2Life Communities Protocol: Safe Elevator Use – All Sites

<table>
<thead>
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<th>Policy Title:</th>
<th>Safe Elevator Use</th>
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<tr>
<td>Responsible Department(s):</td>
<td>Operations</td>
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<tr>
<td>Effective Date:</td>
<td>04/02/20</td>
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<td>Approved By:</td>
<td>2Life Protocol Team</td>
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I. PROTOCOL STATEMENT:
2Life Communities strives to ensure the safety of all our residents. This policy is designed to outline the appropriate and safe use of elevators.

II. SCOPE:
All residents, 2Life employees and essential personnel in the buildings.

III. IMMEDIATE ACTIONS:

IV. Only 1 person at a time is permitted in an elevator, unless a resident is being assisted by an aide or emergency responders.

V. In our continued mission to keep everyone safe and supplement our staff’s sanitizing efforts we will be placing Napkins/Tissues at all elevators for use when touching the elevator buttons.

VI. Supplies: Small Table, Napkin/Tissue Dispensers, Trash Can with Plastic Bag, Signage

VII. Set-Up for Outside of Elevators
- Place a small table with a napkin/tissue dispenser in front of each elevator or elevator bank.
- Place the attached sign above the call button panel and on each elevator door.

VIII. Set-Up for Inside of Elevators
- Place a small trash can under the button panel.
- Place a sign reminding users to throw napkins/tissues in trash cans.

IX. Housekeeping
- Restock napkins/tissues and empty trash cans throughout the day.
- Continue to have Housekeeping clean and disinfect elevator panels.