

## **COVID-19 Vaccination, Testing and Face Covering Policy**

Employees have the option to choose whether or not they get vaccinated against COVID-19. Our current policy is for Employees to follow CDC guidelines regarding isolation and quarantine. Employees are not currently required to wear face coverings while in the field or offices. We will continue with this policy, until further notice.

### **Partnership Property Management Vaccination, Testing, and Face Covering**

#### **Vaccination:**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Partnership Property Management encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees.

#### **Employee Notification of COVID-19 and Isolation from the Workplace**

**Partnership Property Management will require employees to promptly notify their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.**

Employees should call, or email their supervisor to report their positive COVID-19 test status.

Employees should consult their employee handbook to determine their sick leave and or FMLA options.

#### Isolation from the Workplace

Partnership Property Management has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Partnership Property Management will send employees home from the workplace, or ask that they stay home, if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider.

Partnership Property Management will notify all employees who are deemed to be in close contact with the COVID-19 positive employee and may require said employee to submit to COVID-19 testing in accordance with CDC guidelines and applicable laws before being allowed to return to the workplace.

Some job classifications may allow an employee to work from home. This determination is made on a case by case basis. Consult with your supervisor to see if there is work from home options available for your job or a temporary alternative job duty that can be performed during quarantine.

#### Return to Work Criteria

For any employee who is out because they are COVID-19 positive, Partnership Property Management will ask that they not return to the workplace until the employee receives a negative result on a COVID-

19 viral test following a positive result on a COVID-19 antigen test if the employee chooses to seek a viral test for confirmatory testing; meets the return to work criteria in CDC’s “Isolation Guidance”; or receives a recommendation to return to work from a licensed healthcare provider.

- Follow current CDC guidelines regarding isolation and quarantine following exposure to COVID-19 or a positive COVID-19 test – [CDC Isolation Guidance](#)

If an employee has severe COVID-19 or an immune disease, Partnership Property Management will follow the guidance of a licensed healthcare provider regarding return to work.

### **Face Coverings (Not currently in effect)**

Partnership Property Management may require all employees to wear face coverings while indoors, when not social distanced and not in their office alone. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

Face coverings are made available at the front reception desk in the corporate office and made available for Field staff on site. Employees have the option to provide their own face coverings.

The following are exceptions to Partnership Property Management’s requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Partnership Property Management has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

### **Questions:**

Please direct any questions regarding this policy to [HR@partnerhippm.com](mailto:HR@partnerhippm.com)