



SDS SMART DAILY SERVICES, LLC

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Coronavirus (COVID-19) company policy for SDS Smart Daily Services, LLC

Policy brief & purpose

This company policy includes the measures SDS Smart Daily Services, LLC is taking to mitigate the spread of the coronavirus. SDS is committed to following all these rules and the guidelines in place from CDC, Oregon Health Authority (OHA), and local counties diligently, to reduce the risk of infections of its customers, business partners, and itself.

This policy is subject to change based on new information and rules from CDC and Oregon Health Authority (OHA).

This policy outlines the required actions taken to protect SDS owner and employees, customers, and business partners from a potential Covid19 infection.

Mode of working during the different Covid19-phases:

To provide the best protection, services are provided remotely whenever possible. The availability of physical client meetings is dependent on the Covid19 phase:

- Portland metro area phase 0: Only remote services are provided
- Portland metro area phase 1: Services are still provided remotely. If a physical visit during the initiation process for a new client is required, a client meeting following the guidelines for social distancing will be held.
- Portland metro area phase 2: The preferred way of delivering the services is remote. Upon client request, a physical client meeting can be arranged, following the guidelines for social distancing.

Regular health monitoring and preventive measures:

- The Daily Money Manager ("Manager") is regularly monitored for any symptoms of Covid19. This includes daily temperature measurements. The measurements are saved in a phone app.
- If the Manager experiences any Covid19-symptoms, the Manager will remain in self-quarantine for the duration recommended by the OHA or until there is a negative Covid19 test result.
- The Manager is following all the guidance and for Covid19 prevention and the hygiene guidelines issued by OHA and CDC.
- If the Manager has been in close contact with someone infected by COVID-19, with high chances of being infected itself, the Manager will remain in self-quarantine for the duration recommended by the OHA.

Safety guidelines for client meetings:

- The Manager will contact the client prior to the meeting and ensure he/she is free from Covid19 symptoms.
- The Manager will wear a mask during the client meeting and requests that the client is also wearing a mask.
- Meetings will be held only in areas where a minimum distance of 6 ft can be maintained.
- Prior to entering the meeting area, the Manager will disinfect his/her hands.
- The Manager will have disinfectant available during the meeting to be used for disinfecting common work areas, pens, or any other shared items.

Agreement/Signature:

I, _____ have had the full opportunity to read and consider the contents of this policy.

Client signature: _____

Date: _____