

NB Property Payroll LLC

May 20, 2020

Dear Team,

At NB Property Payroll LLC, we are committed to putting our employees and residents first. Therefore, we have implemented the following safety policies and procedures to limit exposure to COVID-19. These policies must be strictly adhered to at all times to ensure our everyone's safety.

Safety Policy and Procedures

- All employees must immediately report to supervisor and stay home if experiencing COVID-19 symptoms or have come into contact with someone diagnosed with COVID-19
- All employees must engage in appropriate social distancing at all times by maintaining six feet or more distance between others
- All prospects, vendors and contractors must wear a cloth face cover, in accordance with CDC recommendations, while on the premises except where doing so would inhibit the individual's health or the individual is under two years of age
- Limit to one (1) prospect, tenant, or visitor in the office at all times.
- Limit sharing of tools, equipment, and machinery;
- When the worksite is an occupied residence, maintenance is required to wear face masks and gloves and should sanitize work areas and keep a distance of at least six feet from the occupants;
- Maintenance should wash and sanitize their hands after leaving every apartment
- No more than one employee is allowed in a golf cart or vehicle at one time
- When sharing golf carts and vehicles the vehicle will be wiped down and sanitized by the last employee that used the vehicle
- No more than one employee should work in an apartment at one time. (When Applicable)
- For tasks that require more than one person, each employee must wear a mask while performing the task
- For larger sites where employee have been split into groups, tasks that involve two or more people must only be performed with others in their specific group
- Lunch breaks must be staggered (larger maintenance crews will be staggered into two shifts)
- Lunch rooms and other congested areas must be limited in use to one person at a time, if this is not possible all occupants must be at least six feet apart
- Frequently sanitize high-touch areas like restrooms, breakrooms, equipment, and machinery;
- Breakrooms, time clocks, desks, phones and all other frequently touched surfaces should be wiped down and disinfected multiple times throughout the day
- Social distance and wash hands after punching in and out on time clocks
- Wash hands after handling packages and deliveries
- Maintenance personnel must refrain from entering leasing and resident services offices when at all possible; if this cannot be avoided office staff and maintenance personnel must wear masks

Service Repair Safety Protocol

- All repairs must be scheduled in advance so residents know when maintenance is arriving

- When scheduling work orders with residents the following questions must be asked:
 - Have you or another occupant traveled outside of the US in the past two weeks
 - Have you or another occupant experienced COVID-19 symptoms – fever, cough, shortness of breath, stomach illness
 - Have you or another occupant been in contact with someone that was diagnosed with COVID-19 in the past two weeks.
 - Resident must respond NO to all questions
- Explain to resident what to expect when maintenance enters the apt
 - Maintenance will wear masks and gloves at all times while in apt
 - Resident is expected to socially distance and when at all possible either leave the apartment or stay in another room from where work is being performed
- Maintenance Techs Must
 - Where mask and gloves at all times when entering apt
 - Social distance from all occupants
 - If occupant appears sick or says they are sick leave immediately and report it to your supervisor unless it is an emergency
 - When at all possible, sanitize area before leaving
 - Discard gloves in trash receptacles immediately after repair
 - Wash hands thoroughly and take extra steps to where personal protective equipment when dealing with clogged sinks and toilets – be sure to follow proper hygiene measures immediately following repair

Failure to comply with the above company policies and procedures may result in disciplinary action up to and including termination.

Employee acknowledges they have read and understand the safety policies and procedures outlined above:

Employee Name: _____ Date: _____

Employee Signature: _____

Manager Name: _____ Date: _____

Manager Signature: _____