

IMPERIAL HOUSE **COVID-19 RESPONSE POLICY**

(May 15, 2020)

The disruptions caused by our current healthcare crisis are unprecedented. So is the frequency of significant developments--both positive and negative. And because of social media, we receive mixed-messages on a daily basis. But one thing is clear. The dangers are real. And this crisis must be taken seriously.

The primary concern of the BOD has been (and will continue to be) the health and safety of our owners, renters, and guests. In the past the BOD took a number of steps including ramping up disinfectant and cleaning protocols, restricting usage of the swimming pool, closing the hospitality room, closing the pool restrooms, and finally shutting down use of the pool all together.

We have now come to the realization that the COVID-19 crisis will continue to threaten public safety for many months to come. Unfortunately most of our owners are senior citizens, and many have underlying medical conditions. These factors make our population particularly vulnerable to the most serious effects of this disease.

Consequently the BOD has revisited this situation, reevaluated its actions, and formalized its response to this crisis by adopting the following COVID-19 Response Policy.

BUILDING MAINTENANCE

A. Self-Checks: Prior to arrival at work, maintenance personnel shall perform a daily symptom self-assessment. The existence of any signs of respiratory infection (cough, fever, shortness of breath, etc.) shall be promptly reported to Sunstate for evaluation. No personnel exhibiting such symptoms shall report for work unless authorized to do so by Sunstate.

B. Safety and Hygiene: Maintenance personnel shall practice good safety and hygiene at all times by doing the following:

1. Washing hands frequently.
2. Using hand sanitizer regularly.
3. Covering mouth with tissue or sleeve when coughing or sneezing.
4. Avoid touching eyes, nose, and mouth.
5. Wearing face mask when social distancing is not possible.
6. Wearing protective gloves when cleaning and when otherwise appropriate.
7. Strictly adhering to all CDC social distancing guidelines (minimum distancing of 6 feet).

C. Disinfecting Surfaces: Immediately upon arrival and again before departure, maintenance personnel shall disinfect commonly touched surfaces including the following:

1. Elevator buttons (interior and all exterior floors).
2. Stairwell keypads and door handles (interior and exterior on all floors).
3. Garbage room door handles (during maintenance hours, the garbage room door shall be propped open).
4. Pool shower handles.
5. Hallway handrail and pool-area gate latches.
6. Barbeque grill touch points (lid handle, lighter button, burner knobs, and propane valve).
7. When the pool is open: pool handrails, tables, umbrella handles, and restroom surfaces.
8. Courtyard laundry room door handles (interior and exterior) and appliance control panels.
9. All other frequently touched common-area surfaces.

D. Disinfectant Wipes: During periods of time when the pool is open, maintenance personnel shall ensure that disinfectant wipes (or acceptable substitutes) are available in restrooms and in the pool gated-area for use by swimmers.

ELEVATOR

The elevator shall be used by not more than one family-unit at a time. All persons using the elevator must wear a mask.

HOSPITALITY ROOM

The Hospitality Room shall remain closed.

POOL RESTROOMS

While the pool is closed, pool restrooms shall also remain closed. If and when the pool is open, the pool restrooms shall be available for use, but restroom doors shall remain locked during pool hours. Anyone using a restroom shall clean all hard surfaces that he or she touches by using a disinfectant wipe (or acceptable substitute) both beforehand and afterwards.

LIMITED REOPENING OF THE POOL

A. Limitations: Beginning May 18, 2020, the pool shall be reopened for swimming between the hours of 8:00 a.m. and 7:00 p.m. for use by the following individuals, and the following individuals only:

1. Residents. No guests shall be permitted to use the pool.
2. Adults. No one under the age of 18 shall be permitted in the pool gated-area.

All persons who are sick or who have an elevated temperature are strictly prohibited from entering the pool gated-area or using the pool.

B. Additional Restrictions: Until further notice, use of the pool and pool gated-area shall be subject to the following additional limitations and restrictions:

1. No more than 8 people shall congregate in the pool gated-area at one time.
2. No more than 4 people shall enter the water at one time.
3. All Imperial House pool furniture shall remain stored in the Hospitality Room.
4. Residents may provide their own chairs for use by the pool.
5. All persons in the pool gated-area must comply with all CDC social-distancing guidelines (minimum distancing of 6 feet).
6. All persons using the pool must shower before and after entering the water.
7. All persons in the pool gated-area shall disinfect all hard surfaces with which they have had contact using disinfectant wipes (or acceptable substitutes).
8. During high volume hours, swimmers shall be mindful of others by minimizing time spent in the pool gated-area.

C. Acknowledgment of Risk: All persons entering the pool gated-area or using the pool understand and agree that they are doing so at their own risk.

D. Circumstances Resulting in Immediate Pool Closure: Any of the following circumstances may result in the automatic and immediate closure of the pool:

1. A governmental directive.
2. A recommendation from the Corvid-19 Response Committee.
3. The unavailability of adequate disinfectant supplies.
4. A persistent disregard of the limitations and restrictions set forth herein.

SIGNAGE

Print resources available on the CDC website shall be used for all signage relating to compliance with CDC guidelines (go to [cdc.gov/covid-19](https://www.cdc.gov/covid-19) and search “print resources”).

ESTABLISHMENT OF CORVID-19 RESPONSE COMMITTEE

The Board President shall appoint members to a COVID-19 Response Committee which is hereby established for the following purposes and which shall have these responsibilities:

1. To make recommendations to the BOD regarding steps which it might be take to reduce health risks to residents and visitors including the modification or elimination of any of the specific provisions contained herein.
2. To make recommendations to the BOD regarding opening, closing, or limiting the use of common facilities.
3. To recommend healthcare related signage.
4. To monitor compliance with the policies set forth herein.
5. To report non-compliance to the BOD for consideration of appropriate action.

VIRTUAL MEETINGS

Until further notice, all meetings of the Board of Directors and the Membership shall be held virtually.

SUGGESTED PROTOCOLS FOR OWNERS

A. Limit Loaning of Units: In order to minimize the potential spread of COVID-19 during this healthcare crisis, owners are encouraged to limit the loaning of their units. **Please note**: All persons coming into Florida from out-of-state must self-quarantine for 14 days according to CDC guidelines.

B. Use of Disinfectant Wipes: When leaving your Unit, carry a baggy containing disinfectant wipes for use before and after touching door handles or other frequently touched hard surfaces.

C. Social distancing: Obey CDC social distancing guidelines at all times (minimum distancing of 6 feet and social gatherings which include no more than 10 people).

D. Self-Quarantine: Returning owners and arriving tenants are encouraged to comply with CDC guidelines which require new arrivals to self-quarantine for 14 days and to use masks whenever it is necessary to be in public.

E. Reporting: If you develop COVID-19 symptoms, or if you are so diagnosed within 14 days of your departure from the Imperial House, notify Sunstate of that fact so that appropriate actions can be taken to minimize the health risks to other Imperial House residents. Please note that the identity of any infected person(s) will be kept confidential.