



BADGER REALTY COVID GUIDELINES AND REGULATIONS

(Effective 12/11/2020)

Please note that COVID Guidelines and Regulations are continuously changing, and we will continue to update our procedures accordingly

Who isn't fatigued by the COVID-19 crisis at this point?

- We are now about 10 months into the pandemic
- More than 300,000 people in the U.S. have died (the death toll around the world is already over a million)
- As of today, nearly 15 million cases have been confirmed in this country.
- Our public health experts are warning of a potential second wave and possible twindemic, with flu season upon us.

This information in itself is enough to send the human brain into panic mode, but the pandemic isn't our only problem. Other on-going stressors include:

- Election stress
- Mass job loss
- A strained health care system
- Civil unrest
- National reckoning with systemic racism
- The ongoing debate on whether or not kids should be attending school in person.

It's a lot to deal with — too much, even — and in many cases it's resulting in what mental health experts call "crisis fatigue."

What are the signs of COVID Fatigue?

Signs and symptoms of crisis fatigue may include:

- Insomnia
- Oversleeping
- Lethargy
- Depression
- Anxiety
- Irritability
- Trouble with making decisions

Badger Realty Guidelines (beginning Friday, December 11 through January 15, 2021)

Staff/Agent Guidelines for Office Coverage

- One Staff member from each office will be working in the office (schedule being worked out with staff).
- Remaining staff member(s) will provide their daily duty working remotely from home
- **ONE** agent per shift will be expected to cover. The remaining agent on floor time will be accessible throughout their floor time via phone.
- If you are not on floor time, we highly recommend you work remotely from home
- The door will be locked and will be by appointment only

(Note: Showing Guidelines will follow)

Mask/Face Coverings

- Upon entering Badger Realty offices, *Mask Up*
- When in Lobby or walking into anyone's personal office, *Mask Up*
- If you cannot social distance in the office, minimum of 6' or more, *Mask Up*

Sick Day Rules

- There is **ONE** rule to follow

If you do not feel well, no matter the reason, STAY HOME!

Badger is Vigilant in our Approach to COVID

- Use this motto – “Badger is vigilant to end COVID 19 in our community”
- Do not put yourself in any situation where you are in groups of 10 or more
- If you do not feel well, consider getting a COVID Test (you all know that symptoms come in many forms)
- Work remotely as much as you can
- Clean your space (personal or otherwise). We supply all the PPE equipment. Please use it. There are disinfectants in every office and every public area.
 - After each time you use copier, *disinfect it*
 - When you go to the restroom, *disinfect it*
 - When you use the front desk, *disinfect it*
 - Do NOT use anyone's personal space, offices, desk, phones, etc.
 - Use the front stairway to go UPSTAIRS
 - Use the back stairway to go DOWNSTAIRS
 - **Do not use your office, lobby** or any other personal space with clients, customers.
 - Please do not use lobby or coffee area for conversations
 - *The designated space is downstairs in the lower conference room, and remember when you leave it, disinfect it*
 - Refrain from asking clients to come into office, unless necessary

FAQ's

Can my company take my temperature when I arrive?

Yes

Wearing a face mask is uncomfortable for me. Can my company make me do it?

Yes. During the pandemic your organization can require you to wear a mask, gloves or other personal protective equipment (PPE) if management considers it necessary, and follows the guidelines of the State of NH/ME mandated COVID guidelines.

Can my employer force me to stay home if I have symptoms of the coronavirus?

Yes, protecting others in the workplace from potential exposure to the coronavirus takes precedence.

If I call in sick or go home early because I'm not feeling well, how much can my boss ask me about my symptoms?

Outside of very limited circumstances, your employer cannot ask about symptoms or for a diagnosis, however, they may ask questions to determine if you may have symptoms associated with COVID-19; these include fever, chills, cough, shortness of breath and sore throat.

I took some personal days to spend time with family who live near a coronavirus hot spot. Can my boss ask where I went?

Yes. If **public health officials** have recommended that people who visit certain locations remain at home for several days once they return, your employer can ask whether you are returning from those places, even if the travel was personal.

When employees return to work after being sick with COVID-19, can my boss ask me for a doctor's note saying I'm safe to work?

Yes.

Can an employer inform employees that a person in their establishment has been exposed or tested positive for COVID?

Yes, however, should the person wish to remain anonymous, the employer must not reveal who the person is, other than to say, a person within our organization has been exposed/tested positive. (Thinking of the safety of others, should this happen, the employee must inform the employer, with the goal of keeping everyone safe and protected. It would be helpful that we get approval from the employee to allow us to inform everyone)

Can an employer prohibit employees from being in large groups of more than 10 people?

Although an employer may not prohibit employees from attending functions with groups 10 or more, the employer may ask the appropriate questions of employee, and depending upon the circumstances, can inform employees that they must work from home.