

RE: Coronavirus Outbreak

March 11, 2020

To all Tewksbury Housing Residents,

In an ongoing effort to keep our housing community informed we wanted to take a moment to inform you that we take the health and safety of our residents and staff very seriously. We continuously ensure that our staff are reminded on a regular basis the several precautionary measures to minimize the risk of infection and to avoid the spread of any illness to each other and to our residents. These include and are not limited to:

- Wash your hands often with soap and hot water
- Use an alcohol-based hand sanitizer if soap and water are not available
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover your mouth and nose with a tissue or sleeve when you sneeze or cough
- Clean and disinfect frequently touched objects and surfaces
- Stay home if you are sick

We are closely monitoring the situation, including the latest guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and other Federal and State authorities. According to the CDC, the Coronavirus (COVID-19) is a new virus that causes respiratory illness and can be spread from person to person. While much is not yet known, the virus should be taken seriously. Symptoms can occur in as few as 2 days or as long as 14 days after exposure and may include fever, cough, or shortness of breath. As with the Coronavirus and any other communicable diseases your safety is our utmost concern. We already have in place measures to help combat the spread of viruses such as:

- Frequent reminders of proper hand washing measures which are posted throughout the common areas.
- anti-bacterial sanitizer throughout our office to promote better hygiene amongst our employees and visitors.
- frequent cleaning by staff of our office area, community buildings and common area restrooms.
- all employees are to promptly communicate with the director if they are not feeling well and request that they stay home from work until any symptoms are gone for at least 24 hours.

Residents should:

- Report to the office if you are under self-isolation or quarantine orders or if you are experiencing any flu like symptoms so that maintenance staff can adjust maintenance practice for those units.
- Consider communication through email or by phone to limit close contact with other residents and staff.
- Follow up with recommendations provided by the Department of Public Health and CDC.

We know that no one is immune to contacting viruses, however we hope to ensure you that we will do everything we can to diminish the risks associated with such illnesses. We sincerely appreciate your awareness and effort.

Thank you,

Melissa Maniscalco _____

Melissa Maniscalco
Executive Director