be for the employee only and may not be shared with prospect or residents. The prospect will be asked to follow in their cars.
    - Limit number of prospects on each tour to two. If more are in the group, give additional tour.
    - Amenities will be shown virtually
    - Maintenance / Vendor Considerations:
      * The following Work Order questions to be asked by Maintenance Team Members prior to entering an apartment are:

1. Have you tested positive for COVID-19 or have you been tested and are awaiting results?
2. Have you met someone that has tested positive to COVID-19 in the past 14 days?
3. Do you have a fever (greater than 100.4 or 38.0C) or do you have any symptoms of respiratory illness such as a cough, shortness of breath, difficulty breathing or sore throat?

* Maintenance / Vendor Considerations cont.:
  + ASK RESIDENT: Will you be home and if so, we ask that you wear a mask and that you and your pets stay in a different room while the maintenance associate is completing your workorder.
  + Maintenance associate should wear the N-95 or equivalent Mask and gloves.
  + Vendors need to wear masks when in contact with any associates or residents and maintain social distancing.
* Amenities within the offices will not be initially open.
* Fitness Centers will remain closed.
* Resident Events are not being held at this time to comply with the social distancing
* Add 6’ Blue Tape marks in offices, in front of desk, where appropriate
* **Temperature Checks**:
* Each office (corporate and property) must have a Scanning Thermometer
* Verify every morning that associates are feeling well and record it in the **Daily COVID Log**
* One person will be “Daily Designated COVID Log Keeper” to scan all Team Member foreheads and record it in the **Daily COVID Log**
* Anyone with a Temperature greater than 100.4 will be sent home; and notify HR
* **Sanitation:**
* General office sanitation (wiping down touch surfaces with Clorox wipes), 1x per day.
* Fog offices, models and enclosed amenity space (fitness center, co-work spaces) 1x per day.
* Document in **Daily COVID Log**
* **Disinfect High Traffic Areas**:
* Identify High Traffic Areas
* High touch area includes, desks, phones, keyboards, light switches, counters, doorknobs, handles and faucets.
* Wipe down these areas with Clorox wipes, 2x per day
* Document in **Daily COVID Log**
* **Limit Business Travel**:
* No business travel is permitted without written permission of EVP.
* **Monitor Work Force**:
* “Daily Designated Log Keeper” to be notified if a Team Member is not feeling well. If this happens, contact your Direct Supervisor
* Verify every evening that associates are feeling well.
* Document in **Daily COVID Log**
* **Contact Tracing**:
* Ensure Maintenance Team only complete tasks input as Service Requests, to monitor movement and engagement.
* Office Team Members must document in their Daily Activity Report their movement
* If a Team Member tests positive for COVID-19 we will be in compliance by using the Service Requests and Daily Activity Report to track movement.
* **Phase 1 Property Management Execution –**
  + **Maintain “Guidelines for All Phases”**
  + **Telework** –continue Teleworking under direction/supervision of your Direct Supervisor
    - One person remains in the office daily
    - Telework Agreement must be executed
  + **Return to Work in Phases** – we will continue one person in the office as our phased re-entry, until we move to Phase 2/3
  + **Close Common Areas**- with one person in the office during Phase 1 – this is a non-issue. Maintenance should remain >6’ distant from Office Team Members when entering office.
  + **Minimize Nonessential Travel** – no travel without written permission of the EVP
  + **Special Accommodation for Vulnerable Employee Population**: continue with all team member departmental meetings and notify if there are any Special Accommodation requests for Vulnerable Employee Population to contact HR.
  + **Maintenance** – continue to work normal schedule and complete all work orders/turns, using proper PPE
* **Phase 2 Property Management Execution – *Currently TMG is in this phase as of 1/1/21***
  + **Maintain “Guidelines for All Phases”**
  + **Open Pool**  - spread out furniture, or remove pieces if necessary, to keep 6’ boundary
  + **Telework** –continue Teleworking under direction/supervision of your Direct Supervisor
    - One person remains in the office daily
    - Telework Agreement must be executed
  + **Close Common Areas**- with one person in the office during Phase 1 – this is a non-issue. Maintenance should remain >6’ distant from Office Team Members when entering office.
  + **Special Accommodation for Vulnerable Employee Population**: continue with all team member departmental meetings and notify if there are any Special Accommodation requests for Vulnerable Employee Population to contact HR.
  + **Maintenance** – continue to work normal schedule and complete all work orders/turns, using proper PPE
* **Phase 3 Property Management Execution—Target Date 6/1/20**
  + Resume **UNRESTRICTED STAFFING** of worksites.

**FITNESS CENTER CONSIDERATIONS:**

* The health and safety guidelines for re-opening of commercial gyms and fitness centers issued  
  by the Governor’s office include but are not limited to: requiring someone to monitor the  
  fitness center by taking everyone’s temperature as they come in the door and ask required  
  screening questions, and enforce social distancing at all times, as well as enhance d sanitation  
  of all equipment and surfaces, and limit access to no more than 10 people in the fitness center  
  or at any amenity at a time.
* Before Opening - Ensure each community has a substantial supply of cleaning and sanitation  
  supplies including gym wipes and PPE (Masks) for staff and require residents to use.
* Policy requiring PPE for all residents and staff upon entering the fitness center.
* Regular hourly cleaning of all machines and gym surfaces.
* Where necessary, consider un-plugging or restricting access to every other fitness machine to encourage/enforce social distancing.
* Requiring residents to sign waivers before use of fitness center

**HELP?**

* *If you have any questions, please reach out to EVP Jamin Harkness, 770-616-2450*

**DAILY COVID LOG**

**LOCATION**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DAILY DESIGNATED LOG KEEPER**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TEAM MEMBER TEMPERATURE & WELL BEING LOG***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TEAM MEMBER NAME** | **DEPT.** | **TEMPERATURE** | **WELL BEING A.M.** | **WELL BEING P.M.** | **ANTHING ELSE TO NOTE:** |
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TIME OF GENERAL SANITATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHEMICALS USED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WHO COMPLETED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIMES** OF HIGH TRAFFIC AREA SANITATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHEMICALS USED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WHO COMPLETED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Daily scan this log to [DCL@tmg-living.com](mailto:DCL@tmg-living.com), and keep a copy in the DCL Notebook on-site.