

RCG/CPM's Response to the Coronavirus (COVID-19) Employee Update – March 2021



Below are notices pertaining to RCG/CPM are choosing to address the pandemic going forward. Additional information can be found online at <https://www.governor.ny.gov/>

COVID-19 Vaccinations - effective 3/19/21 until further notice

Over the coming months we understand that many employees may choose to get vaccinated for COVID-19. If given the opportunity to get the vaccination, we encourage employees to do so. Since the vaccination is new and long-term studies have yet to be completed, including whether or not an individual who has been vaccinated can still be a carrier/spreader of the virus, until further notice we will continue to require all employees (regardless of their vaccination status) to wear masks and follow the social distancing procedures outlined below. Additionally, beginning 3/12/21, NYS employers are required to grant employees up to 4 hours of time off to get vaccinated during business hours, if need be. Therefore, if you need to take time off from work to receive the vaccine, you do not need to use PTO or NYS Sick Time. You may simply indicate this as regular time on your timesheet. Once you receive the vaccine, please provide a copy of your vaccination card to Human Resources for your medical file.

New York State Travel Advisory - effective 4/1/21 until further notice

NYS's current travel advisory has been lifted for domestic travel for both vaccinated and non-vaccinated residents effective April 1, 2021. The DOH still recommends those who have traveled to monitor for symptoms upon return. RCG/CPM employees who have NOT been vaccinated may return to work after traveling without quarantining; however, non-vaccinated employees will still be asked to test within 3 days of returning to work and should follow social distancing/mask guidelines to ensure the safety of those working near them. Those who travel internationally will still need to follow quarantine/test out procedures upon return.

FFCRA – COVID Sick Leave – effective 4/1/21 – 9/30/21

The American Rescue Act Plan of 2021 has allowed employers to extend COVID sick leave benefits through September of 2021. In addition to taking time off for direct exposure incidences, this leave will now provide benefits to those who are recovering from any side effects from being vaccinated. Additionally, those who may have used COVID sick leave in the past, will now have their benefits reset and will be eligible for a new 2 weeks of leave effective 4/1/21. Extended family leave has also been increased from 10 weeks to 12 weeks.

RCG Main Office - effective 2/1/21 until further notice

- Beginning 2/1/21 all main office employees will be asked to report to work in person for their typical work schedule. Remote working options will be suspended unless an alternate work schedule is approved by the employee's supervisor and human resources.
- Employees will continue to have their temperatures taken daily between 8 and 10am. Should an employee's temperature read at or above 100.4, he/she will be given the option to retest in 15 minutes. If the employee's temperature reads at or above 100.4 for a second time, the employee will be asked to return home, where he/she may use PTO to cover the absence, or the employee may choose to work remotely if possible. Should the employee develop further symptoms, he/she must notify HR and seek medical advice. The employee will be allowed to return to work the next business day if the employee's temperature is no longer elevated and if an employee does not have development of further symptoms.
- Employees are encouraged to remain in their own personal workspaces (offices/cubicles) as much as possible. While moving around office common areas (conference rooms, kitchen, etc.,) employees must adhere to social distancing guidelines and wear a mask.
- All outside visitors/vendors in the main office will have their temperature taken upon arrival and will be asked to wear a mask throughout the duration of their visit. Main office employees have the right to turn outside visitors/vendors away should they attempt to enter the building without proper PPE or with a temperature reading at or above 100.4.

- Office common areas will be sanitized daily, and each employee is encouraged to sanitize their workstation before leaving each day.

Site Staff – Site Work Safety Procedures – effective 2/1/21 until further notice

- Site Staff - Employees will continue to be present at their sites during normal business hours; however, they will be working with the doors closed and will see residents by appointment only. We encourage site staff to continue to work and communicate with as little face-to-face interaction as possible, thus preventing the need for all site staff to take leave in the event of a possible exposure incident. It is recommended that site staff wear masks and gloves while interacting with the public, practice good hygiene and hand washing, avoid sharing supplies and phones with co-workers, and sanitize individual workstations at the end of each shift.
- Maintenance Technicians - Technicians will be available to perform work orders, but the office staff will contact each resident before the technician enters a unit to inquire as to the health of the resident(s). Residents who have been ill or those who are quarantined will have their work order postponed unless it is an emergency that poses a significant health and safety risk to the resident(s) and others within the building. Additionally, the technician can ask the resident to please remain in another room, such as a bedroom while he/she completes the work order. Technicians should stay equipped with proper PPE, such as gloves, masks, disinfectant wipes, towels, rags, band aids, etc. It is recommended that gloves and masks be worn whenever possible and especially when working in units. Technicians should sanitize their workspace before starting a new work order and after each work order is completed.
- General Building/Maintenance Advice – Community/Exercise rooms and all other non-essential areas should remain closed to residents and outside agencies unless accompanied by a site employee. All other common areas should be disinfected 3 times a day. This includes door handles and handicap buttons to open doors. Standard supply deliveries can be brought into the building so long as the vendor has proper PPE. Site employees have the right to turn outside vendors/agency staff away should they attempt to enter building/units without proper PPE.

RCG Development – Site Work Safety Procedures - effective 2/1/21 until further notice

- RCG Development Staff, Contractors, Inspectors, etc. – RCG will remain in contact with outside agencies regarding timelines and access for inspections and site visits. Some agencies may not permit site inspections during this time. Although RCG may request access, the Company will follow the most conservative guidelines of contractors/agencies/etc.
- Those who need to visit sites for general project management and inspection purposes will be asked to follow similar guidelines as those issued to Maintenance Technicians. Prior to arrival, RCG staff should inform all outside individuals needing site access to bring and wear appropriate PPE (mask and gloves) throughout the duration of the visit.
- Upon arrival at a site, individuals should check in with site staff. If entrance to a particular unit is necessary, the site staff should contact the resident before entry to inquire as to the health of the resident(s). Units occupied by residents who have been ill or quarantined are not to be entered.
- No more than 3 outside individuals will be allowed in an occupied unit at any point in time. Additionally, there should not be more than 1 person per 250 sq ft. while working indoors. Upon entering a unit, it can be requested that a resident please remain in another room, such as a bedroom, while outside personnel are present in the unit. Residents are not required to leave their unit, though some may choose to do so. RCG employees should stay equipped with proper PPE, such as gloves, masks and disinfectant wipes. It is recommended that personnel put on a new pair of gloves prior to entering each unit for the safety of the resident. Time spent in a unit should be kept to a minimum and follow-up conversation should take place either outdoors or in a common area.

RCG/CPM is committed to keeping staff and business partners updated as restrictions change or work conditions need to be modified. Thank you for your consistent dedication and flexibility.