

GREATER LOUISVILLE ASSOCIATION OF REALTORS FACE COVERING POLICY

It is the goal of Greater Louisville Association of Realtors (“GLAR”) to provide a safe and healthy work environment. Doing so requires the cooperation and active participation of everyone in the office. Due to COVID-19, face coverings, which cover the nose and mouth, must be worn while in the office except as set forth below.

Based upon guidance from the Centers for Disease Control and Prevention (CDC), wearing a face covering remains a requirement while in the office even if you have been fully vaccinated except in the circumstances set forth in this policy.

Fully Vaccinated

According to the CDC, individuals are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, like Johnson & Johnson’s Janssen vaccine

If it has been less than 2 weeks since receiving a shot of a single-dose vaccine or the second dose of a 2-dose series vaccine, the individual is not considered to be fully vaccinated.

Facemask vs. Face Covering

A facemask is typically defined as either: (i) a filtering respirator such as an N95 or K95, or (ii) a specialized medical grade or surgical mask. GLAR is not requiring a facemask.

A face covering is a cloth, bandana, or other type of material that covers the mouth and nose. GLAR is requiring a face covering. According to the (CDC), there are five criteria for “cloth face coverings,” and therefore your face covering must:

- fit snugly but comfortably against the side of the face
- be secured with ties at the back of the head or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine-dried without damage or change to shape.

A face covering or mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the face covering or mask) are not acceptable as they do not prevent droplets from escaping the face covering or mask.

Expectations

All employees and visitors are required to wear a face covering while in the physical office building except as provided by this Policy. Your face covering should be securely in place both while entering and leaving the building and before you enter an elevator. Once placed, you should not reverse, adjust, or remove the face covering unnecessarily in the office except as set forth below. During lunch and meal breaks, the face covering may be removed. The face covering

should be worn before and after eating during the break period. If you remove your face covering for any reason, it is important to wash your hands or use hand sanitizer immediately after removing it and then again before putting it back on. It is important that you do not share your face covering with others.

Your face covering should meet the CDC requirements outlined above. You can find more information at www.cdc.gov. Your face covering must be appropriate for the workplace and be free of offensive images and/or words.

It is important that you properly maintain and clean your face covering regularly because one must be worn everyday while in the office. Disposable face coverings should not be discarded in the office before leaving for the day. Face coverings should not be left in the office after hours. It is important to continue wearing the face covering on the elevator and until you exit the building.

How to properly put on and take off my face covering?

- Wash your hands or use hand sanitizer before you put the face covering on and after you take it off.
- When you put on the face covering, make sure it covers your nose and mouth. There should not be gaps between your face and the face covering.
- While wearing the face covering, avoid touching it. If you need to adjust the face covering while wearing it, wash your hands or use hand sanitizer prior to doing so and immediately afterwards.
- To remove the face covering, take it off by handling the ties or straps (do not touch the front of the face covering). Be careful not to touch your eyes, nose and mouth when removing the face covering.
- Reusable cloth face coverings should be laundered in the washing machine and may be washed with other clothes items.

What do I do if I have forgotten my face covering?

If you forget your face covering, please immediately contact Grace Jones or Kellie Walker for further instruction. You should not access our GLAR office space without a face covering. Upon receiving instruction from your office manager or designated individual, you will be directed on how to obtain a disposable face covering for the day; however, if you repeatedly forget your face covering, you will be sent home to retrieve your face covering before accessing GLAR office space.

Medical Exceptions

If you have a medical need that may interfere with or prevents you from wearing a face covering, please contact Lynda Fernandez prior to returning to work or entering GLAR office space to discuss possible accommodations under the Americans with Disabilities Act (ADA). Written justification may be required.

Non-Medical Exceptions

Other objections to wearing a face covering will be evaluated on a case-by-case basis with appropriate consideration given to any accommodation required by federal, state, or local laws or regulations. You must contact Lynda Fernandez to discuss any non-medical exceptions several days before entering our GLAR office space.

Requirements

Both fully vaccinated and non-vaccinated employees may remove their face covering if they are alone in their assigned private office and at least six feet away from other individuals. If individuals are alone in an enclosed office space and at least six feet away from other individuals, the office door need not be shut in order for the individuals to remove their face coverings.

Non-vaccinated employees whose assigned private workspace is not an enclosed office are required to wear a face covering while in their workspace.

All employees and others are required to wear face coverings whenever they leave their assigned private workspace and enter any common area within the office except as described in this Policy related to gatherings.

Employees and visitors may remove their face covering when in an outdoor space attached to an office, such as the outdoor patio areas in some offices, so long as they maintain appropriate social distancing.

Fully Vaccinated individuals

Fully vaccinated employees whose assigned private workspace is not an office may remove their face covering while seated at their assigned private workspace, provided they are at least six feet away from other individuals. If another employee approaches the workspace, both employees should have their face covering on.

Fully vaccinated employees may remove their face covering during small, informal meetings within an assigned office if attendees are comfortable doing so and physical distancing can be maintained with those outside the enclosed area.

Formal Meetings and Gatherings

Gatherings will be permitted within the office. Fully vaccinated individuals attending an in-person meeting in an enclosed space can be with other individuals without wearing face coverings. Non-vaccinated individuals attending gatherings are required to wear a face covering except while actively eating or drinking or as otherwise described in this Policy. Boxed lunches may be provided but non-prepackaged food options should generally be avoided. Any internal GLAR meeting

should provide for remote attendance for individuals unable to attend in-person or for those uncomfortable doing so due to face covering requirements.

Non-vaccinated employees and/or business invitees meeting in an enclosed conference or meeting room may remove their face coverings if, and only if: (1) all persons in the enclosed space are able to maintain appropriate social distancing; and (2) wearing face coverings would frustrate an important purpose of the meeting (e.g., the need to see a witness' face during a deposition or the inability to be heard and understood in a socially distanced meeting). If, at any time, the important purpose of the meeting would not be frustrated by wearing a face covering, all employees and business invitees must wear their face coverings.

Employees are discouraged from using GLAR office space for external, non-work-related meetings unless the meeting serves an important business interest or function. All visitors will be asked to abide by GLAR's Face Covering Policy.

Enforcement

Office Directors will be provided information as to which employees are authorized not to wear a face covering. Individuals who decline to wear a face covering as outlined in the policy without authorization will not be permitted to work and may be disciplined.

This policy may be changed by GLAR at any time.

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