|  |  |  |
| --- | --- | --- |
| Garcia Group Covid-19 Office Protocol | | |
|  |  |  |
| Office Hours 8am to 5pm Mon - Fri | | |

# In Office protocol

|  |  |  |
| --- | --- | --- |
|  | 1. Refer to office traffic flow chart | |
|  | 1. Offset Schedules | |
|  |  | * 1. M-F 8- 5pm: Office Team (in individual offices) BG 8am – 2pm VC 10am-5pm |
|  |  | * 1. M-F 8am – 11am: Roses Team (at desk) |
|  |  | * 1. M-F 11am – 2pm: Cascades Team (at desk) |
|  |  | * 1. M-F 2pm - 5:00pm: Bridges Team (at desk) |
|  |  | * 1. M-F 10 am – 4:30pm: Management Team (access as needed) RG T/F DR MWTh |
|  | 1. Hand sanitizer must be used upon entering and leaving office and prior to and after using any common equipment (printer, cabinets, etc) | |
|  | 1. Masks must be worn while exiting/entering office, in all common spaces and during any person to person interaction | |
|  | 1. No visitors permitted into office at this time. No employees exhibiting any signs of illness are permitted into office at this time. | |
|  | 1. Each team member will receipt a Covid-19 safety kit which will include 2 reusable masks, hand sanitizer and safety instruction card | |

# Out of office protocol

|  |  |
| --- | --- |
|  | 1. All clients/tenants shall be required to wear a mask and use hand sanitizer |
|  | 1. All team members must wear masks while performing any Garcia Group related business out in public |
|  | 1. All team members must have their safety kit with them so they can refer to safety card and use hand sanitizer as prescribed |
|  | 1. No meetings or showings shall be conducted if any participant is exhibiting any symptoms of illness |
|  | 1. Team members are encouraged to use masks and hand sanitizer for personal use while out in public. |