Resolution No. 2020. COVID - 19 Policy for Safety Measures for Employees, Tenants and Customers of the Regional Access Project (RAP) Foundation, Inc.

WHEREAS, the Regional Access Project Foundation, by enacting this resolution, intends to create a Policy to address safety concerns relating to the use of the facility by RAP Employees, Tenants and Customers during the COVID –19 outbreak in the United States; and

WHEREAS, for the period beginning July 1, 2020 through June 30, 2021, RAP will take steps to increase safety of those using the premises by adopting the **Riverside County Safe Reopening Guidelines** (website link) that includes, but not limited to, posting adequate signage to inform our tenants/customers of our efforts to maintain a healthy workplace:

- Face coverings are **required** in all common areas, such as reception area, hallways, restrooms, elevators, etc. Masks will be provided to those not having one.
- Social distancing (six feet) is required in all meeting rooms and common area spaces.
- Direct people on where they can wash their hands and promote hygiene best practices.
- Direct people not to come in the building if they have any COVID -19 Symptoms or may have been infected and have not been cleared by a health professional to return to regular activity.
- Allow only tenants or people accompanied by tenants in restricted "employee working" areas.
- Restrict use of the "Employee Break Room" or other spaces where people congregate.

WHEREAS, RAP will adhere to **OSHA (Link) and CDC (Link) Guidelines** that include, but not limited to, the following:

- All RAP employees will acknowledge receipt and adhere to the COVID-19 Employee Policy.
- RAP will create a cleaning schedule which will include regularly sanitizing surfaces after meeting rooms are used and at a minimum once a day.
- Requiring sanitizer/wipes to be provided by those using our meeting rooms for more than two people. A refundable deposit will be required to ensure sanitizer is provided. If RAP provides the supplies, the cost will be subtracted from the deposit.
- Require a meeting usage fee from tenants (previously not charged) to offset increased cleaning costs.
- Restrict access to spaces where employees work. Install plexi-glass in areas where cubicles are rented individually.
- Restrict number of people in meeting rooms and require a safe six feet spacing in room configuration. No food will be allowed in confined spaces.
- Thermometers will be available for use by RAP employees and customers.

NOW THEREFORE, BE IT RESOLVED by the Regional Access Project Foundation, Inc. shall adopt this resolution to protect our employees, tenants and customers as we continue to serve our residents during this unprecedented health crisis.

ADOPTED the 24th of June 2020 by the Regional Access Project Foundation Board of Directors.

_____ _____

Craig Borba, Chair
Regional Access Project Foundation

Mike Gialdini, Secretary
Regional Access Project Foundation