

APPENDIX A: SOCIAL DISTANCING PROTOCOL

Business Name: Dunfee Real Estate Services, Inc. dba Mike Dunfee Group

Business Address: 525 E. Seaside Way #101A

Approximate gross square footage of space open to the public:

Type of Businesses: Retail Non-Retail

BUSINESSES MUST IMPLEMENT ALL APPLICABLE MEASURES LISTED BELOW AND BE PREPARED TO EXPLAIN WHY ANY MEASURE THAT IS NOT IMPLEMENTED IS INAPPLICABLE TO THE BUSINESS.

SIGNAGE

- Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

MEASURES TO PROTECT EMPLOYEE HEALTH (check all that apply to the facility):

- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the work space.
- All desks or individual work stations are separated by at least six (6) feet.
- Physical space between employees and customers increased (e.g. drive through, partitions, plexiglass at point of sale locations)
- Where possible, employees who can carry out their work duties from home have been directed to do so.
- Flexible meetings (e.g. teleconferencing or video conferencing).
- Flexible travel options (e.g. postpone non-essential meetings or events).
- Flexible work hours (e.g. staggered shifts).
- Delivering services remotely (e.g. phone, video, or web).
- Break rooms, bathrooms, and other common areas are being disinfected frequently, and stocked with necessary hygiene supplies on the following schedule:
 - Break rooms:
 - Bathrooms:
 - Other:
- Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s): In central office area on top of file cabinets.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): In central office area on top of file cabinets.

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- Soap and water are available to all employees at the following location(s):
- Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- Copies of this Protocol have been distributed to all employees.
- Require that employees and contracted workers whose duties require close contact with other employees and/or the public wear Face Coverings.

NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. social distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people).

- Require use of Face Coverings and gloves and/or frequent handwashing for interaction with customers, food preparation, and food delivery.
- Optional - Describe other measures:
See Mike Dunfee Group Additional COVI-19 Proceedures Addendum.

MEASURES TO PREVENT CROWDS FROM GATHERING (check all that apply to the facility):

- Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times. Number of customers allowed in the store at one time:

As a general rule, the number of people allow int facility at one time should be fifty percent (50%) of allowed occupancy, or otherwise adjusted to easily maintain a minimum six-foot distance depending on the size of the facility.
- Post an employee or security at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
- Explain: No more than one household to view a property at one time.
- Optional—Describe other measures
No more than 3 people in the office area at one time.

MEASURES TO KEEP PEOPLE AT LEAST SIX (6) FEET APART (check all that apply to the facility):

- Placing signs outside the store reminding people to be at least six (6) feet apart, including when in line.
- Placing tape or other markings at least six (6) feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.

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- All employees have been instructed to maintain at least six (6) feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Deliver products to customers through curbside pickup or delivery.
- Establish operating hours to better serve vulnerable populations and ensure adequate time to restock stores.
- Optional—Describe other measures:
No more than 3 people in office at one time. See Mike Dunfee Group COVID-19 Addendum

MEASURES TO PREVENT UNNECESSARY CONTACT (check all that apply to the facility):

- Preventing people from self-serving any items that are food-related.
 - Lids for cups and food-bar type items are provided by staff; not to customers to grab. Bulk-item food bins are not available for customer self-service use.
 - Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:
- Optional—Describe other measures:
Electronic payments received and made when possible.

MEASURES TO INCREASE SANITIZATION (check all that apply to the facility):

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where there is high-frequency employee interaction with members of the public (e.g. cashiers).
- Providing for disinfecting all payment portals, pens, and styluses after each use.
- Employee(s) assigned to disinfect all high-touch surfaces frequently.
- Employee(s) assigned to disinfect carts and baskets between uses.
- Optional—Describe other measures:
See Mike Dunfee Group Additional COVID-19 Procedures Addendum.

** Any additional measures not included here should be listed on separate pages should be attached to this document.*

You may contact the following person with any questions or comments about this protocol:

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