

COVID-19 Preparedness Plan for Semler Homes and it's representatives "The Lach Team" primary and secondary team who are licensed Realtors® with Realty Group, LLC. aka "Semler Homes and it's representatives"

"Semler Homes and it's representatives" are committed to providing a safe and healthy workplace and model home for all open house representatives and customers during all open house events including the Parade of Homes Spring 2020 event. To ensure we have safe and healthy open house events, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. "Semler Homes and it's representatives" are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our model homes and communities, and that requires full cooperation among our Semler Homes' licensed representatives, customers and clients. Only through this cooperative effort can we establish and maintain the safety and health of all persons at our open house events.

"Semler Homes and it's representatives", are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Semler Homes and it representatives have Semler Homes' full support in enforcing the provisions of this policy and we encourage "Semler Homes and it's representatives" to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

"Semler Homes and it's representatives" are serious about safety and health and keeping our customers and its representatives at the open houses as safe as possible. Semler Homes representative involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved Semler Homes management and representatives in this process by giving Semler Homes open house representatives the choice to hold open houses or not based on their personal health concerns, requested Semler Homes Management and it's representatives review and provide feedback on the COVID-19 procedures and integrated all of their feedback into the preparedness plan below. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;

11. additional protections and protocols to limit face-to-face interactions; and additional protection and protocols for distancing and barriers.

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

"Semler Homes and its representatives" have implemented a sick leave policy that is promoted when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household as follows:

- "Semler Homes and its representatives" have been informed they must notify the "Lach Team" Team Leader's office and/or the Team Leader, Debra Lach, Realtor with Realty Group, LLC at 763-464-6568 immediately if they or any member of their household has been quarantined or required to isolate, they, themselves, or any members of their household are experiencing any signs of illness including but not limited to headache, fatigue, fever, cough, sniffles and/or stomach disorders. Representatives shall not attend the open house if a member of their household or they, themselves, are experiencing any illness whatsoever prior to the open house and shall immediately leave the open house if symptoms develop during the open house event.
- "Semler Homes and its representatives" are given the choice whether-or-not they are comfortable holding open houses. It is not a requirement for the team if they are not comfortable doing so due to underlying medical conditions for themselves or any member of their household.
- Temporarily closed signage will be available at the model home and hung on the model home door as soon as possible upon notification of illness if a replacement cannot be found.
- All door handles, light fixtures, appliances and hard surfaces shall be sanitized as soon as possible and prior to the next scheduled open house upon notification of any illnesses reported. All cleaning products approved by CDC shall be left at the model home for proper sanitization.

"Semler Homes and its representatives" and all customers shall be given written instruction to contact Debra Lach, Realtor® with Realty Group LLC at 763-464-6568 immediately upon discovery of COVID-19. "Semler Homes and its representatives" have implemented a policy for informing "Semler Homes and its representatives" and open house guests if they have been exposed to a person with COVID-19 at the model home and requiring them to quarantine for the required amount of time. All customers attending the open house shall be required to sign in at the open house. A database of these customers shall be implemented with names, contact information and dates of attendance at the open house. All customers who attended the open house and "Semler Homes representatives" who worked at the open house will be notified within 24 hours of notification of COVID-19 exposure by a Semler Homes representative" or an open house customer. All future open houses shall be cancelled during the quarantine period and the home will be cleaned and sanitized in accordance with CDC guidelines. In addition, a policy has been implemented to protect the privacy of customers and "Semler Homes and its representatives'" health status and health information. All contact information shall be kept confidential unless notification of an individual's identity is legally required.

Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between “Semler Homes and it’s representatives” and customers inside the model home and on the premises of the development through the following engineering and administrative protocols:

