



ASSOCIATE ACKNOWLEDGMENT OF COVID-19 PREVENTION PLAN (Company Offices – Phase One)

COVID-19, a novel form of the coronavirus, is highly contagious and can cause severe sickness and death. State and local authorities have placed various restrictions on the movement and interaction of people in order to mitigate the spread of the disease. As real estate activity expands, the Company's Associates will have an increasing need to access offices and staff support. The Company is committed to providing this assistance to agents, while working to mitigate health risks.

Limited Access to Company Offices

During the initial reopening phase of the Company's offices, the following general restrictions will be in place:

- No in-person classes or team meetings;
- No client meetings in office;
- Common areas/training room "closed";
- Kitchen areas closed;
- No coffee or tea may be prepared in the offices at this time; associates may bring their own drinks in disposable containers; please dispose of them properly;
- KW Associates and staff only in the office; no other family members;
- No after-hours classes and/or public events;
- Associates should continue to use videoconferencing or teleconferencing whenever possible for work-related meetings.

COVID-19 Prevention Practices for Associate Use of Company Offices

Associates who need to utilize the Company's office during the initial reopening phase must adhere the following requirements:

- ***Anyone who is currently afflicted with, or has knowingly, within the last 14 days, been in contact with someone afflicted with, COVID-19, is not to enter the office.***
- Anyone with COVID-19 related symptoms, including cough, shortness of breath, fever, chills, muscle pain, headache, sore throat or new loss of taste or smell, should not enter the office.
 - ***Associates should self-screen at home, including temperature checks.***

ASSOCIATE ACKNOWLEDGMENT OF COVID-19 PREVENTION STEPS (Company Offices – Phase One)

- Associates should seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face, and recognize that some individuals may be at higher risk for serious illness, such as older adults and those with chronic medical conditions.
- ***Associates and staff who do not feel well are to leave the office immediately.***
- Do not shake hands or engage in any unnecessary physical contact.
- Sneeze and cough into a cloth or tissue or, if not available, into your elbow.
- All individuals should regularly wash their hands or use hand sanitizer while in the Company's offices, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when individuals cannot get to a sink or handwashing station). If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Associates and staff should avoid using other employees' or associates' phones, desks, offices, or other work tools and equipment, when possible; if such use is unavoidable, clean and disinfect them before and after use.
- Associates are to clean and disinfect any surface that they touch before and after use.
- All individuals should practice social distancing with others (minimum 6 feet) while in the Company's offices; including at the front desk or at copy machines
 - Associates who share enclosed office space are to stagger use of the space unless they are cohabiting in the same household.
- All individuals are to wear face coverings while in the office. However,
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE);
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing;
 - Company employees and Associates should wash or sanitize hands before and after using or adjusting face coverings;
 - Avoid touching eyes, nose, and mouth;
 - Face coverings should be washed at least daily;
 - Face coverings must not be shared

The undersigned acknowledges that he/she has read, understands and will abide by the COVID-19 prevention steps described in this document and that failure to follow any of the steps described above may result in denial of use of Company offices.

Associate Signature

Date

Associate Print Name