



Garthchester Realty

www.GarthchesterRealty.com

209 Garth Road
Scarsdale New York 10583
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98-20 Metropolitan Ave. Suite 1
Forest Hills, New York 11375
(718) 544-0800



Date: July 2, 2020
To: The Board of Directors/Managers
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 Covid-19 pandemic as it becomes available. We request the Board review the below information and consider for distribution to the residents.

In anticipation of entering Phase 3 (NYC) **CURRENTLY POSTPONED** and Phase 4 (Westchester County) of the Covid-19 restrictions currently in place by Governor Cuomo, we are discussing plans for properties and policies for consideration to be in place for the following:

Garthchester Realty has completed the NYS required Building Safety Plan for each property and they are currently filed in the superintendent's office/building, and with the NYS Department of Health.

Staff continues to be directed to disinfect and clean numerous times daily on various sections of the common area. We continue to purchase cleaning supplies and PPE for the staff and are currently planning for the future.

While we continue to endure the Covid-19 pandemic, it is highly recommended that all residents wear face coverings while in any common space of the building. We would also remind them only one person per elevator and only those of the same household may ride together.

Deliveries (Furniture, Appliances etc.)

- All deliveries of furniture and other large items requiring delivery to and/or installation in the resident's apartment must take place between 9am and 4:30pm and must be scheduled in advance with Management and Super (times and requirements may vary from property to property).





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- Delivery dates and times will be subject to availability and allotted on a first-come, first served basis. The number of deliveries permitted on any given day will be limited.
- *The delivery company must have certificate of insurance and approved by management first.*
- Due to Covid-19, the following requirements may be in effect.
 - a. Upon arriving at the building, members of the delivery team must submit to a temperature check. Anyone with a temperature of 100.3 Fahrenheit degrees will not be permitted to enter the building.
 - b. Crew members must wear mask, gloves, and booties.
 - c. Crew members are restricted to areas designated by the super and are not permitted in the lobby area or outdoor spaces of the building.
- The movers must remove all boxes, containers and other materials used during move, when they depart from the building.
- **Pools:** In discussions with our insurance carriers, we have been advised any person that uses the pool and claims to have contracted Covid-19 from the pool, the insurance company WILL NOT cover any costs associated with that claim. Please note, the government and insurance companies are discussing how to address this issue, but until this is clarified, most properties are not opening the pools due to the potential liabilities. Other restrictions and requirements may also make opening the pool cost prohibitive.
- **Real Estate Brokers:** Many properties are now allowing Brokers to show units. In the event Brokers are allowed in, they must only show vacant or unoccupied units. They must adhere to all CDC guidelines and wear a mask and gloves while on the property. It is recommended no open houses be permitted and there be a limit on the number of persons viewing at any one time.
- **Cleaning People:** Many properties are allowing cleaning people into apartments, in the event your property does, all CDC guidelines must be followed.

We continue to encourage all residents to visit our website, www.garthchesterrealty.com for updated information as it becomes available.

Thank you!

Have a Happy & Healthy Holiday Weekend!

