



Garthchester Realty

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IMPORTANT

Date: April 17, 2020
To: All Residents
From: Management
Re: COVID-19 Policy Updates

Please be advised some of the below information may not pertain to your particular property. Garthchester Realty is trying to be proactive in supplying information and making recommendations for consideration regarding the Corvid-19 pandemic as it becomes available.

As you are aware, on **April 15, 2020** Governor Cuomo signed executive order 202.17 indicating all New Yorkers are required to wear cloth face coverings in public places in which social distancing of at least six (6) feet is not possible. This *order goes into effect* at **8:00pm on April 17, 2020**. Please keep in mind this is also required while in any common area of the property as well.

In Addition, Governor Cuomo signed an Executive Order mandating that 100% of the workforce, excluding essential workers must stay at home during this time due to COVID-19 until **May 15, 2020**. *This is a very difficult time for everyone especially if you are working from your home.*

This is the time that everyone must be mindful of their neighbors in all aspects of daily living. We understand that everyone wants to be comfortable in their home due to the limitations of what they can do, but please understand that the quality of life should also be considered by everyone. There must be a heightened awareness of the actions of everyone and how it impacts all those around you. Here are a few ways that each of you can be considerate of each other:

- Be aware of NOISE LEVELS. Try to reduce the amount of noise you are making, especially in the early and late hours. Please be considerate and turn TVs, music, and radios down by 10:00 p.m. (try not to turn them back on prior to 9:00 a.m.), to accommodate our residents during these stressful times, who may be seeking some quiet and solace to read or go to sleep earlier than usual. When exercising, please realize that, in many instances, your floor may be your neighbor's ceiling.



- Be mindful of each other's space and adhere to CDC health guidelines about SOCIAL DISTANCING. Always maintain a distance of at least 6 feet when waiting for an elevator. Maintain no less than 6 feet when interacting with building staff or neighbors, even for the shortest of conversations.
- Be considerate, and let your neighbor ride the elevator alone. Unless you live in the same apartment, wait for the elevator to come back when it's empty.
- Finally, please do not store any items in the public hallways such as shoes, boxes, bags or garbage, etc. Leaving items in the hallway can attract vermin into the building.

IN ADDITION, as GARTHCHESTER REALTY continues to work remotely, we wanted to remind you of the continued services offered on our website:

- **PAY ONLINE:** Please be reminded for your convenience or if you wish to reduce the number of items you receive from outside, you are able to pay your maintenance bill online, or sign up for e-bill. Please go to www.garthchesterrealty.com and follow the prompts.
- ***ONE CALL NOW:** (emergency broadcasting system), residents are now able to sign up with their contact information themselves. Please go to www.garthchesterrealty.com, select the Properties tab and search for your property. Once on your property's page, there will be an "**Emergency Notification Sign Up**" button in red. Select that button and follow the prompts from One Call Now.

We appreciate everyone's cooperation and will rely on the expertise of the public health authorities if there are additional measures to be taken in the coming days.

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 and hope that these measures will keep all residents and staff safe and healthy.

