

## AFFILIATED MANAGEMENT PROPERTIES

### SPECIAL COVID-19 REPORT TO RESIDENTS

Since early reports of COVID-19 reached us, we have been monitoring the CDC (Centers for Disease Control and Prevention) report and updates.

We have already instructed our staff to follow recommended CDC virus containment practices (see below) and we now expect our residents to do the same.

Disease Control and Prevention (CDC):

- Use proper cough and sneeze etiquette, meaning you should cough and sneeze into a tissue, or if no tissue is available, sneeze into your elbow or shoulder.
- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- When you are sick, stay home.
- Clean and disinfect frequently touched objects and surfaces.

At this time, the CDC is recommending that anyone who is exhibiting symptoms of COVID-19 (fever, cough, shortness of breath); may have been exposed to COVID-19. Also, anyone who has traveled from an affected area, which currently includes China, South Korea, Italy, Japan or Iran, should remain quarantined at home in isolation [**please see quarantine requirements below**].

We ask all residents to please **refrain** from visiting our offices, both on-site and in Livingston, New Jersey (as they may be closed) and **delay** any requests for nonessential maintenance services. Our office phone lines will remain open for all requests and inquiries. Electronic communication (Email) is the recommended means of contact.



Should you require emergency maintenance services, when making your request for services, please notify us if you are experiencing symptoms of COVID-19 or may have been exposed to COVID-19, so that we may take the necessary precautions to protect our employees from exposure, and reduce the potential for spread of the virus.

For additional information about COVID-19, please visit:

Center for Disease Control and Prevention (CDC): (<https://www.cdc.gov>)

New Jersey State Department of Health: (<https://www.nj.gov/health>)

New York State Department of Health: (<https://www.health.ny.gov>)

Pennsylvania State Department of Health: (<https://www.health.pa.gov>)

**Quarantine Requirement:** In the event that you are required to be quarantined by any government agency or health provider, you and the members of your household are required to remain in your apartment and may not venture into the common areas of the apartment community, including but not limited to hallways, laundry rooms, mailrooms etc. Your cooperation is required during this period. If you have any questions with regard to this notice, please do not hesitate to call your residential manager/office.

We thank you for your attention and cooperation in controlling the spread of COVID-19 in our community.

AFFILIATED MANAGEMENT, INC.

