



To: Board Members
From: Charles H. Greenthal Management Corp.
Re: COVID-19 House Rules for Residential Buildings

As the P.A.U.S.E order sets to expire on May 28th, and the city edges closer to satisfying the criteria needed to open, we thought it would be helpful to offer our boards some guidance with respect to COVID-19 related changes to house rules. What follows is a list of suggested Covid-19 House Rules for cooperatives and condominiums to assist Boards in planning for the building's residents return to active lives.

When enacting Covid-19 House Rules, it is important to remember that buildings need to function while the Board and the residents exercise caution to avoid an increase in infections e.g. *continuing to practice social distancing and other safety precautions and incorporating them into the regular operation of the building*. Please see the following 2 sample recommended Covid-19 House Rules and feel free to use them in whole or in part based on the needs and desires of the Board and the residents.

Attached is a template for "Certificate of Resolution" to aid you with this process. Charles H. Greenthal Management Corp. will continue to monitor guidelines provided by the CDC and other agencies and will update you as additional information or recommendations become available.

To adopt this resolution, please refer to your governing documents and ensure you adhere to those guidelines.

CERTIFICATE OF RESOLUTION

The undersigned, Secretary of (name of your condo/coop here) (the "Cooperative"), a corporation duly organized and existing under the laws of the State of New York, and in accordance with the authority vested in me, do hereby certify that at a meeting of the Board of Directors of the Cooperative held on March 20, 2020, at which all of the managers were present, the following resolutions were adopted, and remain in full force and effect, as of the date hereof:

WHEREAS, on January 30, 2020, the World Health Organization designated the novel coronavirus, COVID-19, outbreak as a Public Health Emergency of International Concern;

WHEREAS, on January 31, 2020, United States Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the entire United States to aid the nation's healthcare community in responding to COVID-19;

WHEREAS, on March 7, 2020, Governor Andrew M. Cuomo issued Executive Order No. 202 declaring New York State to be in a state of emergency due to and addressing the threat that COVID-19 poses to the health and welfare of its residents and visitors;

WHEREAS, on March 20, 2020, by further Executive Order, Governor Cuomo requiring workers in all non-essential business in New York State work at home;

WHEREAS, as of March 20, 2020, more than 5,600 cases of Coronavirus and 43 deaths as a result transmission of COVID-19 in New York City have been documented, and more are expected to continue;

WHEREAS, protections and safeguards that have been widely published throughout the country by health officials and organizations including, among others, the Center for Disease Control; and

WHEREAS, the board of directors of (name of your condo/coop here) wishes to address the emergency by adoption of house rules to provide further condo protection for the residents, staff and guests of (name of your condo/coop here)

NOW, THEREFORE, the following house rules are adopted and shall remain in effect until further notice:

