

Executive — T I T L E —

COVID- 19 Preparedness Plan

COVID-19 Preparedness Plan for Executive Title

Executive Title is committed to providing a safe and healthy workplace for all our employees and clients. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among employees. Only through this cooperative effort can we establish and maintain the safety and health of our employees. Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. Executive Title supervisors have our full support in enforcing the provisions of this policy. Our employees are our most important assets. We are serious about safety and health and keeping our employees working at Executive Title. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by providing the necessary Personal Protective Equipment (PPE), Disinfectant, Sanitizer, and training. Our Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) guidelines standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employee' health status before entering the workplace and for employees to report when they are sick or experiencing symptoms.

Executive Title has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household, and other policies addressing these situations. Those with underlying medical conditions or who have household members with underlying health conditions should discuss necessary accommodations with HR.

Executive Title has also implemented a policy for tracking and informing workers if they have been exposed to a known person with COVID-19 at their workplace and requiring employees to quarantine for the required amount of time. See attached Minnesota Department of Health guidance: "COVID-19 and When to Return to Work."

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

Social distancing

Social distancing is being implemented at Executive Title through the following engineering and administrative controls:

- Employees that can work from home, are.
- Table dividers/shield protectors have been installed in conference rooms.
- We ask that only signers attend closings.
- Executive Title has implemented alternative closing options that include; Curbside Closing, Clients may remain in their vehicle at all times, Mail Away closing through UPS, Mobile Closing so that client doesn't have to leave their home, Electronic/RON closing (if lender allows)
- Facial coverings are recommended by the MDH for all visitors and employees.
- Executive Title locations have a touch-free thermometer available.
- Visitors should exercise caution regarding contact with shared amenities. Assume such has not been sanitized. Wash your hands or use hand sanitizer if you do come into contact with shared amenities.
- It is the responsibility of visitors and employees to adhere to the social distancing guidelines.
- Visitors are required to follow MDH Stay Safe MN Guidance <https://staysafe.mn.gov/individuals-families/index.jsp>
- Visitors should not arrive more than 10 minutes before their scheduled closing and leave within 5 minutes of the end of their closing.
- Executive Title retains contact information for scheduled visitors, including phone numbers and addresses making it easier to quickly identify contacts should we be aware of a COVID-19 positive test. This list will be turned over on-demand of City/State Management

Handwashing

Basic infection prevention measures are being implemented at our offices at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be requested to wash their hands, use hand-sanitizer will be provided prior to, or immediately upon entering an office. Executive Title has public hand sanitizer in all offices, and there will be additional hand sanitizer available for staff (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees' and visitors. These posters will be provided electronically to all staff, along with posting in offices. Facial coverings

are strongly recommended for all visitors and for staff. Staff will be provided with cloth facial coverings, as well as surgical-type masks will be available. There will be disposable masks available to visitors.

Housekeeping-Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunchrooms, closing rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, copy machines, etc.

- Full and part-time staff will conduct hourly cleaning of all high touch areas
- Weekly/daily cleaners for offices depending on location
- Weekly our offices undergo germicidal ultraviolet lamp technology cleaning. This UV light cleaning is medical grade and inactivates the DNA and RNA of microorganisms (such as bacteria, viruses, mold spores, yeast, and protozoa), rendering them "sterile" (unable to reproduce), which, in biological terms, results in a "dead" microorganism.

Communications and Training

This Preparedness Plan was updated and communicated via email to all workers on July 16, 2020, and necessary training was provided. Additional communication and training will be ongoing in-person and writing and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by following the State of MN and CDC Guidance and constant communication with user groups. Management and workers are to work through this new program together and update the training, as necessary. This Preparedness Plan has been certified by Executive Title and will continue be updated as necessary.

Certified by:

Laura Knowles

Vice President
Executive Title

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

<https://www.cdc.gov/coronavirus/2019-nCoV/>

<https://www.health.state.mn.us/diseases/coronavirus/index.html>

<https://www.osha.gov/>

<http://www.dli.mn.gov/>

Employees exhibiting signs and symptoms of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.health.state.mn.us/diseases/coronavirus/basics.html>

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

Handwashing

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

<https://www.cdc.gov/handwashing/index.html>

<https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>

Respiratory etiquette: Cover your cough or sneeze

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.health.state.mn.us/diseases/coronavirus/prevention.html>

https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.health.state.mn.us/diseases/coronavirus/businesses.html>

Housekeeping

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Training

<https://www.health.state.mn.us/diseases/coronavirus/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

Insert Pages:

Hand Washing Page

Visitor and Employee Health Screening Checklist

Covid-19 Closing Options



**CLEAN
HANDS KEEP
YOU HEALTHY.**

Wash your hands with soap
and water for at least

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



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www.cdc.gov/handwashing



VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

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Covid-19 Closing Options Your Health and Safety is our Priority

We care about the health and safety of our clients and our employees. We understand that this time in our history is unique and we want to continue to provide our clients with the highest level of service for their closings. Just like each of our client's levels of concern vary, so do our closer's. Working together, we will come up with a closing solution that is conscientious and courteous of each other's boundaries and comfort. In addition to a classic closing setting, we have adopted other options to get the necessary paperwork signed so you can close on your loan.

Classic Closing (For purchase, refinance and seller-side closings.)

Join us around the closing table at one of our offices, behind a protective screen or without. We will celebrate with you 6 feet away!



Curbside Closing (For purchase, refinance and seller-side closings.)

Swing through our parking lot and stay in your car, we'll come out to you with all necessary items

Seller-Side Mail Away Closing (For seller-side closings.)

We will either email you the documents or if you don't have a printer we will UPS the documents. You will sign the documents in front of a notary then UPS them back to us with a pre-paid label.

For our clients who are immuno-compromised or with medical conditions, we have two options available on a case-by-case basis of which all parties, including lenders, will need to approve:

Mobile Notary Closing

For Refinance only.
We'll send someone to your home or office

Electronic Closing

Full Remote Online Closings or Hybrid may be available for Cash and Seller-Side transactions. You will need approval from your lender for Refinance and Purchase closings.