

## Coronavirus (COVID-19) Policies

The safety of our employees, partners, clients, and families remain **Organized Haven's** overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spread **Organized Haven** is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we are enacting the following policies:

- Organized Haven team members, client, family, and movers take their temperatures every morning of a job and calling Nicole Ramer to provide this and answer screening questions @ 863.268.4041
- All items are disinfected before departure – client's high-touch areas and employees supplies'
- Masks required when social distancing is not possible and when entering/leaving a home/community
- Gloves required when touching high-use surfaces such as doorknobs, light switches, remotes, phones, faucets, etc., and when entering/leaving a home/community. Gloves aren't to be worn when packing/unpacking due to the possibility of breakage (slippery).
- Maintain a 6-foot social distance at all times – NO HUGGING/SHAKING OF HANDS
- No one is to be in any areas being serviced – clients aren't permitted to be in the same room while packing or setting up, nor are they permitted to be present in conjunction with our team and movers
- Air conditioning must be in working order, turned on and flowing for 4 days prior to our presence and for the duration of the project – at 75 degrees or lower
- Employees who are carpooling must wear masks – driving independently when possible is recommended
- Bring only necessary materials to the job, leaving equipment at the front door
- When entering a building, employees will refrain from discussion with staff or residents and avoid touching anything, going straight to the apartment - a simple nod and smile will do 😊
- Elbows are to be used for elevator buttons
- Team members must wash their hands upon entry and departure of home, as well as every hour
- We have a no-touch payment process – currently only accepting credit cards or direct deposit

Our vendors must follow safety protocols and will be informed of COVID-19 situations in the building and our safety protocols. Vendors should match our safety protocols and must be managed by a NASMM member while onsite and on a senior living property.