

Dear Lincoln Spencer Residents:

As many of you know, Governor Cuomo has announced that Phase 1 of New York City's reopening will begin on Monday, June 8th, 2020. This means that as many as 400,000 workers could go back to work in construction, manufacturing, wholesale business and curbside retail. Many stores, shops and businesses will reopen albeit under new social distancing rules and policies. Mass transit systems may return to more normal schedules and operations.

At Lincoln Spencer, we are grateful for the extraordinary cooperation and support so many of you have shown through these past months. We are also grateful and appreciative of the dedication and support of our wonderful staff. The Board of Directors and myself have been meeting frequently via ZOOM during this period and discussed how our building will begin its own first phase of reopening. Our initial plan to reopen is as follows:

REVISED POLICIES

Moving and Furniture Delivery

Moves into and out of the building, and deliveries of furniture and large items, may be scheduled subject to the building's standard policies and also subject to additional COVID policies that will be distributed upon request when needed. These new policies include a signed agreement to abide by Covid-19 safety measures such as wearing of face coverings and other procedures aimed at mitigating the chance of spreading the virus. If you are planning a move or a furniture delivery, please contact this office for assistance.

Renovations/Alterations

The ban on all non-emergency apartment projects with outside contractors has been lifted, however there are guidelines that must be followed. The State of New York requires all contractors to certify that they have read and will abide by the Covid-19 Interim Guidance for Construction Activities. Whether your project has been paused, or whether you are submitting a new Alteration Agreement, you and your contractor must sign a Covid-19 Addendum regarding compliance with these guidelines. The Guidance for Construction Activities can easily be accessed at: <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/ConstructionMasterGuidance.pdf>

The link to the Affirmation which must be submitted by your contractor is contained in that document, and can also be found at: <https://forms.ny.gov/s3/ny-forward-affirmation>

Once your contractor has submitted the short online Affirmation, they will receive an email receipt, and this receipt must be submitted to this office as part of the Addendum to your Alteration Agreement in order for your project to begin or restart.

Pest Control/Extermination Regular Service

The building's routine exterminator service in individual apartments will be starting again as of this month. Please contact the front desk for scheduling information and to request service in your apartment. As always, please continue to use commercially available products to keep apartments pest free. Be sure to block any openings near pipes, under sinks, etc.

POLICIES WHICH REMAIN IN EFFECT

The following previously announced policies will remain in effect until we are able to move into the next phase of reopening. They are monitored on an ongoing basis as will be revised as soon as appropriate.

Face Coverings in Common Areas

Gov. Cuomo's Executive Order requires all persons over the age of two, who are medically able to do so, to wear a protective face covering in public places. **At Lincoln Spencer, public places include our common areas such as the front entry, lobby, hallways, mail room, laundry room and other areas.** Interaction with residents and other staff is not avoidable in these public places, and social distancing cannot be relied upon to prevent the possible transmission of the virus into the air or onto surfaces by persons who are not wearing a protective covering. Any type of mask which covers your nose and mouth is acceptable, including home-made masks and bandanas.

Elevators & Mailbox Areas

In addition to the use of face coverings, please continue social distancing in these areas. Only one person/family in each of these areas at a time for your safety and protection.

Unaccompanied Guests and Other Visitors

The policy which allows occupancy of apartments by non-residents while the resident is away is still suspended. No Unaccompanied Guest requests will be approved. The resident must be in the apartment in order for any visitor to be allowed entry. The front desk will contact the resident before allowing access. Visits by family or friends must be limited to those who must look in on or care for the resident. Social gatherings are prohibited. Entry by more than two (2) non-residents to any unit will not be allowed except in emergencies.

Please advise any visitors that they MUST wear face coverings in our common areas at all times as required by the state's executive order.

Sales

Open Houses by Appointment and on-site showings continue to be suspended. Virtual showings and all available technologies should be utilized, as advised by the Real Estate Board of New York. Realtors who need to take photos or dimensions in order to prepare virtual listings will be allowed access to conduct such activities on a one-time basis. Arrangements can be made with management. If your unit is on the market for sale, please contact your realtor and advise them of the policy to avoid any confusion.

Laundry Room & Other Common Areas

The laundry room remains open. We ask residents to be vigilant and remember to wash/sanitize their hands frequently when using any facilities where they are touching surfaces used by others, including elevator controls, and refuse/recycling room doors and bins. If you use a laundry cart, please be considerate of your neighbors by taking the time to wipe down the cart with disinfectant wipes. Please continue to practice social distancing and wear a face covering while in these common areas for everyone's safety.

Childcare Staff/Housekeepers/Other Helpers

We kindly request that all residents inform any hired personnel (e.g. childcare, elder care staff, nannies, etc.) not to wait or congregate in the lobby for any reason. We want to limit crowds and adhere to the social distancing measures being advised. The lobby should not be used as a place to congregate for any reason. While we understand that some residents continue to need the assistance of such personnel, we request that alternative arrangements be made wherever possible to limit the number of outside individuals accessing the building and our residents.

Please advise any such persons that they MUST wear face coverings in our common areas at all times as required by the state's executive order.

Staff Protocols

All building staff members have been advised and directed that they should not enter the homes of residents unless there is an immediate health/safety issue or an emergency condition (i.e. fire, flood) within a unit that requires immediate attention.

We urge both staff and residents alike to be mindful of each other's personal space and to continue to practice social distancing.

Staff will continue the protocols already in place regarding regular and frequent cleaning throughout the building, as well as frequent handwashing. Staff will continue to frequently wipe down the lobby door handles, elevator buttons, mailboxes, railings, and other surfaces throughout the day.

Self-Confinement

Though the number of Covid-19 cases continues to decline, if you believe you have been in contact with someone who may have been infected, we urge you to seek appropriate care and to practice social distancing, including avoiding interacting with other residents and staff.

Please remember that our employees, who are "essential workers," come to work in our building daily in a pandemic environment. They need our support in helping them to stay safe as they continue to keep our building running. Please be sure to thank them as well (from a distance of course) when you see them.

We will continue to communicate with you regularly as Phase 1 of NYC's reopening progresses. The virus is still out there, and we want to do everything possible to protect our residents and staff.

Be well and be safe.

Sincerely,

Scott Soifer – Property Manager

Cc: Board of Directors