May 13, 2020

To: All Cooperative and Condominium Boards and Managing Agents

Re: COVID-19 HOUSE RULES FOR RESIDENTIAL BUILDINGS

As a courtesy to our clients, I have prepared a template of special Covid-19 House Rules for cooperatives and condominiums to assist Boards in planning for the building’s residents return to active lives. Over the last few months we have been asked dozens of questions and decided to incorporate all of the issues into a single set of Covid-19 House Rule, which Boards can pick and choose to assist them in determining what is appropriate for their buildings.

In enacting Covid-19 House Rules, it is important thing to remember that the building has to function while the Board and the residents exercise caution to avoid an increase in infections, which means incorporating social distancing and other safe actions into the regular operation of the building. The Covid-19 House Rules can be used in whole or in part based on the needs and desires of the Board and the residents. My thought was, that by including everything in one document, Boards could select what they wanted to utilize. Please do not hesitate to let us know what other issues you might find helpful in addressing, which would assist us in updating the template.

**COVID-19 HOUSE RULES**

1. Unless amended by the Board or Government order, everyone entering the building must wear a face covering that does not expose their nose and mouth (the “Protective Attire”) while in the public areas of the building. Anyone who is in a common are of the building is encouraged to wear gloves. The public areas of the building are the entire building and property owned by the Corporation or Condominium Association except for the apartments unless the residents of the apartment are desirous for guests or tradespeople wear Protective Attire in their apartment.
2. Members of the building staff and third parties including delivery personnel and contractors must wear the Protective Attire while in the building or on the Corporation’s property.
3. When in the public portions of the building or property, no one other than a resident’s family or roommates shall stand or sit within six feet of another person. If there is limited area available, residents of the building shall have priority over guests of residents.
4. The door staff shall not open the doors of the building to admit residents or guests, but must move away or stand six feet inside the door when someone is approaching. Anyone other than residents entering the building shall stand six feet from the staff member and advise the staff member of their reason for being in the building and await instructions.
5. No one shall stand immediately in front of the elevator doors unless they have been advised by the building staff that no one is located inside the elevator if possible by the use of cameras. People waiting for the elevator shall stand apart from each other and lave a path outside of the elevator to allow anyone on the elevator to safely exit from the elevator.
6. Residents must notify the superintendent or the managing agent if anyone in the apartment has a temperature above 99 degrees regardless of whether the person has Covid-19 or a resident of the apartment has an unrelated fever (an “Ailing Resident”). Prior to disposing of garbage from an apartment in which there is an Ailing Resident, the building staff shall be notified to bring a clean garbage bag and tie to the apartment and leave it by the door, the resident of the apartment shall retrieve the garbage bag from the door and place their plastic garbage bag into the clean bag left by the staff and leave the garbage bag outside the apartment door. The resident should then notify the building staff to retrieve the garbage bag. Garbage from the apartment containing a Sick Resident should not be placed in the garbage cans in the public portions of the building.
7. Residents or their housekeepers should remove their laundry from the building’s public washing machines and dryers within ten minutes of the cleaning or drying cycle being completed. Folding and/or sorting of laundry should be done in the resident’s apartment.
8. If permitted to be open by Governmental order and the Board, the building’s amenities (including a health clubs, roof deck, swimming pool, children’s playroom, lounge or other seating areas) should only be used by building residents to facilitate the ability of building residents to utilize such facilities while maintaining social distancing. Use shall remain subject to the Boards rules at any given time.
9. No Ailing Resident shall utilize any building amenity at any time.
10. Residents of the building who are 60 years of age or older and who are more susceptible to Covid-19, shall be allowed a one hour period each day, to be set by the Board, in which they would have the right to use a building amenity with only other residents who are 60 years old or older, while maintaining social distancing.
11. Apartments that are being offered for sale or lease, may be shown by appointment only and only between the hours of 1 pm and 3 pm each day. Appointments should be made with the building superintendent to minimize the disruption to the building staff and residents.
12. Moves into or out of the building must be by appointment only and only one move can occur at a time. The person moving into or out of the apartment must reimburse the corporation for the cost of sanitizing the elevator and hallways utilized for the move.
13. Housekeepers, nurses and nannies are expected to abide by the House Rules and, if they violate any rule, can be prohibited from entering the building.
14. Residents returning from trips with a large amount are baggage and packages are asked to not do so during rush hours during the week (i.e., 7 am-9 am and 5 p.m. – 7 p.m. Monday through Friday) (“Rush Hours”).
15. Except while automobiles are being loaded and unloaded, residents should not leave their automobiles standing in front of the building.
16. Residents are requested to defer alterations to their apartments until after the pandemic has ended, but if that is not possible, once they are permitted, residents’ contractors will not be permitted to utilize the passenger elevators.
17. Residents other than Ailing Residents shall meet food and other deliveries in the lobby. Residents are asked to charge their deliveries and leave the tip on the credit card in order to minimize the time in which the delivery person is in the building.
18. The Board shall have the authority to impose a fine of $500 for the first infraction and $1,000 for subsequent infractions for any Resident who violates the foregoing House Rules. Anyone violating the House Rules resulting in another resident becoming ill will be responsible for costs or expenses incurred by the Corporation if the Corporation is sued.