

Amended Temporary Infectious Disease Control Policy

Texas REALTORS® (the “Association”) adopts this Amended Temporary Infectious Disease Control Policy effective January 7, 2022 which will remain in full effect until rescinded.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 and Compliance with Local and Federal Guidance

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. The Association will follow local COVID-19 conditions as [communicated by Austin Public Health](#) and guidance prescribed by the [U.S. Centers for Disease Control and Prevention](#). Specific guidance is attached as “Exhibit A”. This guidance may be changed from time to time as conditions change, and any updated guidance will be communicated to staff in a timely manner.

Preventing the Spread of Infection in the Workplace

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. Employees shall follow guidelines as prescribed in the Association's Return to Work Guidelines, attached as Exhibit A.

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 January 7, 2022 and will remain in effect until rescinded by the President & CEO.

Signed:

Travis Kessler
President & CEO

Date

Exhibit A

Stage	Office Status	Major Meetings	Vaccinated		Unvaccinated	
			Masks	Travel	Masks	Travel
1	OPEN - Staff in office w/ 3-2 hybrid for eligible and approved positions	In-person	Not Required	No Restrictions	Discretionary	No Restrictions
2	OPEN - Staff in office w/ 3-2 hybrid for eligible and approved positions	In-person	Not Required	No Restrictions	Discretionary	Masks required
3	OPEN - Staff in office w/ 3-2 hybrid for eligible and approved positions	In-person, virtual option	Encouraged in Common Areas	Allowed, follow local protocols	Required in common areas	Discretionary - Masks Required
4	OPEN - Staff in office w/ 3-2 hybrid for eligible and approved positions	In-person, virtual option - Health Protocols in place	Required in common areas	Discretionary - Masks Required	Required in common areas	Travel/meeting attendance only allowed with negative COVID test within 3 days of event attendance
5	LIMITED - Essential staff in office, others remote	In-person, virtual option - Health Protocols in place	Required in common areas	Discretionary - Masks Required	Required in common areas	Travel/meeting attendance only allowed with negative COVID test within 3 days of event attendance

*Proof of vaccination must be submitted

** Travel requirements apply to Austin-based staff as Stages are imposed locally

***A person is “fully vaccinated” two weeks after their second does 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.

Exhibit A

If you test positive for COVID-19	
Everyone, regardless of vaccine status:	<ul style="list-style-type: none"> Stay home for 5 days. If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house. Continue to wear a mask around others for 5 additional days. <p>If you have a fever, continue to stay home until your fever resolves.</p>
If you were exposed to someone with COVID-19	
<p>If you:</p> <p>Have been boosted, OR Completed both Moderna or Pfizer vaccines within 6 months, OR Completed the J&J vaccine within 2 months</p>	<ul style="list-style-type: none"> Wear a mask around others for 10 days. Test on day 5, if possible. <p>Isolation/quarantine not required, but if you develop symptoms get a test and stay home.</p>
<p>If you:</p> <p>Completed both Pfizer or Moderna vaccines over 6 months ago and are not boosted, OR Completed the J&J vaccine over 2 months ago and are not boosted, OR Are unvaccinated</p>	<ul style="list-style-type: none"> Stay home for 5 days. After that continue to wear a mask around others for 5 additional days. If you can't quarantine you must wear a mask for 10 days. Test on day 5 if possible. <p>If you develop symptoms get a test and stay home</p>

Please note, these guidelines are not able to envision every scenario. Please speak with your supervisor to determine what steps you should take if you have any questions.