Grady Management, Inc.

EQUAL HOUSING OPPORTUNITY

GMI Operations Policy Manual
Section 11 – Pandemic Illness Policy
Version: July 2025

Statement
A pandemic is a global outbreak of a new infectious disease. Grady Management, Inc. has established strategies to prevent illness and mitigate the impacts of a pandemic to protect the health and well-being of all individuals who live and work at our properties.

Standard

- Each property will:
- Plan for the impact of a pandemic in the workplace and community.
- Implement workplace controls to minimize the spread of illness.
- Follow all guidelines issued by federal, state, and/or local public health agencies to manage an identified outbreak.
- Associates must keep all medical information about coworkers and residents confidential. Any discussion of such matters must be relevant to the operation of the property and limited to those with a need to know.
- To minimize the spread of the illness, associates should understand basic facts about how many infectious diseases can spread. For example:
- When infected people cough, sneeze, or talk, droplets carrying the illness disperse into the surrounding air and come into contact with other people and objects.
- Avoiding physical contact with infected people minimizes transmission.
- People pick up illnesses by touching their hands to their nose, mouth, or eyes after touching contaminated objects.

Procedure
Preparation:

- Review the pandemic action plan for the property.
- Ensure the **Emergency Contact List** is up to date and easily accessible.
  GMI Connect Form Link: Emergency Contact List Form

Work Practice Controls:

- Provide resources for a work environment that promotes personal hygiene:
- Make tissues, soap, and hand sanitizers available.
- Provide no-touch trash cans.
- Provide disinfectant/disposable towels for associates to clean work surfaces.
- Employees are encouraged to obtain a seasonal flu vaccine (or other applicable vaccine).
- Ensure that your office has the current contact information for local health authorities included with your **Emergency Contact Information Sheet**.
- Refer to OSHA's **How to Protect Yourself in the Workplace During a Pandemic** for additional recommendations.
- Ensure personal protective equipment (PPE) is on hand and used.
- Regularly disinfect frequently used surfaces (e.g., leasing office desks, doorknobs, filing cabinets, business center computers, fitness center equipment, laundry machines).

Workplace Protection During a Pandemic:

- Follow basic hygiene and social-distancing precautions:
- Stay home if you are ill
- Wash your hands frequently with soap and water. Wash for at least 20 seconds. If water is not available, use a hand sanitizer with at least 60% alcohol.
- Always wash your hands after blowing your nose, touching another person, or removing gloves.
- Cover your mouth with tissues when coughing or sneezing. Dispose of used tissues in a no-touch trash bin, and then wash your hands immediately.
- Avoid touching your mouth, nose, and eyes as much as possible.
- Avoid shaking hands.
- Clean surfaces that you touch frequently (phones, computers, desks, doorknobs) using a disinfectant spray or wipe.
- Avoid using coworkers' desks, phones, and equipment.
- Stay at least six feet away from coworkers, customers, and others.
- Whenever possible, substitute face-to-face meetings for email and teleconferences.
- Stay tuned to announcements and guidance from the CDC and local authorities.

Management of the Property During a Pandemic:

- Work with the Regional Manager to prepare a resident letter detailing illness-prevention precautions. If applicable, include information on staffing reductions or office closures.
- Prioritize essential tasks (emergencies, rent deposits, turns, etc.) if you are working with limited staff.
- If a resident is confirmed to have contracted an illness, work with your Regional Manager to consult with the CDC to determine appropriate measures and communicate with residents accordingly.
- If it is necessary to discuss an associate's or resident's medical condition with certain individuals, conduct the conversation in a private so it will not be overheard.

Questions from the Media

- If you are contacted or approached by the media, be courteous and professional.
- Say, "We appreciate your call. It is wise for everyone to remain current and follow the most recent guidance provided by health officials. That is why we request that you direct your questions to the local Health Department, or the CDC, who are on top of this situation."
- Immediately notify your supervisor about the inquiry.

Resources

Related Links

- Flu, Centers for Disease Control and Prevention
- Guidance on Preparing Workplaces for an Influenza Pandemic - Occupational Safety and Health Administration
- CDC – Pandemic Influenza
- CDC Business Pandemic Influenza Planning Checklist

Related Easy LMS Courses

- SFTY21_WS10 Workplace Safety: Pandemic Preparedness (**Maintenance & Safety Readiness)**
- SFTY21_WS11 Workplace Safety: Pandemic Preparedness