SAMPLE A - COVID-19 HOUSE RULES

1. Unless amended by the Board or Government order, everyone entering the building must wear a face covering that does not expose their nose and mouth (the "Protective Attire") while in the public/common areas of the building. Residents or visitors in a common area of the building are also encouraged to wear gloves. *(The public areas of the building are the entire building and property owned by the Corporation or Condominium Association except for the apartments unless the residents of the apartment are desirous for guests or tradespeople wear Protective Attire in their apartment.)*
2. Building staff and third-party employees, including delivery personnel and contractors, must wear the Protective Attire while in the building or on the Corporation's property e.g. face coverings/masks, gloves etc.
3. When in the public portions of the building or property, no one other than a resident's family or roommates shall stand or sit within six feet of another person. If there is limited area available, residents of the building shall have priority over guests of residents.
4. The door staff shall not open the doors of the building to admit residents or guests but must move away or stand six feet inside the door when someone is approaching. Anyone other than residents entering the building shall stand six feet from the staff member and advise the staff member of their reason for being in the building and await instructions.
5. No one shall stand immediately in front of the elevator doors unless they have been advised by the building staff that no one is located inside the elevator if possible, by using cameras. People waiting for the elevator shall stand apart from each other and have a path outside of the elevator to allow anyone on the elevator to safely exit from the elevator.
6. Residents must notify the superintendent or the managing agent if anyone in the apartment has a temperature above 99 degrees regardless of whether the person has Covid-19 or a resident of the apartment has an unrelated fever *(an "Ailing Resident")*. Prior to disposing of garbage from an apartment in which there is an Ailing Resident, the building staff shall be notified to bring a clean garbage bag and tie to the apartment and leave it by the door, the resident of the apartment shall retrieve the garbage bag from the door and place their plastic garbage bag into the clean bag left by the staff and leave the garbage bag outside the apartment door. The resident should then notify the building staff to retrieve the garbage bag. Garbage from the apartment containing a Sick Resident should not be placed in the garbage cans in the public portions of the building.
7. Residents or their housekeepers should remove their laundry from the building's public washing machines and dryers within ten minutes of the cleaning or drying cycle being completed. Folding and/or sorting of laundry should be done in the resident's apartment.
8. If permitted to be open by Governmental order and the Board, the building's amenities (including a health clubs, roof deck, swimming pool, children's playroom, lounge or other seating areas) should only be used by building residents to facilitate the ability of building residents to utilize such facilities while maintaining social distancing. Use shall remain subject to the Boards rules at any given time.
9. No Ailing Resident shall utilize any building amenity at any time.

10. Apartments that are being offered for sale or lease, may be shown by appointment only and only between the hours of 1 pm and 3 pm each day. Appointments should be made with the building superintendent to minimize the disruption to the building staff and residents.
11. Moves into or out of the building must be by appointment only and only one move can occur at a time. The person moving into or out of the apartment must reimburse the corporation for the cost of sanitizing the elevator and hallways utilized for the move.
12. Housekeepers, nurses, and nannies are expected to abide by the House Rules and, if they violate any rule, can be prohibited from entering the building.
13. Residents returning from trips with a large amount of baggage and packages are asked to not do so during rush hours during the week (*i.e., 7 am-9 am and 5 p.m. – 7 p.m. Monday through Friday*) ("*Rush Hours*").
14. Except while automobiles are being loaded and unloaded, residents should not leave their automobiles standing in front of the building.
15. Residents are requested to defer alterations to their apartments until after the pandemic has ended, but if that is not possible, once they are permitted, residents' contractors will not be permitted to utilize the passenger elevators.
16. Residents other than ailing residents shall meet food and other deliveries in the lobby. Residents are asked to charge their deliveries and leave the tip on the credit card to minimize the time in which the delivery person is in the building.
17. The Board shall have the authority to impose a fine of \$500 for the first infraction and \$1,000 for subsequent infractions for any Resident who violates the foregoing House Rules. Anyone violating the House Rules resulting in another resident becoming ill will be responsible for costs or expenses incurred by the Corporation if the Corporation is sued.

SAMPLE B - COVID-19 HOUSE RULES

A. PANDEMIC PROTOCOLS, QUARANTINE AND PERSONAL PROTECTION EQUIPMENT:

1. *Anyone who has been infected with the Coronavirus or is known to have been in contact with someone who has been infected by the Coronavirus is required to "self-quarantine" to avoid infecting others. This means you must stay in your apartment. Use of the common areas by persons infected with Coronavirus or who has been in contact with someone infected with the Coronavirus is prohibited except in an emergency to enter or leave the building.*

2. *Use of the elevators shall be limited to one family at a time. If someone is in the elevator when it stops on your floor or when it is on the ground floor, do not enter the elevator unless the person or people in the elevator invite you to share it with them. Please be considerate of others in use of the elevators.*

3. *The building staff is not permitted to enter apartments for ordinary repairs.*

4. *If you have an emergency condition in your apartment that requires immediate attention, notify the front desk of the condition and its location within your apartment and leave the front door to your apartment unlocked so that the staff member may enter without coming in contact with you. When the staff member arrives, you must stay more than 6' away from him or her. Staff members are permitted to ask if you have traveled overseas,*

if you have a fever or if you are coughing. A staff member may refuse to enter your apartment if your answer to any of these questions is affirmative.

