

Amended Temporary Infectious Disease Control Policy

Texas REALTORS® (the “Association”) adopts this Amended Temporary Infectious Disease Control Policy effective July 26, 2021 which will remain in full effect until rescinded. This policy supersedes any previous Temporary Infectious Disease Policy.

The Association will take steps to protect the workplace in the event of an infectious disease outbreak. It is the Association’s goal during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Coordinating Group

A Coordinating Group consisting of the CEO, Vice Presidents and HR Counsel will help with the Association’s implementation and uniform application of this policy. All decisions will be made in accordance with federal, state, and local laws and safety guidelines and will be communicated to staff in a timely manner.

Preventing the Spread of Infection in the Workplace

The Association will follow local COVID-19 conditions as [communicated by Austin Public Health](#). When Austin—Travis County are in Stage 1, Stage 2, or Stage 3, employees who are fully vaccinated and have provided proof of vaccination are not required to wear face coverings inside the building. An employee who is not fully vaccinated must continue to wear face coverings when not in the employee’s own workspace and keep at least three feet of physical distance from other individuals while at the Association building or otherwise engaged in Association business off premises. Proof of full vaccination includes a COVID-19 Vaccination Record Card or substitute document issued by a health care provider. A person is “fully vaccinated” two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

When Austin—Travis County are in Stage 4 or Stage 5, all employees are required to wear face coverings when not in the employee’s own workspace and keep at least three feet of physical distance from other individuals while at the Association building or otherwise engaged in Association business off premises.

The Association will maintain a clean workplace, including regularly cleaning objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, elevator buttons, door handles and railings. The Association Facilities Manager, in coordination with Association executive leadership, will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

All employees shall self-screen before entering the office for any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat

- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19

Anyone entering the building should wash or sanitize their hands upon entering the office. Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant will remain readily available to employees and office visitors.

In-Office and Remote Work

All in-house employees are expected to work from the office. Authorization to work remotely may be granted in accordance with the Texas REALTORS® Remote Work Policy.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. As provided in the Employee Handbook, we provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees should refresh themselves on those policies as well as checking any sick or vacation leave balance on the ADP website.

If an employee shows any of the symptoms after self-screening, that employee must contact their supervisor and appropriate action will be determined.

Any employee who was diagnosed with COVID-19 may return to work only after all three of the following criteria are met:

1. at least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); and
2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
3. at least 10 days have passed since symptoms first appeared.

In the case of an unvaccinated employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the employee is assumed to have COVID-19, and the employee may not return to work until completing the same three-step criteria listed above. Or if the employee has symptoms that could be COVID-19 and wants to return to work before completing the above three steps, the employee must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

An unvaccinated employee with known close contact to a person who is lab-confirmed to have COVID-19 may not return to work until the end of a 14-day self-quarantine period from the last date of exposure, or after a 5-day self-quarantine period and proof of a negative COVID-19 test administered by an authorized health care provider or testing facility. A fully vaccinated employee who shows no symptoms of COVID-19 is not required to self-quarantine due to close contact.

Requests for Medical Information and/or Documentation

If you are out sick, show symptoms of being ill, or unable to come to the office for any other

reason, it may become necessary to request information from you or your health care provider. In general, we would request additional information to confirm your need to be absent, to show whether and how an absence relates to the current conditions, or to know that it is appropriate for you to return to work.

Confidentiality of Medical Information

Our policy is to treat any medical information as confidential. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Workplace Expectations

The Association and all employees must continue to be vigilant against the spread of COVID-19. This policy has been implemented to minimize the spread of the disease among the staff. *Employees* shall follow all guidelines as described in this policy. Failure to comply with this policy may result in disciplinary action against the employee, up to and including termination.

Communicating Workplace Changes

In the event the Association office is ordered by a governmental authority to close or make changes to operations, the Association will inform Employees by email. Please ensure all contact information is current. If a mandatory closure occurs, the Association will comply with all laws regarding leave time and other benefits.

Non-Discrimination and Non-Retaliation

Discrimination of or retaliation against any employee for a COVID-19-related issue will not be tolerated and may result in disciplinary action, up to and including discharge.

This policy may be updated in the event a mandated office closure is required. Any changes to the policy will be communicate to Employees in a timely manner. Nothing in this policy changes any employee's at-will status of employment. If Employees have questions regarding this policy, please contact Mike Barnett.

This policy is hereby adopted and effective as of **July 26, 2021** and will remain in effect until rescinded by the President & CEO.

Signed:

Travis Kessler
President & CEO

Date