

Estridge Homes COVID-19 Safety Plan
Keeping Employees, Vendors, and Homeowners Safe

1.0 Purpose

On May 1, 2020, Governor Holcomb introduced the Back on Track Indiana plan, which provides five different stages over which Indiana will slowly and strategically reopen. The progression through the five stages is dependent upon external factors and may not occur in a linear matter.

In accordance with Governor Holcomb's Executive Order, Executive Order 20-26, Estridge Homes (Company) has developed this Safety Plan (Plan) describing the measures the Company has taken to keep its employees and visitors safe. This Plan details, at a minimum, the (a) health screening process, (b) cleaning and disinfecting protocols, (c) personal hygiene measures, and (d) social distancing requirements the Company has established and will continue to implement in accordance with applicable local, state, and federal law.

The contents of this Plan are subject to change and may be updated from time to time. Updates will be posted on Company's website and in each physical location that is open to the public. Employees can access this Plan in their designated workplace information posting location, Sharepoint Estridge Homes Team site, COVID-19 folder.

2.0 Locations

This Plan applies to the Company's operations in the field, during home visits and at building sites, as well as model homes and the Company's corporate office, which is currently closed.

3.0 Definitions

"Back on Track" means Governor Holcomb's *Roadmap to Safely Reopen Indiana*, including the five-stage plan to reopen and all related standards, industry-specific guidelines, and Executive Orders.

Back on Track information is available here:

<https://www.backontrack.in.gov/>

"COVID-19 symptoms" means symptoms of COVID-19, the condition caused by the SARS-CoV2 virus, as currently set forth by the U.S. Centers for Disease Control and Prevention (CDC), including fever (body temperature greater than 100.4°F), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and less common symptoms like nausea, vomiting, or diarrhea.

CDC's symptom list is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

“Homeowner” means individuals who are prospective buyers of the Company’s services or who previously bought a home from the Company.

“Vendor” means any individual who is not a Company employee or owner who supports the Company’s services at homeowners’ homes and building sites, including, independent contractors, vendors, and delivery persons.

“Vulnerable population” means, as currently set forth by the CDC, those at higher risk for severe illness from COVID-19 include:

- Individuals who are 65 years of age or older;
- Individuals with underlying medical conditions, including:
 - Individuals with chronic lung disease or moderate to severe asthma;
 - Individuals who have serious heart conditions;
 - Individuals who are immunocompromised;
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDs, and prolonged use of corticosteroids and other immune weakening medications.
 - Individuals with severe obesity (BMI of 40 or higher);
 - Individuals with diabetes;
 - Individuals with chronic kidney disease undergoing dialysis; and
 - Pregnant individuals.

The CDC’s vulnerable population list is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

4.0 Safety Plan Measures for All Employees

The following measures will remain in place until modified or ended by the Company. These measures are in addition to the Company’s standard policies and procedures designed to protect the health and safety of its employees and visitors and comply with applicable law. These measures may be modified or ended based on federal, state, or local requirements, including progression through the Back on Track stages to reopen Indiana and related Executive Orders.

Protective Equipment/Personal Hygiene

- Employees are given frequent opportunities to wash their hands or use hand sanitizer during the work day.
- Employees should practice coughing/sneezing etiquette and sneeze/cough into a tissue and then promptly throw the tissue away. If a tissue is not available, employees should use the crook of their elbow but never their hands.
- Vendors entering building sites, model homes, or making home visits are expected to wear the appropriate must personal protective equipment (PPE) and follow all sanitation protocols when executing services.

Health Screening Process

- Employees must monitor their own health daily and not report to work if they are experiencing COVID-19 symptoms. Employees exhibiting COVID-19 symptoms at work are sent home.
- Employees must notify the Director of Administration promptly if the employee develops symptoms of COVID-19, tests positive for COVID-19, has had close contact with someone who tests positive for COVID-19, or plans to travel outside of the state.
- Employees returning to work after having COVID-19 symptoms, a positive test for COVID-19, or having had close contact with someone testing positive for COVID-19 must be cleared to return in accordance with CDC guidelines and applicable federal, state, and local law.
- Employees returning to work after becoming symptomatic or testing positive for COVID-19 must complete a Statement of Health.
 - Employees must attest that they are free of a fever without the use of medication for at least 72 hours, that any symptoms have improved for at least 72 hours, and that at least 7 days have passed since the symptoms first began. Currently, employees are not required to provide a health care provider certification to return to work.
- Employee health screening information is confidential and will only be shared with public health authorities or as otherwise permitted by applicable law.
- Vendors are expected to follow the same or a similar health screening process for their employees.

CDC Social Distancing Requirements

- All employees, homeowners, and vendors must maintain 6-feet of physical distance from other individuals unless otherwise required by the specific situation.
- Face-to-face meetings are discouraged. Instead, employees should conduct meetings virtually or telephonically whenever possible.
- Employees are encouraged to document all attendees of face-to-face gatherings or meetings. During the meeting or gathering, social distancing is practiced.
- Vendors are expected to follow all social distancing requirements when possible.

Business Travel

- All non-essential business travel outside the state is prohibited until further notice. Essential business travel outside the state will be approved on a case-by-case basis. All other business travel, including local travel, must occur in accordance with applicable federal, state, and local travel restrictions.

