

Covid-19 response  
6/24/2020

It appears that the virus will be around for some time in the future. It seems like every time that we are making progress with the virus, it hits again. The number of infection cases and also the deaths rise.

We are making every effort to keep our employees and residents safe in regard to Covid-19.

We will continue to keep our offices locked. Drop boxes are available for documents to be dropped off for the office.

Hand sanitizer and sanitizing wipes will be provided for use within the office.

All personnel are encouraged to use the hand sanitizer when coming into the office.

All surfaces touched by outsiders will be cleaned with sanitizing wipes.

When getting into your vehicle, you are encouraged to use a hand sanitizer. This process should keep your hands clean, in lieu of using gloves.

All employees are to wear masks when in the office. The following are exceptions:

When an office employee is working by him / her self, not having a personal contact.

When there is a 6 foot minimum separation.

When an outsider comes into the office, a mask should be put on. When the outsider leaves, it is recommended that all surfaces that the person comes into contact with will be cleaned with a sanitizer.

When performing a maintenance item inside an occupied apartment, a mask must be worn. The resident should be asked to retire to another room in the unit until the repair has been completed. Maintenance is to let the resident know when the repair has been completed so that the resident can secure their apartment upon your departure. Upon returning to your vehicle, the use of a hand sanitizer is a must.

As it appears that the virus is spread through the air, the use of a facial covering (mask) seems to be of upmost importance. Also, the frequent cleaning of the hands is strongly encouraged. A frequent washing of the hands for 20 seconds and frequent use of a hand sanitizer is seen as meeting this need.