

TO: ALL RESIDENTS
RE: UPDATE: COVID-19 BUILDING PROTOCOL

April 8, 2020

The *Park City 3 & 4 Apartments, Inc.* board, staff, and management are keeping in regular contact about the coronavirus outbreak and will continue to do so.

We will continue to follow the guidance from the New York City Department of Health and all federal and state guidelines:

<http://www.nyc.gov/coronavirus>

Please read the following information specific to building-wide measures that have been adopted. For other guidance, please consult the NYC.gov website. The staff is following all recommendations we receive from the health authorities.

We will institute the following additional protocols and guidelines as follows effective immediately:

- Please do not congregate together. Limit your time in the lobby or common areas, including the laundry room, elevator vestibules, etc. When you are finished putting your clothes to wash, please do not wait in the laundry room or basement.
- If you think someone else is ill or has been exposed to the virus, you do not need to report it to staff, management, or to the health department. The health department has explicitly advised that they do not require assistance from the general public in identifying individuals. Please do not ask staff or management for any such information regarding the health status of others. They are not allowed to provide it.

Move-Ins, Move-Outs, Deliveries and Visitors:

- MOVE INS / MOVE OUTS, AND DELIVERIES REQUIRING A PERMIT HAVE BEEN DISCONTINUED! Special permission is required for emergencies or extenuating circumstances.
- Food deliveries, FedEx, UPS, USPS will continue as normal provided the delivery person follows all guidance from the CDC and the NYC Department of Health.

- For deliveries, leave payment/tip in an envelope outside your door and ask delivery person to leave package outside your door.
- We strongly recommend reducing the number of guests you invite into the building.
- The security and building staff will have the right to refuse entry into the building to any visitor showing symptoms of cold or flu.
- Any delivery person without gloves and masks will be refused entry into the building.

Maintenance Requests:

- The maintenance staff has the right to refuse non-emergency repairs and inquire about a resident's travel and health history before entering a unit to make said repairs;
- Please stay at least 6 feet away from the maintenance staff when they enter your apartment.
- Staff will ask a resident to move into a separate room for emergency repairs if they deem it necessary.

Emergency Plan:

- Should the need arise, we will enact plans to provide essential services.
- We may request residents to volunteer with certain tasks.

Daily Sanitization Efforts:

- We will continue to frequently clean high-traffic areas of the building throughout the day and evening. This includes all doorknobs and handles, elevator buttons, and other frequent touchpoints.
- When using the Laundry Room: please wear gloves or use tissue when opening washer or dryer doors. Limit laundry room access to 4 persons at a time. We advise you to wipe the tables and laundry baskets prior to use. Please fold clean clothes in your apartment.
- Please use the hand sanitizers located in the lobbies of each building when you enter the premises.
- Please follow CDC guidelines for proper garbage disposal. Do not throw dirty masks or gloves in the building common areas.

If you are currently experiencing symptoms you think could be COVID-19 related (fever, cough, flu-like symptoms), please immediately contact your personal medical provider for advice.

Thank you for your patience during this outbreak. Please extend your patience to staff and management as they prioritize essential services. We will continue to communicate any necessary information.

Sincerely,

Management

Park City 3&4 Apartments Inc.