

Coronavirus Guidance for Apartment Building Operators, Employees and Residents

March 28, 2020

Recommendations for protecting the health of apartment building operators, employees and residents. :

- Post [Public Health Advice](#) posters in public areas.
- Where applicable, all common pools and gyms in the apartment building must be closed.
- Use signage or lock doors to prevent use of common areas such as lobby seating or rooms.
- If possible, have [hand sanitizer](#) available in frequently used areas such as at the main lobby, entrances, and laundry room (if applicable).
- High touch surfaces such as elevator buttons, door handles, stairwell railings, and laundry room equipment etc. should be [cleaned and sanitized](#) on a regular schedule (for example, every hour).
- Follow cleaning and sanitizing protocols regularly in common areas.
- For common laundry areas, limit the number of residents permitted to be in the area at one time and encourage them to practice social distancing when there. Surfaces of laundry machines should be cleaned and disinfected on a regular schedule (for example, every hour depending on volume of usage).
- In elevators, limit the number of people getting into each car at the same time to avoid crowding and maintain social distancing. People should consider only riding the elevator with their own party, taking the stairs, or waiting for the next elevator.
- Apartment building owners and property managers should encourage residents to stay home and only go out if necessary.
- The best protection for staff is to ensure they wash their hands after cleaning or working with the public, maintaining a social distance, and not touching their eyes, nose or mouth.
- Avoid scheduling staff who are in a higher risk category (those over 60 years of age, those with underlying health conditions).
- Ensure that that employees who are scheduled to work are not symptomatic or have travelled out side NB as they should be self isolating to avoid putting others at risk.
- Employees and residents entering and leaving the building should practice social distancing, keeping 2 metres (6 feet) between themselves and others, whenever possible.
- Gloves and masks are not necessary for staff to wear if prevention measures are followed (including washing hands regularly, not touching eyes, nose or mouth). If gloves and masks are used by staff, ensure that they are aware that other precautions such as hand washing are still essential.

Reference: <https://www1.nyc.gov/assets/doh/downloads/pdf/imm/covid-19-residential-buildings-faq.pdf>