

# COVID-19 Guidelines: Building Owners and Managers

Due to widespread community transmission of COVID-19, many people will get sick and recover at home. Please be advised that the Health Department does not notify building owners or occupants of illness or cases. Hand hygiene, cleaning and disinfection, and social distancing are our best defenses against the virus.

## Social Distancing

- Building staff should practice social distancing by keeping 6 feet between themselves and others whenever possible.
- Avoid riding in the elevator with tenants and other people.
- Consider closing or limiting access to common areas, such as game rooms, playrooms and lounges. If these remain open, they should be cleaned and disinfected frequently, and access should be limited so that occupants can maintain a distance of at least 6 feet between each other.
- Do not congregate with tenants and others inside the lobby, in other common areas, or outside of the building.
- Communicate with tenants by phone or text, not in person. Consider using flyers, email or other digital communication platforms to share information with occupants.

## Facility

- Make sure that common areas and high touch surfaces are cleaned and disinfected frequently using products certified by the EPA for COVID-19. This includes, but is not limited to: door handles, stairway railings, elevator buttons, reception desks, push plates, mailboxes, laundry room and gym equipment.
- Make sure that sinks in common areas have clean running water, soap and paper towels at all times.
- Consider having alcohol-based hand sanitizers in common areas (for example, lobby, bathrooms, laundry rooms) to encourage hand hygiene among tenants.
- Make sure building ventilation systems are working properly and are maintained in accordance with standard protocols for optimal indoor air quality. If feasible, enhance ventilation in common areas and increase the amount of outdoor air that is coming into the building.

## Staff

- All staff **MUST** frequently wash their hands with soap and water for at least 20 seconds throughout the day. An alcohol-based hand sanitizer can be used if soap and water are not available.
- Always wash hands immediately after: coughing, sneezing or blowing your nose, eating and drinking, touching your face, and after using the restroom, cleaning, or touching contaminated surfaces.
- Wear a cloth face covering when you cannot maintain at least 6 feet of distance between yourself and others.
- Wear disposable gloves while cleaning and working around the building. Gloves must be frequently changed and do not supplement the need for frequent hand washing.
- Staff with symptoms of respiratory illness and/or symptoms of COVID-19 (fever, cough, difficulty breathing, body aches) **MUST** stay home. Staff who develop symptoms while working should be sent home **IMMEDIATELY**.