

INFECTIOUS DISEASE CONTROL POLICY

Southern Management Companies, LLC. (SMC) will take proactive steps in the workplace in the event of an infectious disease outbreak. It is the goal of SMC during any such outbreak to strive to maintain effective operations, to continuously provide essential services, and to develop and implement safety protocols for team members within the workplace.

SMC is committed to sharing information from the Centers for Disease Control (CDC), World Health Organization (WHO), federal, state and local government authorities as applicable about the nature and spread of infectious disease, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

What is an Infectious Disease?

An infectious disease is a disease that can be transmitted from one individual to another through, among other things: (1) direct physical contact, (2) air (via cough, sneeze, expulsions when speaking and/or inhalation), (3) a transmission method (i.e., ingestion or injection), or (4) through a vector (i.e., animals or insects). Some examples of infectious diseases include: influenza, Severe Acute Respiratory Syndrome (SARS), tuberculosis (TB), measles and COVID-19. This definition is subject to change and broadening scope in accordance with the recommendations and information provided by the CDC.

Preventing the Spread of Infection in the Workplace

SMC will endeavor to provide a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. We will also install alcohol-based hand sanitizers throughout the workplace and clean common areas for your use.

A committee will be designated to monitor, coordinate and develop response and communication protocols concerning an infectious disease outbreak. This committee will create work processes and protocols that will be implemented to promote well-being and limit spread of an infectious disease within SMC through monitoring, reporting, and establishment of contact and cleaning procedures.

We ask all team members to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy is good hygiene—frequent hand washing with soap and water, covering your mouth to sneeze or cough, and discarding used tissues in wastebaskets.

Where state, local or federal orders, regulations and/or recommendations are in place regarding attendance in the workplace, we will issue appropriate directions to team members regarding compliance. Absent such orders, regulations and recommendations, SMC's attendance and leave policies will remain in effect unless you are otherwise notified in writing. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. All schedule adjustments must be reviewed and approved by your manager/direct supervisor or human resources.

Travel Limitations

During an infectious disease outbreak, all nonessential travel should be avoided until further notice. Team members who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the DMV region (defined herein as the Washington, DC metropolitan area, including commutable locations in Pennsylvania and West Virginia) will not be authorized until further notice.

Team members should avoid crowded public transportation when possible. Walk, cycle, drive a car or travel to work during off-peak hours to avoid rush-hour crowding on public transportation.

Workplace Social Distancing Guidelines

In the event of an infectious disease outbreak, SMC may implement the following social distancing guidelines during the workday to minimize the spread of the disease among team members.

During the workday, team members are requested to:

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear appropriate face coverings.
- Avoid congregating in work rooms, lunchrooms, lobbies, community rooms, copier rooms or other areas where people socialize.
- Eat lunch at your desk, outside or away from others. Avoid lunchrooms and crowded restaurants.
- Avoid person-to-person contact, such as shaking hands.

Stay Home When Sick

Many times, with the best of intentions, team members report to work even though they feel ill. A team member who reports to work while knowingly exhibiting symptoms of an infectious disease will be sent home and may be subject to disciplinary action. Visit the CDC website for an additional list of symptoms associated with an infectious disease outbreak.

SMC provides team members a robust leave policy, as well as other benefits which may be available to compensate team members who are unable to work due to illness. Please review the current leave and benefit offerings for further information.

Self-Reporting

Team members are required to monitor their health and report any signs of illness to their manager or human resources, whether or not presently at work when symptoms arise.

Health Screening

Team members reporting to certain company locations may have their body temperature taken, their blood oxygen checked, and may be asked to confirm that they have no symptoms. A team member with symptoms will be sent home. A team member who is sent home should monitor their symptoms and consult a healthcare provider. Team members who do not permit screening may be prohibited from remaining at the location. All screening documentation will be maintained confidentially.

Requests for Medical Information

If you are out sick, or show symptoms of being ill, it may become necessary to request information from you and/or your healthcare provider. In general, we would request medical information to confirm your need to be absent, to know if an absence relates to an infectious disease, and to know if it is appropriate for you to return to work. We expect and appreciate your cooperation if and when medical information is sought during an infectious disease outbreak.

