

To: All Residents and Unit Owners
From: Board of Managers [Directors]
Re: Responsibilities of Residents and Owners to Deal with Coronavirus

IMPORTANT

The Board and management have been planning for contingencies that may arise in the building as a result of the spread of the Coronavirus within our community, based on the advice that has been circulated by the Centers for Disease Control (the “CDC”) and the NYC Department of Health to date. We have detailed below some possible scenarios and our current plans to deal with them. These plans are subject to change based on guidance from the CDC and other experts.

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 Unit until you are well.

If a resident needs to visit a doctor, please call the healthcare provider first so they can prepare for your visit. Then alert building staff and use the service elevator so that staff can wipe it down after use. Avoid pressing buttons or opening doors with your hands. If you need food service or deliveries, please advise staff when you expect them and we will arrange either for the delivery person to come upstairs, or for building staff to make the delivery to your door.

B. If a Resident Returns from Travel to a “High-Risk” Country.

The CDC has designated several countries, including China, Iran, Italy and South Korea, as Level 3 “high-risk” areas. This list may change. Persons traveling from those countries are being separated at the airport and screened for symptoms of the virus. Asymptomatic travelers are being allowed to continue to their destinations, but are being urged in the strongest terms to “self-monitor” their condition. “Self-monitoring” means remaining in your Unit for at least 14 days, while taking your temperature and checking for other symptoms of Coronavirus.

The CDC states on its website, **“Stay home for 14 days from the time you left an area with widespread, ongoing community spread (Level 3 Travel Health Notice countries) and practice social distancing.”** A resident who is “self-monitoring” should follow the same procedures as we recommend for residents who are actually ill. At present, the CDC does not require family members of residents who are self-monitoring to also quarantine themselves.

C. **Protection of other Residents.**

At this time, experts are continuing 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 have traveled to any of the high-risk level 3 areas as described by the CDC, you may be requested to self-quarantine. The Board reserves the right to take all necessary steps, including legal action, to ensure that persons who meet the criteria for self-quarantine or self-monitoring remain in their homes for the requisite periods and observe CDC and NYC Department of Health guidelines.

In addition, until further notice, social events involving third-party services and other group usage of common spaces will not be permitted.

D. **In Case of Staff Shortages.** The Building may experience temporary staff shortages because employees get sick or are required to remain at home. We should be prepared to deal with these like we have dealt with strikes by union personnel in the past, including having volunteers staff the front desk and escort visitors. Alterations, move-ins and move-outs, Open Houses, social events, large deliveries and discretionary maintenance may also be curtailed until staffing levels recover and the situation is better controlled as indicated by the CDC and other experts.

E. **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 of the Building.

Sincerely,

THE BOARD OF MANAGERS [DIRECTORS]