

Chalet Coronavirus Plan and Update

DATE: March 16, 2020

MEMO TO: **ALL CHALET OWNERS AND RENTERS**

FROM: Patrick Romzek, Chalet Board President
Rich Cassata, Chalet Manager

SUBJECT: **Important Chalet Coronavirus Precautions**

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Chalet Owners:

In light of the extraordinary developments associated with the Covid-19 virus, we have developed a set of policies and practices at the Chalet to minimize the risk to our staff and owners.

Our goal is to provide support to our residents, employees, guests, and vendors while operating our building as efficiently as possible and in doing so, we are implementing some additional measures at your property:

- We are becoming a “Handshake-Free Zone” as a precaution – moving forward, please use verbal greetings or gestures such as a wave or friendly nod.
- We are pausing building-sponsored resident events until further notice.
- We are limiting in person meetings as much as possible.
- We are encouraging residents to exercise social “distancing” and limit the number of guests within their units.

To meet these goals, **We Asking For Your Support To Implement The Following Practices Immediately.**

- **We plan to disinfect public areas** now and regularly to minimize the risk of virus transmission.
- **We are encouraging all owners and staff to stay home or in their unit if they are sick** or believe they have been in contact with someone with the virus.
- **For owners that have existing health issues, we suggest you remain in their unit as much as possible and use the main elevators** to minimize potential exposure. This is in line with CDC recommendation of “social distancing”.
- **We are suspending all public and group meetings immediately.** If anyone has a question about a group meeting please contact Rich, Cathy, or myself.

- **We ask you to refrain from congregating in the common areas or at the front desk.** We ask you to use the lobby only for brisk entry and exit from the building to minimize risk to you and others.
- **We discourage all un-necessary visits to the Chalet as much as possible:** We are requesting owners to temporarily suspend all un-necessary maintenance, housekeeping and construction until after the risk passes. We also ask all owners and renters to limit visitors to the Chalet as much as possible. This will minimize the risk of others bringing the virus into our building.
- **We ask owners to identify in advance any necessary visitors or service personnel. Unauthorized visitors will not be allowed into the building.**
- **We request all service personnel and caregivers to use the North service entrance only.** We would like to keep the main elevators and lobby clean and for owner use only. We ask owners and renters with health concerns to use the main elevators.
- **We are recommending our upcoming Owner's meeting be conducted by conference call.** We will share in additional details in a separate email.
- **We ask you to limit use of the pool and gym.** If you do use any of our common areas, please clean any surface before and after your use.
- **Follow the advice or the Centers for Disease Control:** Avoid close contact, stay home when you are sick, cover your mouth and nose, regular hand washing, avoid touching your eyes, nose, and mouth, and practice good health habits. The CDC recommendations are available at the site below:
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

To help our vulnerable residents, we will be creating lists of needed items and asking for healthy volunteers to make outside visits to secure needed items. This will allow those most at risk to stay in their units as much as possible. If you are interested in participating, please contact Cathy at the front desk.

We are monitoring this situation closely and will advise of any other measures necessary to minimize the impact to our owners and staff. We ask for your help in taking all necessary precautions to ensure the safety of everyone in our community. We appreciate your support.

If you have any questions feel free to contact Rich, Cathy, or myself.

May God Bless our special community and keep us all safe.

Pat and Rich

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