



PLAZA SAN REMO COVID-19 MEMO

March 13, 2020

To: All Unit Owners

From: The Board of Directors of Plaza San Remo

RE: COVID-19

Dear Unit Owners:

The Board of Directors of Plaza San Remo is closely monitoring the impact of coronavirus, also known as COVID-19, and would like to inform our owners of the measures being taken to ensure the safety of our community, owners, employees, and visitors. The Board is closely working with our property management team at Foundry Commercial, as well as our janitorial cleaning team and security team.

The Board is forming a COVID-19 Subcommittee to help our property management team. The Board recognizes that many owners have medical backgrounds, and we welcome any expertise in that regard. **Please contact the Board if you would like to participate in the COVID-19 Subcommittee; the Board encourages your participation.**

Please note that our janitorial staff members are sanitizing all high-traffic common areas (3) times a day, such as the Elevator panels, door handles of all common areas, stairwells, and public bathrooms, toilet partition locks, faucets, door push panels, reception areas, and metal surfaces.

To prevent further workplace exposure, based on recommendations from the World Health Organization (WHO) and the Centers for Disease Control (CDC), the Board recommends that all owners instruct their employees to:

- Clean their hands with soap and water or alcohol-based hand rub often and wash for at least 20 seconds



- Avoid touching their eyes, nose or mouth with unwashed hands
- Cover their nose and mouth when coughing and sneezing with tissue (then throw it out) or a flexed elbow
- Avoid close contact with anyone with cold or flu-like symptoms

Also, the Board recommends that Owners consider implementing the following requirements if any employees feel ill or shows flu-like symptoms such as (fever, cough, difficulty breathing or shortness of breath) or have plans to travel internationally:

- Employees have been instructed to stay home if they feel like they have any cold or flu-like symptoms
- Any employee that develops a fever should report to their PCP or a hospital to receive a medical evaluation and obtain clearance before returning to work
- Any employee who travels internationally must receive medical clearance before returning to regular duty

This is an unprecedented event. Given all the uncertainty, especially in a community of this size, we depended on one another for collective communal health. Please be mindful and practice elevated hygiene to help protect yourself and those around you.

Again, these recommendations are the guidelines issued by the World Health Organization (WHO) and the Centers for Disease Control (CDC). More information is attached, including helpful posters that can be printed out for use in your individual offices.

You can subscribe to CDC email updates at
<https://tools.cdc.gov/campaignproxyservice/subscriptions.aspx>

Please do not hesitate to contact our offices or reply to this email should you have any questions and/or concerns.

Sincerely,

Arthur Desrosiers, MD
Jose Rodríguez-Feliz, MD
Francisco G. Pernas, MD