

# COVID-19 Response & “SAFE” Plan Overview

As our region continues to deal with the COVID-19 pandemic, Woodhill Apartments is committed to ensuring the safety and well-being of staff, residents, and visitors. Guided by this commitment, and in response to evolving guidelines relating to our region’s phased “re-opening”, Woodhill Apartments has implemented the Spinney Group’s “SAFE” plan focusing on public health and risk management measures in four key areas. This program, outlined below, provides a framework for Woodhill’s management team to work together with residents to promote community health and well-being.



## SANITATION

- Employees, residents, and visitors must adhere to proper hygiene and social distancing rules and must practice respiratory etiquette, including covering coughs and wearing proper face coverings when in common areas.
- All frequently touched surfaces, common areas, and equipment are thoroughly cleaned and disinfected in accordance with CDC “Enhanced Cleaning Protocols”, and cleaning logs are maintained on site at each location.
- Prominent signage promoting frequent and thorough hand washing is displayed throughout our properties, and alcohol-based hand sanitizer is made available when soap and running water are not immediately available.
- Employees performing work orders in residences must wear protective equipment, follow enhanced sanitation protocols, and wipe down all equipment between uses.

## ACCESS

- Remote working, virtual tours, and other electronic means of conducting business are encouraged; for in-person interactions, a log of visitors is maintained at each community to assist in contact tracing efforts.
- Social distancing markers denoting 6 feet of spacing have been posted in commonly used areas and physical barriers have been installed at reception desks for the protection of residents and employees, where necessary.
- Maximum room capacities have been revised to reflect a 6-foot social distancing policy and signage of reduced capacities has been visibly posted; seating in common areas and conference rooms has been reduced accordingly.

## FUNCTIONS

- Social functions and resident events at Spinney Group venues have been amended to adhere to social distancing guidelines; community activities and resident interaction will be promoted when appropriate under the circumstances, including limited outdoor gatherings and virtual meetings/discussions.
- During community functions and when visiting community clubhouses, residents and employees must adhere to proper hygiene and social distancing rules and wear proper face coverings.

## ENGAGEMENT

- Spinney Group personnel are required to advise their immediate supervisor if they have symptoms of COVID-19, including cough, difficulty breathing, fever, chills, sore throat, headache, sore throat, and loss of taste or smell.
- In the event an employee tests positive for COVID-19, the Spinney Group will immediately notify state and local health departments and cooperate with contact tracing efforts while maintaining confidentiality required by law.
- Any residents facing financial hardship as a result of COVID-19 are encouraged to contact the Spinney Group so that the parties can work together to address the situation.
- The “SAFE” plan has been communicated electronically to members of our communities and is also visibly posted at each location; we will continue to communicate with staff, residents, and visitors on any updates.

By adhering to the above public health and risk management practices, we will be able to successfully navigate this pandemic as a community.

Implementation of the “SAFE” plan will be closely monitored to ensure its effectiveness, and we welcome any feedback, comments or concerns. Your assistance in taking these steps to safeguard our communities is greatly appreciated. Thank you for choosing to make your home at Woodhill and for continuing to place your confidence in the Spinney Group.

PART OF *The Spinney* GROUP FAMILY