



**LAKE CUSHMAN MAINTENANCE COMPANY**  
*Homeowners Association for The Lake Cushman Development*  
3740 N Lake Cushman Road, Hoodspport, WA 98548-9711  
(360) 877-5233 FAX: (360) 877- 6713  
TOLL FREE: 1-888-777-6443

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## LAKE CUSHMAN MAINTENANCE COMPANY INTERIM EMERGENCY TELECOMMUTING POLICY

This policy is a temporary, emergency plan for employees who may be telecommuting to adhere to the COVID-19 outbreak guidelines recommended by the CDC, Governor Inslee and local government agencies.

For some positions within the Lake Cushman Maintenance Company ("The Company"), working away from the office, or telecommuting, may be possible. Due to the current circumstances, telecommuting is a necessity for some employees. If telecommuting is allowed for a position, it will last as long as it is appropriate for both the employee and the company.

The Company or its managers may terminate the telecommuting agreement or policy at its discretion. The Company will give employees advance notice if a decision is made to terminate a telecommuting agreement; however, advance notice is not required.

### Expectations

All employees are to maintain the same work schedule, days, and work hours, making sure you are available and accessible to your team members and Supervisor during regular business days and hours, regardless of work location.

### Determining Positions that are Appropriate for Telecommuting

In making decisions about which positions are appropriate to designate or approve for telecommuting, Company managers will analyze the duties of positions and how the work is performed.

### Work Area & Safety

Your work area should be set up and located in an area that is as free of distractions and other family members as possible, There should be no guests or friends during work hours. You are responsible for taking any precautions necessary to secure privileged information in the home and to prevent unauthorized access to any Company system from home, as well as to abide by all applicable safety and health regulations to ensure your working environment is safe. The remote workspace is considered an extension of the company workplace, and the designated space should be maintained in a safe condition and free from hazards to people and equipment.



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Additionally, the employee must follow all work-related injuries, accident reporting, and safety practices and policies. Failure on the employee’s part to practice safe workspace practice may result in denial of workers’ compensation should the employee sustain a work-related injury. The employee remains liable for damages to third persons and/or family members that occur on personal premises and properties.

The employee should adhere to the guidelines recommended by the CDC, Washington’s Governor and local authorities. These guidelines are fluid, and subject to change. The employee will be kept informed of any changes.

## Company Equipment

Any equipment that the Company provides to an employee as part of a telecommuting arrangement shall remain the property of the Company, and the Company will maintain that equipment. This equipment must be used for business purposes only. No personal data is to be stored on company equipment, and conversely, Company information is not be stored on personal equipment, computers, mobile devices, or storage devices. Depending on the circumstances, the employee may be responsible for any theft, damage, or loss of property belonging to the Company. Continue to follow all Company policies regarding computer use and not uploading of unauthorized software.

The following is a list of the Company equipment you will be permitted to take with you to use while telecommuting. Employees will return any Company-owned equipment the Company site location upon the termination of the telecommuting arrangement. The organization will not be liable for your costs, including, but not limited to, any investment in furniture or equipment for the designated workspace. Any costs covered by Company must have advanced approval by your Supervisor.

Computer  Power supply  Mouse  Cell phone  Printer  Keyboard  
 Monitor  Headset  Other: \_\_\_\_\_

The Company will not assume responsibility for the cost of personal equipment, repair, or service. The Company will not assume responsibility for operating costs, home maintenance, or other costs incurred by employees for the use of their homes as telecommuting work locations. The Company will provide office supplies limited to basic supplies taken from the workroom such as paper, pencils/pens, highlighters, post-it notes, paperclips and folders. Otherwise employees are expected to furnish their own office space and other supplies. The Company WILL reimburse employees for business-related long distance calls or faxes made from their personal telephone lines/cell phones.



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### Tracking Nonexempt Hours

Nonexempt, telecommuting employees are held to the scheduled hours tracking and overtime requirements of the Fair Labor Standards Act. All nonexempt personnel are to accurately record all work time promptly and accurately as a condition of continued participation in the telecommuting agreement. Your Supervisor must approve, in advance, any hours worked more than your regularly scheduled daily and weekly hours as outlined within local, state, and federal requirements.

If telecommuting is granted, the supervisor and the employee will work out the arrangement as it pertains to when an employee should check in for voice-mail and email messages, or attend meetings via conference call. Supervisors will communicate electronically or via telephone with employees. If it is necessary to transfer materials to the remote employee, materials will be placed in a tub and dropped off at the employee's home, with no personal interaction.

Certain employees may be asked to have a company phone line forwarded to their home phone. The details surrounding this will be approved by the employee's supervisor and the General Manager.

### At-Will Employer

This telecommuting arrangement does not change the basic terms and conditions of employment with the Company. Telecommuting agreement, unless explicitly stating otherwise in writing, does not alter or modify the current at-will employment relationship between the telecommuter and the Company. The Company reserves the right to change or revoke this telecommuting agreement at any time with or without notice at the Company's discretion. By signing below, you agree to all Companies requirements outlined within the telecommuting agreement.

By signing this application, I, the employee, would like to participate in the Company Telecommuting arrangement and do hereby agree to adhere to all applicable current and future guidelines and policies. I agree to inform my supervisor as quickly as possible should I become ill, have been exposed to anyone with a confirmed case of COVID-19 or to anyone displaying symptoms.

The Company concurs with employee participation and agrees to adhere to applicable policies and procedures.



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Due to the nature of the current crisis, the employee and supervisor will communicate with each other as quickly as possible if it becomes necessary for any reason to discontinue the telecommuting arrangement.

_____	_____
EMPLOYEE NAME (PRINTED)	DATE
_____	
EMPLOYEE SIGNATURE	
_____	_____
SUPERVISOR'S SIGNATURE	DATE