

## **GK's Corporate Office Coronavirus (COVID-19) Visitor's Policy:**

At Goldrich Kest, we believe in taking a proactive approach to help protect the health, well-being and safety of our employees, customers and partners. During these times, we are facing uncharted territory and as part of our efforts towards protection, we've implemented operational changes related to Coronavirus (COVID-19). The health, well-being and safety of our employees, customers and partners remains our top priority.

GK has adopted policies designed to help prevent the spread of respiratory diseases like COVID-19, including proactive measures recommended by the Centers for Disease Control and Prevention (CDC). To comply with the social distancing recommendations of medical experts, our office will continue to remain closed to visitors unless they have a scheduled appointment. Associates will be available by phone or email during the business hours of 8:00am to 4:30pm.

Visitors to the corporate office are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.

Visitors are instructed that they must wear cloth face coverings during their visit. This applies to all adults and to children over the age of 2. Visitors arriving at the office with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.

Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement.

To the extent possible, movement of visitors to the office is limited to designated areas such as the reception or lobby area, customer service area, and conference or meeting rooms; restroom use is prohibited. Deliveries and delivery personnel will be kept to the front lobby only. Delivery personnel are required to wear face covers while in the office.

Contactless payment systems are in place as payments can be made through the online [payment portal](#). Learn more about online payment options by visiting your property website. In addition, payments can be made in the drop box at our corporate office.

### **For Scheduled Appointments:**

- Entrance to the building is through the visitor entrance only.
- Please be prepared to answer symptom questions at the Reception desk as you will be checked upon arrival.
- If you answer "YES" to any of the below symptoms, please stay home as you will not be allowed to enter the building.
  - Fever (100.5 degrees or higher)
  - Cough
  - Shortness of breath

Once you are in the office:

- Face coverings are mandatory.
- Sanitizing stations are placed around the office to provide sanitizing supplies for your convenience.
- Social distancing, keep six feet apart, limiting close contact with people.
- Follow posted signs, arrows and directions/instructions around the office.