

Covid-19 Safety Protocol for GCI Inspections and Testing

The safety and well-being of our employees, clients, and property occupants is our top priority. To continue providing essential inspection and testing services to our clients, and to maintain the safety of our employees and those with whom they may interact, **we have implemented the following protocols:**

- Employees with CDC-designated symptoms including fever, cough, shortness of breath, etc. will not perform inspections until medically cleared.
- Project supervisors/managers will check-in with their teams daily to assess each inspector's general health condition.
- Each morning, before inspections begin, every inspector will take and record their body temperature with a thermometer. If running a fever, the employee will not perform inspections.
- Prior to entering a Unit or inspection area, the inspector will review our Safety Protocol with any property occupants. We will also question whether any occupants are displaying CDC-designated symptoms or could be considered infectious under CDC guidelines, and if so, we will not conduct the inspection.
- Only one inspector will enter each individual Unit or inspection area, unless special arrangements are made previously for two inspectors.
- Inspectors will maintain proper physical distance of at least 6 feet of separation with other employees, clients and property occupants.
- Inspectors will be equipped with shoe covers, fabric masks/facial coverings, and gloves, to be properly worn at all times during inspection of each Unit or inspection area.
 - Fabric masks shall be replaced at the end of each inspection day, or more frequently as necessary. See this link for CDC guidelines as to use of fabric masks:
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html
- Upon exiting each Unit or inspection area, the inspector will properly remove and dispose of shoe covers. Next, the inspector will properly remove and dispose of gloves - see attached illustration for proper removal and disposal of gloves. As included in the illustration, upon removal of gloves, inspectors will wash their hands with soap and water for at least 20 seconds or use an alcohol-based sanitizer if soap and water are not available.
- Between inspections of each Unit or inspection area, and at the end of each inspection day, the inspector will spray and clean all tools and equipment with surface cleaner and clean wipes.
- Appropriately marked and sealable bags will be used for disposal of all shoe covers, gloves, wipes, etc. These bags will be sealed and not brought into Units or inspection areas.
- The property occupant should open all window treatments prior to inspection and move any items obstructing access for inspection. Any inaccessible openings will not be inspected.

Covid-19 Safety Protocol for GCI Inspections and Testing

- Inspectors will avoid touching eyes, nose and mouth.
- Inspectors will cover coughs or sneezes with a tissue, and then properly dispose of the tissue outside of the Unit or inspection area. If a tissue is not available, they will cough or sneeze into their upper sleeve/ elbow, not their hands.
- Physical distancing protocol shall be maintained during all breaks and transit between Units or inspection areas.

We appreciate your assistance in helping us to maintain safe inspections and conditions. If you have questions or concerns about this protocol, please contact [Janice Hoffman](#) or [Estrella Viniachi](#) at 877.740.9990.

How to Remove Gloves

To protect yourself, use the following steps to take off gloves:



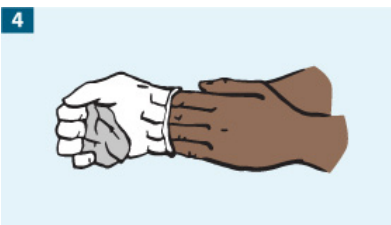
Grasp the outside of one glove at the wrist. Do not touch your bare skin.



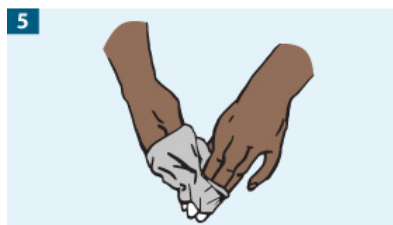
Peel the glove away from your body, pulling it inside out.



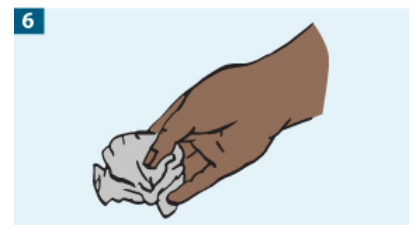
Hold the glove you just removed in your gloved hand.



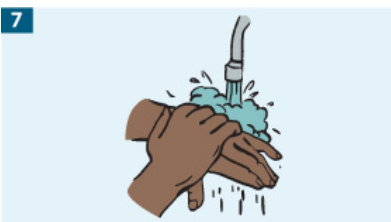
Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.