5.0 Safety Plan Measures for Employees in the Field

Protective Equipment/Personal Hygiene

- Employees are encouraged to wear masks and gloves while working on building sites or making home visits.
- Employees working at building sites are provided with hand washing stations.

- Employees making home visits are provided with hand sanitizer.

Cleaning and Disinfection Protocols

- Equipment is cleaned daily with EPA-approved cleaning products.
- Work surfaces and equipment are wiped down before and after use.

CDC Social Distancing Requirements

- To allow for physical distancing on building sites, only one vendor is allowed in the home at a time. The Company expects its vendors to keep track of when their employees report to building sites or home visits.
- Conduct walk-throughs with homeowners virtually whenever feasible.

6.0 Safety Plan Measures for Sales Employees

Protective Equipment/Personal Hygiene

- Employees are encouraged to wear the masks and gloves, provided by the Company if the employee does not have their own, particularly when prospective homeowners are present.
- Homeowners visiting a model home and participating in an in-person tour are encouraged to wear a face covering. Masks are available upon request.
- Hand sanitizer has been placed in multiple areas on-site for employees and visitors/customers and is also available upon request. Restrooms are available for employees and visitors to use for hand washing.
- CDC posters have been placed in model homes to remind employees and visitors of infection control measures.
- The ventilation in sales offices is increased via open windows and/or doors as is possible due to weather.

CDC Social Distancing Requirements

- All employees, homeowners, and vendors must maintain 6-feet of physical distance from other individuals unless otherwise required by the specific situation
- The Company has installed signage to remind employees, homeowners, and vendors of social distancing requirements. Markers/stickers are placed to remind employees and homeowners of the 6-foot physical distance.
- Home tours are conducted virtually whenever possible as are other meetings with homeowners or others. Contract documents are also executed electronically when possible to limit the in-person contact.

Cleaning and Disinfection Protocols

- High-touch surfaces are cleaned regularly by the sales consultant.
- Weekly cleaning crews use appropriate cleaning products and use new materials for each property to reduce cross-contamination.
- Employees are provided with disinfectant cleaning supplies, hand sanitizer, and waste receptacles.

7.0 Safety Plan Measures for Corporate Office Employees

Protective Equipment/Personal Hygiene

- Employees are not required to wear masks while in their own office.
- Masks must be worn by all employees in all public areas of the corporate office, including hallways, restrooms, kitchenette, Design Studio, lobby. Masks are provided on the table in the lobby and the credenza in the entry way of the Design Studio for any employee that does not have their own.

CDC Social Distancing Requirements

- All employees must maintain 6-feet of physical distance from other individuals unless otherwise required by the specific situation.
- Congregating in hallways and offices is not allowed.
- Face-to-face meetings are discouraged. Instead, employees should conduct meetings virtually or telephonically whenever possible.
- The Company has installed signage to remind employees, homeowners, and Realtors of social distancing requirements. Markers/stickers are placed to remind employees and homeowners of the 6-foot physical distance.
- Only employees of Estridge Homes are allowed in the corporate office. EXCEPTION: Homeowners and Realtors are allowed in the Design Studio.
- Employees are encouraged to document all attendees of face-to-face gatherings or meetings. During the meeting or gathering, social distancing is practiced.

Cleaning and Disinfection Protocols

- Equipment is cleaned daily with EPA-approved cleaning products.
- Work surfaces and equipment are wiped down before and after use.

8.0 Safety Plan Measures for Homeowners

Protective Equipment/Personal Hygiene

- Homeowners visiting a model home and/or participating in an in-person tour are encouraged to wear a face covering and may request one from a Company employee.
- Hand sanitizer, disinfectant products, tissues, and waste receptacles are available for use in model homes. Homeowners are encouraged to wash their hands before and after any model home visits or home tours.

Health Screening Process

- Homeowners who are members of a vulnerable population are encouraged to use caution and limit visits to model homes or home tours.
- Monitor your health and alert the Company prior to an appointment if you are exhibiting signs of COVID-19, have tested positive for COVID-19, are suspected of having COVID-19, or have been in close contact with someone who was suspected or confirmed as having COVID-19.

CDC Social Distancing Requirements

- Observe the recommended 6-foot social distancing from any employees or vendors.
- Conduct meetings virtually whenever possible including home tours.

Cleaning and Disinfection Protocols

- Prior to a home visit, for example for an inspection or warranty work, please complete the following to minimize the need for employees to touch items in your home:
 - Open all doors and turn on all lights in the room(s) where service is needed.
 - Close doors to any room that does not need service.
 - Mark with a post-it note or painter's tape any spots that need drywall or paint touch-up.
- Disinfectant products and waste receptacles are available for use in our model homes and on home tours.

9.0 Questions and Concerns

The safety and health of employees, vendors, and homeowners is our top priority. The Company will continue to update this Plan based on applicable federal, state, and local guidance and business-related conditions. Employees with questions or concerns regarding this Plan should contact the Director of Administration. Vendors, homeowners, or members of the public with questions or concerns should contact Jill Wilkes, Director of Administration, jillwilkes@estridge.net.