



Memorandum

From: Charles H. Greenthal Management Corp
Date: March 12, 2020
Re: Best Practices with respect to Coronavirus and Precautionary Measures to be Applied to Common Areas & Amenities

As you are aware, the number of Coronavirus positive individuals in New York City/New York State has been rising steadily over the last few weeks. As a result, the CDC, WHO, New York City Department of Health and other health organizations have asked all New Yorkers to contribute to efforts being made to help stop the spread of the virus.

With this in mind, we recommend the following steps be taken (in keeping with CDC/NYS DOH common sense precautions) be implemented in your common areas immediately.

Social Distancing

In the interest of mitigating risk exposure, Boards may also consider closing non-essential public spaces in the buildings, such as fitness centers, pools, playrooms, or community spaces, for the time being. This would have the added benefit of eliminating potential sources of community spread while also reducing the cleaning workload for building staff – allowing them time to focus on more high-traffic areas.

OR

Common Area/Amenity Disinfection Process

Should you choose not to close or limit the hours of availability for these common areas, we recommend the following be done at a minimum to minimize the risk of exposure to the virus.

- **Signage: *Informed is Forewarned*** - allow signs to be posted, warning of the risks of the virus while instructing users to wipe all equipment or other services after use.
- **Disinfection** - working with management, set a policy mandating maintenance and building staff disinfect and clean common areas at minimum, three (3) times a day. This should include handles, doorknobs, exercise equipment, locker rooms, handheld equipment (such as dumbbells, jump rope handles) etc.

Working together, New Yorkers can significantly aid in the fight to prevent the further spread of the Coronavirus, in New York State and the country.

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

For CDC Updates, go to www.cdc.gov/coronavirus/2019-nCov

For NYS Dept. of Health Updates, go to <https://www.health.ny.gov/diseases/communicable/coronavirus/>



NOTICE FOR COMMON AREAS

Re: Precautionary Measures to Take to Prevent the Spread of Coronavirus

Date: March 12, 2020

Should you use common areas such as fitness center, pool, playroom, community center, adult lounge or any other similar amenity, be advised the following protocols have been put in place to help contribute to efforts to stop the spread of Coronavirus.

B201- Adult Lounge Protocol

When using the Coffee Machine - Wash your hands and use the hand sanitizer immediately before and after each use.

Roof Deck

The roof deck will be temporarily closed until further notice

Gym/Fitness Center

Wash your hands and use the hand sanitizer immediately before and after using any equipment. Be advised the room will be cleaned & disinfected four (4) times a day (in accordance with CDC disinfection guidelines).

B602 – Children’s Playroom

Please ensure you and your children wash your hands and use the hand sanitizer immediately before and after using any toys or equipment.

Elevators

Use knuckles to press buttons and use hand sanitizer, once you returning to your apartment, or pass through the lobby.

Best Practice

Anywhere there is an entrance way, please use the switches and key fobs to eliminate touching these high traffic items as much as possible. We have provided hand sanitizer dispenser and arranged for them to be placed throughout the building for ease of access. You are urged to avail yourself of them as often as needed.

Note: These protocols are in compliance with Center for Disease Control (CDC) and New York State Dept. of Health (NYS DOH).

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

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Memorandum

**Re: Summary of NYC Health Dept.
General Disinfection Guidance for Commercial & Residential Buildings**
Last updated 3/12/20

This document provides landlords, managers and cleaning/facilities staff of commercial or residential buildings with cleaning and disinfection guidance. Building operators should ensure staff take extra effort with daily cleaning practices as New York City responds to COVID-19. It may be updated as the situation is rapidly changing, and new information becomes available.

Check the NYC Health Department and CDC's webpages for the latest updates: www.nyc.gov/health/coronavirus and www.cdc.gov/coronavirus.

General Disinfection Guidance

Building operators and staff should follow these guidelines:

- **Staff should wear and use appropriate Personal Protective Equipment**, such as gloves, according to existing policies and procedures, as well as following label directions for cleaning products.
- **No evidence suggests that building waste needs any additional disinfection.**
- **Have soap and paper towels in bathrooms at all times.**
- **Consider having alcohol-based hand sanitizer in common areas** (*bathrooms, laundry rooms, gyms and playrooms*)
- **Pay special attention to cleaning frequently touched surfaces in common areas.** (*drinking fountains, faucet handles, door hardware, push plates and light switches, and elevator buttons*) **at least three (3) times a day.**
- **Use regular cleaning and disinfection products** (*e.g., Clorox, Purell, and Peroxide products*). A full list of cleaners can be found here: <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>.
- **Cleaning and disinfectant products with EPA-approved emerging viral pathogens claims are recommended for use against COVID-19.** These products can be identified by the following claim: “[Product name] has demonstrated effectiveness against viruses similar to COVID-19 on hard non-porous surfaces. Therefore, this product can be used against COVID-19 when used in accordance with the directions for use against [name of supporting virus] on hard, non-porous surfaces.”
 - *This claim or a similar claim will be made only through the following communications: technical literature distributed exclusively to health care facilities, physicians, nurses and public health officials, “1-800” consumer information services, social media sites and company websites (non-label related). Specific claims for “COVID-19” will not appear on the product or master label. If there are no available EPA-registered products that have an approved emerging viral pathogen claim for COVID-19, products with label claims against human coronaviruses should be used according to label instructions. Visit www.epa.com for more information.*
- **No special ventilation precautions are recommended for residential or commercial buildings.** The spread of COVID-19 or coronaviruses from person-to-person over long distances, such as through HVAC systems, has not been shown. Check working windows and both supply and exhaust ventilation systems for proper operation per usual procedures

Guidance When Entering Resident Homes

Encourage staff who need to enter a home, for repairs or other reasons, to do the following:

Ask these two questions before entering the home:

- 1) *Has anyone in the home had fever, cough and/or shortness of breath?*
 - 2) *In the 14 days before the visit, has anyone in the home traveled outside the United States or recently had contact with a person suspected or confirmed to be infected with COVID-19?*
- **IF YES TO INTERNATIONAL TRAVEL**, check to see if travel country is on the CDC's affected geographic areas of widespread/sustained community transmission: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
 - **If the Resident says yes to both questions and the visit can be postponed**, politely ask Resident for their availability to re-schedule in 14 days or when they or the household member are feeling better.
 - *Or the Resident can provide a letter from their doctor upon return indicating they are healthy and non-contagious to ensure other s and staff are protected*
 - **If the Resident says yes to both questions and the visit cannot be postponed**, staff can politely ask that the sick individual(s) do the following:
 - ***Where possible, remain in a separate room with the door closed.***
 - ***If a separate room is not available, maintain at least a 6-foot distance*** from the staff person at all times until they have left the home, AND wear a face mask if available.
 - Consider carrying an alcohol-based hand sanitizer for periodic hand hygiene during visit.
 - After visit, staff should wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer, if soap and water are not available.

Information about Medical Care for Staff, Residents and s

- **Staff and Residents with symptoms** (*fever, cough, and/or shortness of breath*) should stay home, call their doctor and tell them about any travel history.
 - *Staff/Resident should provide a letter from their doctor upon return indicating they are healthy and non-contagious to ensure other s and staff are protected*
 - If staff do not have a doctor or health insurance, they can visit an NYC Health + Hospitals facility. To find health care: <https://www.nychealthandhospitals.org/hospitals/> or call 311.
 - Hospital staff will not ask about immigration status.
 - Receiving health care is not a public benefit by the public charge rule.
 - Strict laws protect patient confidentiality.



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.

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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: 3/12/2020

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.