- ❖ **Upon arrival, all customers/guests to the open house will see a sign that instructs them to contact the agent on duty.**
- ❖ **If a family is in the home viewing the model, Customers will be informed that no more than one family of four shall be allowed in the home at a time and instructed to wait at the garage service door entrance and stand 6’ apart from any customers and their families in front of them. Tape will be placed a minimum of 6’ apart on the garage floor.**
- ❖ **Current customers in the home shall be instructed to use hand sanitizer provided at the kitchen sink and to leave at the front door entrance**
- ❖ **A note shall be taped to the garage door with instructions as follows:**
 - **use hand sanitizer and/or gloves prior to entering and exiting the home. Hand sanitizer will be provided at garage entrance and the kitchen sink.**
 - **Masks are required. No exceptions! We will provide a mask while quantities last, if needed. Ask the “Semler Homes Agent on Duty” for them upon your arrival.**
 - **All customers will be required to sign in and must sign in as soon as they enter the home and provide accurate contact information for notification in case a COVID-19 case is reported.**
 - **All customers will receive a notice asking them to contact Debra Lach, Realtor with Realty Group, LLC at 763-464-6568 if they are diagnosed with COVID-19 with 2 weeks after their visit to our model home.**
 - **Lights shall be turned on and cabinet doors and closets shall be left open. All customers shall be instructed to ask the Semler Agent on Duty to assist them if they would like something opened or turned on.**
 - **No more than 4 people from 1 family in the home at a time. There will be a time limit of 5 minutes per family if more than one family is waiting to get into the home. If not, more time can be allowed for the existing customer.**
 - **If children are present, please customers will be notified to keep them with them at all times and asked not to touch surfaces, furniture, etc. If children are not kept under control, customers will be asked to leave.**
 - **All surfaces, door handles, light fixtures shall be wiped down every hour with proper cleaners as recommended by CDC.**
 - **All customers and the Semler Homes Agent on Duty shall maintain a 6’ or more distance from each other at all times.**

2. Worker hygiene and source controls

Upon arrival and every hour on the hour, “Semler Homes and it’s representatives” shall use hand sanitizer on hands or thoroughly scrub them with soap and water for 20 seconds minimum.

Prior to the open house event, every hour on the hour and after the open house ends, all door handles, light fixtures and hard surfaces shall be wiped down with Clorox Wipes (or a similar product recommended by CDC for COVID-19). If not customers have been in the property during each hour, only surfaces touched by the Agent on Duty shall be wiped down. Proper cleaners/sanitizers shall be provided and remain on-site by “Semler Homes and it’s representatives.”

See Social Distancing rules above for additional Worker and customer hygiene requirements.

3. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. Model homes are brand new and Semler Homes checks the homes weekly for proper maintenance of these items.

4. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. Customers will be instructed to take the pen provided by us home with them or to use their own personal pens in order to sign-in upon arrival.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

See Social Distancing rules above for additional Worker and customer hygiene requirements.

5. Drop-off, pick-up and delivery practices and protocols

N/A. We do not sell products on-site.

6. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated via email and/or phone calls to all “Semler Homes and it’s representatives” on 5/26/20 and necessary training was provided via phone, email and/or Zoom meetings. Semler Homes and it’s representatives are to monitor how effective the program has been implemented by on-site drop-in visits and weekly communication between Team Members and Debra Lach. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by “Semler Homes and it’s representatives” and was posted throughout the model home on 5/28/20. It will be updated as necessary.

7. What customers and clients can do to minimize transmission of COVID-19

See Social Distancing rules above for additional Worker and customer hygiene requirements. All customers will receive written notice prior to leaving the model asking them to contact Debra Lach, Realtor and Team Leader with Realty Group, LLC at 763-464-6568 or email at lach.debra@gmail.com if they are diagnosed with a positive COVID-19 illness within 2 weeks of their visit. All customers are required to sign in and provide personal contact information at the model home upon entrance and all Semler Homes and it's representatives and customers who have attended the open house shall be informed of a positive test. Upon such notification, the model home will be fully sanitized and all future open houses will be closed until such time it is deemed safe to open again.

8. Additional protections and protocols for receiving and exchanging payment

Money does not exchange hands at the model homes. N/A.

9. Additional protections and protocols for managing occupancy

No more than one family of 4 or more shall be allowed inside the model home at any given time. Customers shall be instructed to wait outside the home with separation from each family at least 6' apart at taped areas.

10. Additional protections and protocols to limit face-to-face interactions

Face masks are required by all customers and all Semler Homes Agents on Duty during open houses. Only one family of 4 shall be allowed in the home at any given time. Agents on Duty shall maintain a 6' distance between themselves and their customers inside the model home.

11. Additional protection and protocols for distancing and barriers

See Social Distancing rules above for additional Worker and customer hygiene requirements.

Certified

by:

Debra J. Lach, Realtor®

Realty Group, LLC

763-464-6568 lach.debra@gmail.com - Licensed Representative of Semler Homes