

# COVID-19 Re-Opening Plan for Heritage Todd Creek



This reopening plan for Heritage Todd Creek is based on the current guidelines for General Public and Businesses reacting to COVID-19. Best practices and recommendations from Tri-County Health Department, the Colorado Health Department, and state/national government orders will be adhered to. Because the situation is constantly changing, the data will be monitored regularly, and Heritage Todd Creek's plan will be updated as necessary.

RISK LEVEL	Procedure
<p style="text-align: center;"><b>HIGH RISK- RED</b> <b>URGENT PHASE</b></p>	<p><b>Office Staff and Work Space:</b> All offices closed to residents and non-essential employees, office will be closed to all high-risk employees. Make every possible effort to enable working from home as a first option; where not possible, comply with physical distancing and hygiene guidelines. Eliminate unnecessary travel and cancel or postpone in-person meetings conferences, workshops, and training sessions. Require employees to self-quarantine for 14 days, if symptomatic, exposed and/or when returning from high-risk areas. All employee meetings will be held via teleconference or video conference.</p> <p><b>Work Stations and Common Areas:</b> All areas of office will be cleaned and sanitized.</p> <p><b>Board and Committees:</b> All meetings will be held via teleconference or video conference.</p> <p><b>Lifestyle events and Communication:</b> All events will be postponed or canceled. Implement virtual activities and entertainment for residents. Increase communications to weekly or more.</p> <p><b>Resident Interaction:</b> All contact will be via telephone, email or video conference only. When employees are working outside of home office – wear face coverings, wash hands and take extra precautions to stay safe.</p> <p><b>Vendors:</b> Onsite work will be permitted as long as they are adhering to social distancing and wearing masks.</p>

RISK LEVEL	Procedure
<p style="text-align: center;"><b>MODERATE RISK- ORANGE</b> STABILIZATION PHASE</p>	<p><b>Office Employees:</b> This phase will include identifying those roles that can work effectively from home and implementing a staff rotation schedule that would allow half of office staff to work from home. Team members will be wearing facemasks when interacting with residents and team members. In addition, implementing increased cleaning regimes of high-touch areas and monitor employees for symptoms and wellbeing. Continue to rely on virtual interactions. Plexiglas will be installed at the front desk. Hand sanitizer will be out in several locations.</p> <p><b>Work stations and office:</b> Safely distance staff in work stations, use of face masks and increased cleaning regimes of high-touch areas and monitor employees for symptoms and wellbeing.</p> <p><b>Board and Committee Meetings:</b> Continue to hold all board and committee through teleconference or video conference unless social distancing can apply with no more than 6 people.</p> <p><b>Lifestyle Events and Programing:</b> All events will be postponed or canceled. Implement virtual activities and entertainment for residents. Increase communications to weekly or more.</p> <p><b>Resident Interaction:</b> All resident interactions will be via telephone, email or video conference. Resident drop-in interactions will not be permitted during the moderate risk phase. Staff will wear facemasks while out on property – we will have some available that they can use (and take with them).</p> <p><b>Vendors:</b> Will be permitted as long as they are adhering to social distancing and wearing masks.</p> <p><b>Other:</b> Be prepared to implement “RED” Phase again if we have another major outbreak. Just as important as a “ramp-up” plan for re-opening, to have a “ramp-down”, in the event of a second wave of infection/virus occurs. Historically this has occurred with other pandemics as guidelines are relaxed.</p>

RISK LEVEL	Procedure
<p><b>LOW RISK - YELLOW</b> STABILIZATION PHASE</p>	<p><b>Office Employees:</b> Non-high risk employees will return to offices at least two days a week (minimize face-to-face contact, assign tasks that allow them to maintain 6-foot distance from other employees, implement flexible work hours or staggered shifts) via staff rotation schedule that would allow half of office staff to work from home.</p> <p><b>Work stations and office:</b> Safely distance staff in work stations, use of face masks and increased cleaning regimes of high-touch areas and monitor employees for symptoms and wellbeing.</p> <p><b>Board and Committee Meetings:</b> Continue to hold all board and committee through teleconference or video conference unless social distancing can apply with no more than 6 people.</p> <p><b>Lifestyle and Communications:</b> Continue to increase communications with residents via virtual, implement more onsite activities (following state and local guidelines) such as food trucks, drive by events, physical distancing.</p> <p><b>Resident Interaction:</b> Continue to communicate via telephone, email or video conference but allow scheduled appointments with site staff using physical distancing guidelines.</p> <p><b>Clubhouse:</b> Re-opening of the clubhouse for residents with scheduled activities with specific guidelines following Tri-County Health/Colorado Dept. of Health/government orders and recommendations. Guests will not be permitted in the clubhouse. Residents will sign in at the front desk attesting that they are feeling symptom free. Signage will be posted.</p> <p><b>Recreational Facilities:</b> Tennis Court, Pickle Ball Court, fitness facility and Indoor/Outdoor Pools will open following all guidelines posted. Facilities can be shut down at any time for improper use for the safety of the community. No guests or children will be permitted. All facilities will open on a reservation only basis to maintain physical distancing guidance. All reservations are no longer than 2 hours with a ½ hour in between every reservation for sanitizing of all furniture, equipment, and locker rooms. No more than 2 reservations can be made by each resident in one week for the same facility. This may be adjusted depending on the needs of the community. Reservations will be made online through the HTC website or by calling the front desk. Signage will be posted at all facilities.</p>

RISK LEVEL	Procedure
<p style="text-align: center;"><b>NORMAL RISK- GREEN</b> RECOVERY PHASE</p>	<p><b>Office Employees:</b> Fully open and operating under more strict hygiene and cleaning regimen. Monitoring health of workforce and residents. Following continued guidance from the county. Group limitations still required within the office. Expanded and/or normal hours (all at once or scaled, determined by need/best practices situationally).</p> <p><b>Resident Interaction:</b> Encourage residents to make appointments when visiting office. Additional precautions for staff and residents.</p> <p><b>Work Space:</b> More strict hygiene and cleaning regimen.</p> <p><b>Board and Committees:</b> In person board meetings may resume following all physical distancing guidelines. Videoconferencing is recommended for an alternative.</p> <p><b>Lifestyle and Communications:</b> Continue to follow health department and Adams County to see if guidelines change and adjust accordingly.</p> <p><b>Clubhouse, Tennis/Pickle Ball Courts and Pools:</b> Residents only until a safe time can be determined.</p>