



Garthchester Realty

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IMPORTANT

Date: March 18, 2020

To: All Residents

From: Management

Management wants to share the planning/contingencies that we have implemented and adopted, based on the advice and information that has been circulated by the Centers for Disease Control (the "CDC") and the Department of Health to date. We have detailed below some possible scenarios and our current plans to address them. These plans are subject to change based on guidance from the CDC and other experts.

Given the current inability by medical obstacles to determine who may have been infected with the Corona Virus, we are strongly recommending that all **NON-EMERGENCY repairs be suspended until further notice. This will eliminate possible outsiders from potentially contaminating the property.**

- A. **If a Building Resident Gets Sick.** Medical authorities are forcefully urging all persons who exhibit symptoms to stay home and avoid public spaces until the illness has passed ("Self-quarantine"). This means remaining in your residence until you are well. If a resident believes he or she has contracted Coronavirus and needs to visit a doctor, please call the healthcare provider first so they can prepare for your visit. Then alert maintenance staff so that extra cleaning precautions can be implemented.

- B. **Protection of Other Residents.** At this time, experts are continuing to try to understand how contagious the Coronavirus might be and how much risk it poses to persons in various age and high-risk groups. However, health authorities are treating the Coronavirus as a highly contagious disease with potentially fatal consequences, particularly for older persons and those with special risk factors. Therefore, if you are in a group that has been asked to self-quarantine, we ask that you immediately comply. This request is done to ensure the health and safety of all other residents. We also ask that you refrain from using public washers/dryers until such time as you are deemed no longer contagious.



- C. **In Case of Staff Shortages.** The Property may experience temporary staff shortages because employees get sick or are required to remain at home. We will deal with this as best we can and ask all residents to understand during this difficult time.
- D. **Your Cooperation is Vital.** Thank you all for your anticipated cooperation during this period of uncertainty. Our recommended procedures may change as the medical establishment learns more about how the Coronavirus operates. In the meantime, please be assured that the Board, management and staff will seek to implement the best practices recommended by the medical community so as to protect the residents and staff.
- E. **Assistance to Neighbors.** If you know of a neighbor who may need assistance, especially if basic services become limited, we urge you to reach out to that neighbor and to also contact management, if necessary.
- F. **Cleaning of Common Areas.** The building staff has increased the frequency and expanded the scope of its cleaning of the common areas. The primary focus will be on the most commonly touched areas, such as door handles and other common elements. We are instructing the building staff to proactively clean all common area surfaces in the mail room, laundry rooms, elevators and compactor rooms a minimum of three times per day with recommended disinfectant materials.
- G. **Fuel Oil Deliveries.** We also are recommending to your superintendents to fill your oil tanks, for those of you burning oil, so we ensure consistent heat/hot water to the buildings in case deliveries become more difficult in the future.
- H. **Staffing.** In the event travel restrictions are imposed, we are discussing methods of removal of garbage and recycling from the building. This task unfortunately will be borne by the superintendent, thus much of the day to day cleaning will have to be placed “on hold” until we can get a full complement of staffing in place.
- I. **Annual Meeting.** If you’re Annual meeting is generally held in the Spring, we are working with your Boards, along with legal counsel to possibly postpone or find an alternative method to hold the Annual meetings until we get beyond the current situation. We will update the shareholders/owners once the meeting can be rescheduled.

We encourage all residents to visit our website, www.garthchesterrealty.com for updated information as it becomes available.

