

Date: March 20, 2020

To: Gillette Manor Residents

From: Douglas G. Dzema, P.H.M.
Executive Director

Re: COVID-19

Management is currently addressing the potential virus spread (COVID-19) by implementing the following:

1. Staff is monitoring the State of New Jersey Department of Health and Federal Center for Disease Control (CDC) recommendations to handle the virus. In the United States there are already over 1,700 cases. **NJ Coronavirus and Poison Center Hotline 1-800-222-1222.**
2. Signs have been posted instructing people how to wash their hands and to wash them often.
3. Our Administrative and Maintenance staff have taken steps to limit public gatherings and to keep our properties sanitized. All tenant activities are cancelled through until further notice. Additionally, tenants are not permitted to gather in the front lobby or in the community room.
- 4.
5. Staff is directed to minimize physical contact with anyone. **Effective Immediately:**
 - Until further notice, maintenance staff has been instructed to complete emergency work orders only. Please do not contact the office or after hour's phone service for maintenance unless you are experiencing a true emergency. Examples of emergencies are blocked or overflowing sinks or tubs, gas smell, non-operating Smoke/Carbon detectors.
 - All tenant appointments are cancelled through until further notice and will be rescheduled.
 - Until further notice, we request tenants to limit visits to the office to pay rent or drop off documents only. Instead call the office if you have a question or need assistance.
6. We request that tenants planning to travel out of the USA or returning from a trip outside USA to notify their caseworker.

We will keep you informed as this situation develops.