Medical Information Confidentiality

Our policy is to treat all medical information as a confidential. Any disclosure of medical information would be in limited circumstances, as required by law, to supervisors, managers, first aid and safety personnel, and government officials.

Outside Activities

Team members are encouraged to follow current CDC social distancing guidance when participating in recreational classes, meetings, or activities where they might come into contact with contagious people.

Workplace Civility

During an infectious disease outbreak, it is imperative that we diligently adhere to SMC's mission, vision and values. It is the policy of SMC to promote workplace conditions that are professional, fair, dignified, civil, respectful and non-discriminatory. Professionalism includes demonstrating excellence, integrity, respect, compassion and accountability in all our work interactions and responsibilities. SMC will not tolerate any disorderly, abusive, or indecent conduct in the workplace that creates, encourages, or permits an offensive, intimidating, or inappropriate work environment or that endangers the safety, health or wellbeing of another person. All team members are expected to review and adhere to our anti-harassment, workplace bullying, team member relations, and workplace violence prevention policies in the team member handbook.

Failure to adhere to this Infectious Disease Outbreak Policy may result in disciplinary action, up to and including termination of employment. Please contact human resources at 703-902-2000 with any questions.

ADDENDUM A TO INFECTIOUS DISEASE CONTROL POLICY – COVID-19

The COVID 19 Addendum is a supplement to the Infectious Disease Control Policy and sets forth SMC's expectations during a COVID 19 pandemic. SMC will take proactive steps to protect all work sites, as well as the safety of our team members, residents, guests and tenants. The protocols set forth herein are based upon recommendations and guidelines provided by the CDC, WHO, state, local and federal guidelines.

Unless expressly set forth in this Addendum, the Infectious Disease Control Policy remains in full force and effect.

COVID 19 Committee

SMC has established a COVID 19 rapid response team, consisting of senior leadership and other leaders from all divisions within SMC. The committee meets daily, and more frequently as needed. Additionally, the committee is responsible for deploying trained team members for rapid response cleaning to SMC locations where the committee deems necessary and appropriate based on the risk of potential COVID 19 exposure. The committee is dedicated to creating, implementing and disseminating work processes, protocols, procedures and essential communications to team members, residents, commercial tenants and guests to promote well-being and limit the spread of COVID 19 within SMC.

Communication/Self-Reporting/Staying Home When Ill

During the COVID 19 pandemic, it is critical that employees do not report to work while they are ill and/or experiencing any COVID 19 symptoms. Currently, the symptoms may include the following:

- Fever
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches
- Headache
- Chills
- Fatigue
- Loss of taste/smell

Employees presenting symptoms of COVID 19 at work will be sent home. Employees who are sent home exhibiting symptoms and those who have called in sick because they are exhibiting symptoms of COVID 19, or tested positive for COVID 19 will be required to self-quarantine.

It is required that you notify your manager and/or human resources if you have come in contact with someone who has tested positive for the virus. Team members who are not experiencing symptoms but have been exposed to a suspected or confirmed case of the COVID 19 virus will also be required to self-quarantine for 14 days.

Returning to Work

The CDC currently recommends individuals may be considered to return to work if: (1) they have not had a fever for at least three days without taking medication to reduce the fever during that time; (2) they have experienced improvement in respiratory symptoms; and (3) at least ten days have passed since the symptoms first appeared. The team member will need a physician’s note to return to work and must be symptom free. A team member with no symptoms, but who has been exposed to a suspected or confirmed case of COVID 19, may return to work after 14 days of their most recent date of exposure, assuming the team member has not subsequently developed symptoms, or has not been diagnosed with COVID 19. If a team member develops symptoms or is diagnosed with COVID 19, the team member must be symptom free and provide a physician’s note approving a return to work.

Personal Protective Equipment (PPE)

Wearing of face coverings are recommended by the CDC. Face coverings should have a snug fit, yet be comfortable so that it does not restrict your breathing. During the COVID 19 pandemic, team members must wear appropriate face coverings in common areas of the workplace and where social distancing cannot be adhered to. Additionally, team members are required to wear job-appropriate PPE provided by SMC as specified in SMC’s guidance and standard operating procedures.

A PDF version of the CDC guidelines and recommendations are available for your reference at: <https://www.cdc.gov>

Team Member Name (Printed)

Work Location

Team Member Signature

Date