



HERITAGE

PROPERTY MANAGEMENT SERVICES INC

As cities and states across the country begin the process of reopening following mass shutdowns in the wake of the Covid-19 pandemic, Heritage has reviewed federal, state, and local guidelines to help generate a guide as to what the reopening process may resemble and what steps you might wish to take.

PLEASE NOTE:

This information is based on the most up-to-date data as of 5/15/2020, and does not constitute a legal advisory or any official recommendation of action(s) from Heritage Property Management Services, Inc. The attached guide is simply meant to provide talking points and possible actions that communities might choose to take.

High Risk

1	2	3	4	5	6	7	8	9	10
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- Minimize face-to-face interactions.
- Essential interactions in groups up to **10**.
- Management operates virtually.
- All meetings should be held virtually if possible or postponed until a later date, including annual meetings.
- Wear face coverings at all times in common areas and follow CDC hygiene guidelines (hand washing, etc.).
- Eliminate unnecessary travel and leave home infrequently. Stay **6 Feet away** from others when outside the home.
- **All amenities should be kept closed & remain closed (until further notice).**

Phase I

Moderate Risk

1	2	3	4	5	6	7	8	9	10
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- Minimize face-to-face interactions.
- Essential interactions in groups up to **10**.
- Management operates virtually.
- All meetings should be held virtually if possible or postponed until a later date, including annual meetings.
- Wear face coverings in all common areas and follow CDC hygiene guidelines (hand washing, etc.)
- Eliminate unnecessary travel and leave home infrequently.
- **Stay 6 Feet away** from others when outside the home.
- Amenities could reopen **but only after seeking consent from the Association Legal Counsel. It might be strongly advised to keep them closed.**

Phase II

Mild Risk

1	2	3	4	5	6	7	8	9	10
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- Begin operating Essential interactions (**groups of 10**)
- Management operates virtually.
- Wear face coverings in all common areas for interactions that take place within a **6 Feet distance**.
- Adhere to CDC hygiene guidelines (hand washing, etc.) and distancing guidelines as directed.
- Limit unnecessary travel.
- All meetings should be held virtually if possible or postponed until a later date, including annual meetings.
- **Amenities – same procedure as mentioned in High Phase I**

Phase III

Normal Risk

1	2	3	4	5	6	7	8	9	10
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- Certifications may be encouraged at this phase for Common Areas and may have to be displayed in view to the public.
- Continue to practice good hygiene (handwashing, cough & sneezing etiquette, etc.)
- Begin typical operations and practices without major restriction.
- Continue to practice current social distancing guidelines.
- Meetings can and should continue to be held virtually.
- Please Continue to monitor the CDC website for up to date information. <https://www.cdc.gov/>

WHAT TO CONSIDER WHEN REOPENING AMENITIES DURING COVID-19

The information and resources provided in this document are not official legal advisories and are meant as a reference for safe practice options during the Covid-19 pandemic. The Association should always seek legal counsel from their attorney prior to making any decisions regarding rules or recommendations.

Insurance

- We strongly recommend that each board contact their insurance agent to discuss the insurance coverage currently being held by the association.
- Many policies include provisions **excluding viruses and infectious disease**. Exclusions may mean that any lawsuit or claim made against the association for contracting the **novel coronavirus will not be covered** by insurance and may result in legal fees and expenses paid directly out of the association's account or by board members personally.
- Consequently, the association may risk insurance cancellations. We want all of our clients to make an informed decision based on their insurance agent's recommendation and guidance from their legal counsel.

Legal Counsel

- It is highly recommended to discuss all risks associated with opening your amenities with your legal counsel.
- All risks associated to opening a pool and other amenities need to be discussed so the proper signage is posted and local, county and state mandates are being followed and communicated effectively to residents within the community.
Governor Kemp's 05.12.20.02 Executive Order which can be found via link below:



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- With the government mandates in place, legal counsel will help you determine whether you have the resources in place to navigate these unprecedented waters.

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Fitness Centers

- Current orders from the Governor regarding social distancing as well as standards for cleaning means that at this time, the general recommendation would be to keep fitness centers closed until 05/31/2020. Governor Kemp's 05.12.20.02 Executive Order which can be found via link below:



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Pools

- Contact your local county and or the GDPH (Georgia Department of Public Health – link below):



GEORGIA DEPARTMENT *of*
PUBLIC HEALTH

- The CDC guidelines for aquatic venues can be found via link below:



CENTERS FOR DISEASE
CONTROL AND PREVENTION

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Tennis Courts

- The USTA has created a guide that includes recommendations for both tennis facilities and players. Please consult the guide via link below:



Basketball Courts, Playgrounds, Etc.

- While the Governor's current orders remain in effect in regard to cleaning standards and social distancing requirements, amenities such as basketball courts or playgrounds would be advised to remain closed. If your community chooses to open these or any other similar amenities, we recommend speaking with the attorney of record for your Association to create "use at your own risk" signage with approved verbiage to post at these amenities.