

**COVID-19 Office Protocol (2 pages)**

On May 28, 2021, Virginia is ending all COVID-19 mitigation measures. Prior to May 28, Governor Northam lifted the state mask mandate. Therefore, on June 1, 2021, Rush Homes will open the main office to the public, suspending our mask requirement for all visitors/guests/tenant families who have received vaccinations against COVID-19.

This protocol supersedes all previous COVID-19 protocols related to the Office and Community Room.

Following are requirements:

1. Visitors/Guests/Tenant families must remain in the reception area upon entering the office. They are not allowed past the reception desk unless for a business reason and accompanied by a staff person.
2. Staff will question any visitor/guest/tenant family entering the office if they have received the full vaccination. Wearing a mask is optional for any visitor/guest/tenant family who has received vaccinations. If a visitor/guest/tenant answers “no” or refuses to answer, he/she must wear a mask while in the Rush Homes’ office or community room.
3. Staff will hold any scheduled meetings with any visitor/guest/tenant in the community room. This includes Board and Board committee meetings.
4. Staff will continue to follow social distancing practices with any visitor/guest/tenant as much as is practically possible.
5. Restrooms are unlocked for use by anyone using the community room.

In addition, if any visitor/guest/tenant displays symptoms of COVID-19 or any other contagious illness upon entry to the office, staff will make another appointment for that person(s) and ask them to leave. Symptoms of COVID-19 include:

- Fever or chills
- Cough Shortness of breath or difficulty breathing
- Fatigue Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion
- Nausea or vomiting
- Diarrhea

All staff are encouraged to continue to practice appropriate office hygiene including:

- Wash hands frequently or use hand sanitizer

- Refrain from using others' workstations as much as is practically possible.
- Refrain from touching your hands to your face (eyes, nose, and mouth).
- If you need to cough or sneeze, use a tissue to cover your mouth and nose. If you do not have a tissue, cough or sneeze into your elbow, not your hand.