



Garthchester Realty

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IMPORTANT

Date: March 23, 2020
To: All Residents
From: Management
Re: Building Employee Guidelines

Some guidelines for building employees may be helpful:

Doorpersons should not personally open and close doors for those entering and leaving the building. Instead, consider the following options:

- Doorpersons should maintain watch of the door and greet those entering and leaving the building from an appropriate distance.
- Doors may be propped open using door stoppers, weather and other conditions permitting.
- When an individual is entering or leaving the building, the individual must be directed to stand behind a line (a piece of tape or a chalk line may serve this purpose) while the doorperson props open the door. Once the door is open, the doorperson should step back for the person to proceed through the door. After the individual has left, the doorperson can return to the door to close it.
- Doorpersons should sanitize the handles to the doors after any individual uses the door or as soon as reasonably practicable after individuals use the door.



- And, of course, remind door people to stay at least six feet away from residents, visitors, delivery persons, and others that enter or exit the building.

Building workers, including superintendents, porters etal. should only be required to enter a residence in the case of an emergency, such as a gas or water leak.

- If workers must enter a residence during this time, encourage workers to always maintain a distance of at least six feet from all individuals in the residence.
- Workers should be provided with face masks and gloves and must wear the face masks and gloves while performing work in the residence.
- Workers reporting to a residence should knock on the door and step away from the doorway. If the resident opens the door, the worker should request that the resident step back.
- The worker should politely remind the resident to maintain as much distance as possible, but no less than six feet of distance.

All emergency rules required, including revisions as they may evolve during this crisis, should always be distributed to the staff and the residents.

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

Thank you for your patience and understanding during this difficult time.