5. Deliveries of food and packages will be only to the lobby. If you are unable to pick up the package in the lobby, please let the front desk know and arrangements will be made to deliver the package or food to your door, where it will be left for you. The cooperative will not be responsible for packages or food deliveries that are left in the lobby, so please pick them up promptly.

6. All shareholders and residents of the cooperative are required to use that degree of care in their conduct as is necessary to protect themselves and others from being infected. A copy of the CDC guidelines is attached and is available at www.cdc.gov/coronavirus/2019-ncov/about/prevention.html. These guidelines and future guidelines adopted by CDC for prevention and protection of the spread of Coronavirus are adopted by board.

B. PANDEMIC MOVE-IN AND MOVE-OUT PROTOCOLS:

Certain move-ins and move-outs are authorized in accordance with N.Y.S. Executive Order 202.6 (2020), as extended. The Board will allow necessary move-ins and move-outs during the coronavirus pandemic that otherwise comply with law only under limited circumstances as more fully set forth below. The Board will not permit any move-ins or move-outs to go forward if it determines at any time that there is any unnecessary health risk to building residents or staff.

In addition to standard protocols, all move-ins and move-outs must comply as follows:

1. THREE BUSINESS DAYS PRIOR TO THE SCHEDULED MOVE-IN OR MOVE-OUT:

- The moving company must submit all required insurance documents to management.
- The moving company must provide written certification to management, stating that no employee or representative being sent to the property has within the past fourteen days knowingly been exposed to, or shown any symptoms of suffering from, the coronavirus. Those symptoms include fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- The moving company must acknowledge in writing that each of its personnel participating in the move-in or move-out has received this pandemic move-in and move-out protocol document and understands its requirements.
- The party arranging the move must schedule and pay for an approved professional cleaning service to clean the affected areas of the building once the move-in or move-out is complete, to be coordinated with and approved by management.

2. THE DAY OF THE SCHEDULED MOVE-IN OR MOVE-OUT:

- One person from the moving company should enter the building and check in with the Resident Manager.
- The Resident Manager will meet the moving team outside the building and confirm with each of them in writing (by signing and dating a copy of this protocol document) that: (1) they have not exhibited any symptoms of the COVID-19 illness (including fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell) within the past 14 days, and that, to their knowledge, they have not been exposed to another individual who was infected with the COVID-19 illness in the past 14 days; and (2) they are not currently under a directive by medical personnel to self-isolate or quarantine for possible exposure to the coronavirus. If any moving company personnel cannot confirm this, those persons will not be permitted to enter the building.

- *At all times, all moving personnel will be required to wear full personal protective equipment (face masks, gloves, and coveralls) supplied by the moving company. No one will be permitted to be in the building without appropriate PPE.*

3. *DURING THE MOVE-IN OR MOVE-OUT:*

- *The affected common areas must have been cleaned and sanitized by building staff before the movers enter the building.*
- *No more than two movers are permitted on an elevator or in the common areas at the same time and will maintain proper social distancing at all times.*
- *Movers are not permitted to be in any elevators with any other residents or staff.*
- *Loitering in the common areas while waiting for elevators is not permitted.*
- *Work should be divided up to minimize travel in common areas.*
- *The common areas must be kept clear of property being moved.*
- *Apartment doors must remain closed when not actively being used.*
- *Moving company personnel must immediately comply with any directives from the Resident Manager during the move regarding health precautions.*
- *If it is determined that these protocols are not being complied with, the Board reserves the right to terminate the move-in or move-out immediately.*

4. *UPON COMPLETION OF THE MOVE-IN OR MOVE-OUT:*

- *The moving company must notify the Resident Manager, who will confirm that the common areas are clear.*
- *All moving company personnel must exit the building promptly.*
- *The professional cleaning company, paid for by the party arranging the move and having submitted all required insurance documents to management, will enter the building and clean the affected areas of the building as directed by the Resident Manager.*

Dated: New York, New York
April 30, 2020

(name of your condo/coop here)

By: _____
_____, Secretary