



## Memorandum

**Re: 2019 Novel Coronavirus**

**3/13/2020 Update\***

*Note: All information provided by the CDC and NYSDOL*



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### Management Response

Be advised, the Board, Ownership and Management are working closely to respond to and prepare for the current coronavirus outbreak. The following steps are being taken:

1. Management is actively following the CDC and NYS DOH for updates and prevention guidelines for prevention. Management will prepare and share updates, regarding the spread of the virus throughout the city, as information becomes available, via the CDC or NYS Dept. of Health.
2. Staff has been informed of the importance of a coordinated response to the virus. As such, preparedness meetings are being scheduled and response procedures prepared, to ensure the safety of all staff and residents.
3. Maintenance staff have been directed to disinfect *handrails, lobby doors, elevator controls, doorknobs, laundry rooms, staff areas and common areas*. We are requiring this procedure to be repeated at least three (3) times a day in every building throughout our portfolio.
4. Flyers are being prepared, to be posted throughout our properties to ensure maintenance and other building staff are aware of all precautionary steps and procedures.
5. Management has taken the proactive step of contacting the Union for their input, to ensure a unified coordinated effort.
6. Hand sanitization stations for lobbies have been ordered. Due to current high demand, we expect these to arrive within the next 2-3 weeks.
7. Prepared 1-page brief of the CDC's guidelines for household preparedness for distribution.

**Note:** *If there is a known case in your building, we will immediately follow the CDC protocol and keep you updated as best as we can.*

Since this situation is ongoing, with changes occurring daily, we strongly recommend you check the CDC and NYSDOH websites daily for updates.

For CDC Updates, go to [www.cdc.gov/coronavirus/2019-nCov](http://www.cdc.gov/coronavirus/2019-nCov)

For NYS Dept. of Health Updates, go to

<https://www.health.ny.gov/diseases/communicable/coronavirus/>



## CDC Interim Household Preparedness Guidelines

The Centers for Disease Control and Prevention (CDC) encourages household members to prepare for the possibility of a COVID-19 outbreak in their community.

- ✓ **Talk with the people who need to be included in your plan.** Meet with household members, frequent visitors and relatives to discuss what to do if COVID-19 Outbreak occurs in your household or community and identify the needs of each person *e.g. disability transportation, medication, etc.*
- ✓ **Plan ways to care for those who might be at greater risk for serious complications.** Based on (limited) available data, older adults or those with an existing underlying chronic medical condition *may be* at risk for more serious complications. If you or your household members are at increased risk, please consult with your health care provider for more information. CDC will recommend actions to help keep people at high risk for complications healthy if a COVID-19 outbreak occurs in your community.
- ✓ **Get to know your neighbors.** Talk with your neighbors about emergency planning. If your neighborhood has a website or social media page, consider joining it to maintain access to neighbors, information and resources.

**Since this situation is ongoing, with changes occurring daily, we strongly recommend you check the CDC and NYSDOH websites daily for updates.**

For CDC Updates, go to [www.cdc.gov/coronavirus/2019-nCov](http://www.cdc.gov/coronavirus/2019-nCov)

For NYS Dept. of Health Updates, go to

<https://www.health.ny.gov/diseases/communicable/coronavirus/>

- ✓ **Identify aid organizations in your community.**  
Create a list of local organizations you and your household can contact in the event you need access to information, health care services, support and resources. Consider including organizations that provide mental health or counseling services, food and other supplies.
- ✓ **Create an emergency contact list.** Ensure your household has a current list of emergency contacts for family, friends, neighbors, carpool drivers, health care providers, teachers, employers, the local public health department, and other community resources.
- ✓ **Choose a room in your home that can be used to separate sick household members from those who are healthy.**
- ✓ **Learn about emergency operations plan at your child's school or childcare facility**
- ✓ **Learn about your employer's emergency operations plan**
- ✓ **Practice every day preventive actions now. Remind all in your household to do the following:**
  - Avoid shaking hands
  - Wash your hands often with soap & water for at least 20 seconds. If these are not available, use an alcohol-based hand sanitizer.
  - Clean frequently touched surfaces and objects daily (*e.g., tables, countertops, light switches, doorknobs, and cabinet handles*) using a regular household detergent and water.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Clean and disinfect frequently touched objects and surfaces.
  - The CDC recommends facemasks be used by people who show symptoms of COVID-19 (*or other respiratory infections*) to help prevent the spread of the disease to others
- ✓ **During an outbreak in your community protect yourselves and others by:** Stay home from work, school and all activities (if you are sick with COVID-19 symptoms, which may include fever, cough and difficulty breathing. Limit contact with others as much as possible (at least by 6 feet). Use separate bathrooms, if possible.
- ✓ **Stay informed about the local COVID-19 situation.** Get up to date information about COVID19 related activity from public health officials, CDC or NYSDOH website.



## CORONAVIRUS PREVENTION PROCEDURES FOR BUILDING STAFF

Update: 3/5/2020

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Please be advised, to help prevent the further spread of this virus, Management has instituted the following procedures to be followed by all building and maintenance staff.

### DISINFECTING

Maintenance is directed to disinfect the following (at minimum 3x a day):

- Handrails
- Lobby doors
- Elevator Controls
- Doorknobs
- Laundry Rooms
- Staff Areas
- Commonly Used Bathrooms
- Locker Rooms (if applicable)
- Common Areas

### PERSONAL HYGIENE & PRECAUTIONS

- Avoid shaking hands
- Wash your hands often with soap & water for at least 20 seconds. If these are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick & Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- The CDC recommends facemasks be used by people who show symptoms of COVID-19) (or other respiratory infections) to help prevent the spread of the disease to others.

Inform your supervisor or the property manager immediately, if you feel symptomatic - symptoms include *fever, coughing, difficulty breathing and pneumonia*.

***The above recommendations have been provided by the CDC and NYS DOH. Management is monitoring CDC and NYSDOH websites for continued updates and guidance. This poster may be updated as more information becomes available.***