



March 14, 2020

Dear TTCA Residents:

The TTCA Property Management company has been monitoring developments with COVID-19 (2019 Novel Coronavirus). When responding to an infectious disease, our building will closely follow the recommendations made by our state and county health department. We will also monitor and follow guidance from the Centers for Disease Control and Prevention plus the World Health Organization.

**About Coronavirus:**

Coronaviruses is a virus that can cause respiratory problems. Symptoms include fever, cough and difficulty breathing. The virus is spread similar to the flu by coughing and sneezing. Symptoms may appear between 2 to 14 days after exposure.

**What Is The Management Company Doing:**

Our TTCA staff is taking necessary steps to prepare for the potential spread of Coronavirus. Prevention is a priority. Cleaning and disinfecting surfaces that are frequently touched is important. All staff must follow strict procedures for frequent and thorough cleaning and disinfecting. You will notice our cleaning frequencies will increase and remain increased as a prevention to provide safe work space for all of us. Maintenance & Cleaning staff has begun wiping down all surfaces that are frequent points of contact. Staff will be using disinfectant and germicidal wipes more frequently each day. Wiping down handrails and entry doors is already a part of cleaning duties when employees are cleaning. These steps are in addition to responding quickly to clean up needs and biohazards plus the regular cleaning process. Supply inventories are a common practice so our inventories are adequately stocked. This includes soaps and disinfectants, hand wipes and sanitizers.

**Communication:**

Posters published by public health departments are currently installed around the building. These posters outline information and tips about how to prevent the flu, including coronavirus, from spreading. Personal hygiene posters will also be displayed in our restrooms.

**What I can do to stay healthy:**

Follow the same precautions recommended for avoiding colds and flu. If you believe that you may have been exposed to coronavirus, consult with your doctor or health care provider as soon as possible.

**More About Coronavirus Prevention:**

- Use soap and water to wash hands frequently
- Cover your cough or sneeze
- Clean and disinfect surfaces frequently
- Avoid close contact with anyone who has flu symptoms.

**What to do to be prepared:**

- Having extra food and supplies on hand for extended planning is a safety precaution
- Having extra cash on hand is always a safety precaution

You should know that the TTCA Board of Directors and TTCA Management will continue to monitor this situation. Our first priority is the safety and health of everyone. We will update with any new information that becomes available.

Please do not hesitate to contact the office with any questions.

Thank You,

TTCA Property Management on Behalf of the TTCA Board of Directors