



To: Board Members & Residents
From: Charles H. Greenthal Management Corp.
Re: NYC June 8th Phase I Reopening Protocols & House Rules

As you are by now aware, NYC satisfied the criteria for Phase I Reopening, effective today, June 8th. This is as a direct result of the commitment of residents and business owners throughout the city following the P.A.U.S.E mandates by responsibly practicing social distancing, wearing face coverings/masks and following CDC guidelines with respect to hand washing and sanitizing.

While it is heartening to see the number of new cases of COVID-19 patients and fatalities dropping throughout the state – it is important to understand that our “*work is not done*” - we must remain committed to certain safety protocols to ensure we satisfy the criteria for Phase II reopening, and to help prevent a second wave of COVID-19 hitting the city next Fall and Winter, as many in the health care profession fear will occur.

Below are COVID-19 related protocols we are strongly recommend continue to be implemented on-site, to continue efforts to protect building staff and residents.

Phase I Mitigation Protocols (*consistent with NYS mandates and recommendations of health care professionals*)

- 1. Face Coverings:** Use of face coverings when entering or leaving the building, or in proximity to others (under 6 feet) will still be required. This includes when using common areas *e.g. laundry room, and other amenity spaces*
- 2. Social Distancing:** Social Distancing protocols should remain in place
- 3. Elevator Usage:** As each building is different, and has different sized elevators, we recommend taking steps to help ensure social distancing. No more than a maximum of 3 non-cohabitating people should ride the elevator simultaneously. [NYC guidelines](#) suggest elevator maximums should be limited to at least 50% of capacity. If it is a particularly small elevator, no more than 1 person should occupy the elevator at a time (*unless riding with others they cohabit with*).
 - a.** Signage indicating occupancy limitations should be posted in and around the elevators.
 - b.** Everyone riding the elevator must wear a face mask, regardless of the number of people riding the elevator. (*Note: it is estimated that 30-50% of COVID-19 positive individuals demonstrate no visible symptoms*)
- 4. Incoming Packages:** To help promote social distancing, the doorman or concierge will record when a package has arrived, along with any other transaction that takes place at the front desk. For buildings with a security system that records the front area, should help address any claims of “*non receipt*” of a package.
- 5. Deliveries:** Deliveries will be allowed to take items up to a resident’s apartment, provided they adhere to the use of masks and social distancing protocols.
- 6. Move-In/Out:** Move in or out will be allowed, provided the moving company and its employees are informed of the building’s COVID-19 related protocols including use of proper PPE, social distancing, use of elevators and cleaning disinfectant/debris following completion of their work.
- 7. Renovations:** Renovations may resume (whether completing previously started work or starting new work). Residents should contact management for information pertaining to [NYS issued guidance and safety requirements](#) with respect to renovations in Phase I. The Alteration Addendum should be completed as well.
- 8. Non-Essential Repairs:** Non-essential repairs may resume, using current emergency repair protocols *e.g.* obtaining information on the resident’s COVID-19 status, social distancing protocols are in place, and use of masks.
- 9. Reporting to Management:** To ensure management takes the proper precautions to assure the safety of all residents and building staff, we ask residents to notify management if anyone in their household suspects they have COVID-19, or has tested positive for it. Building staff will provide residents with support while they are quarantined including delivery of packages, retrieving garbage, and isolating an elevator for their use if needed.
- 10. Board Meetings:** The State has not changed its mandate [Executive Order 202.8](#) that meetings take place virtually. In keeping with [Executive Order 202.34](#), once the State and City have satisfied the criteria for Phase II reopening, Boards (*with 10 or fewer members*) may consider returning to “*in person*” meetings, provided they continue to implement social distancing protocols and use of face coverings when unable to remain 6 feet apart.
- 11. Common Areas:** Enhanced sanitizing protocols for common areas and amenities will continue. The Board may consider “*reopening*” certain amenities, provided sanitizing, social distancing and face covering protocols are followed. We recommend signage be posted, and furniture be removed, to help promote social distancing *e.g. in laundry room, gym, rooftop amenity etc.*
- 12. Apartment Showings, Nannies, Housekeepers & Guests:** These groups may be allowed access to the building, but they must follow the building’s COVID-19 related mitigation policies.
- 13. COVID-19 House Rules:** If your Board has passed a set of updated House Rules and there is a Cert. of Resolution. Please attach that certificate along with the approved house rules and any addendums to this memo.