

# *Israel Real Estate Company*

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APARTMENTS, OFFICE & RETAIL SPACE  
IN WORCESTER, MASSACHUSETTS

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## *COVID-19 Building Management Policy*

Dear Tenant,

You have heard a lot of information regarding COVID-19, also known as Coronavirus. As a method of precaution, management is taking the following steps:

- Office hours will be by appointment only.
- Wear a mask when on the property other than in your unit.
- We will be sanitizing the common areas of the buildings daily.
- If you need maintenance service, use social distancing while our worker is in your unit.
- Rent can be mailed to our office or dropped in the mail slot at our office entrance.
- We will not be accepting cash at this time.
- Practice social distancing while in the common areas of the building and elevators.

In order for everyone to keep as safe as possible, this must be a community effort. Center for Disease Control [{CDC}](#) recommendations include the following:

- Wash your hands well and often with soap and water for at least 20 seconds, especially after touching surfaces that are frequently touched by others. If soap and water are not available, use an alcohol-based hand sanitizer that contains 60%–95% alcohol.
- Cover your mouth and nose with a tissue or your sleeve when coughing and/or sneezing.
- Avoid close contact with sick people.
- Avoid touching your face, nose or mouth with unwashed hands.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces.
- If you're experiencing symptoms related to coronavirus, seek care. Before you go to the doctor's office or emergency room, call ahead and explain your symptoms and any recent travel, and avoid contact with others.

Sincerely,  
Management