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## CORONAVIRUS

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The current flu season, along with the outbreak of a newer pathogen, the coronavirus (COVID19), offers an opportunity to reinforce the importance of **Protecting Yourself** and **Protecting Others** by using preventive recommendations measures similar to those during a regular flu season.

It is contagious and while vaccines are being developed by numerous drug makers, to date there is not a proven vaccine, nor is there a specific treatment. Thankfully, more than 80% of confirmed coronavirus cases have mild symptoms and people make a full recovery, nevertheless everyone needs to take steps to stay well.

### Protect Yourself

- Wash you and your children's hands often with soap and water for at least 20 seconds
- Use hand sanitizer if you do not have access to soap and water
- Avoid touching your face, particularly your nose, mouth and eyes
- Avoid sick individuals
- Clean and disinfect frequently touched objects; doorknobs, light switches, toys, etc.
- Use personal protective equipment as necessary (i.e. latex gloves)
- **Call** your doctor if you think you have coronavirus symptoms

### Protect Others

- Cover your nose and mouth with a tissue when you cough or sneeze and throw the tissue in the trash
- Practice social distancing by avoiding crowds, keep a 6-foot distance between yourself and others, minimize exposure to the elderly
- Stay home and self-isolate if you have coronavirus symptoms, or you have had exposure to someone with symptoms
- If you must leave home for treatment wear a surgical mask to protect others

### Transmission

While not confirmed, it is suspected the virus is spread:

- Person-to-person through the air when infected individuals cough and sneeze
- Touching a person who is infected or an object with the virus on it then touching your mouth, nose or eyes before washing your hands

### Symptoms

Symptoms vary in severity, but generally include:

- Headache
- Fever
- Cough
- Shortness of breath
- Sore throat
- Difficulty breathing

### Incubation

The incubation period (the time interval from infection to onset of symptoms) is between 2 and 14 days.

During this period, an individual can be infected and spread the disease although they may not be experiencing any symptoms of the virus.

### Diagnosis

Be aware that testing supplies may be unavailable. At some point your doctor may be able order a test for the virus. Labs use various ways to test for the virus including blood and sputum.

Authorities suggest that if you have symptoms, call your doctor or the hospital before arriving in person. Many medical facilities are encouraging telemedicine to ensure the safety of patients and healthcare staff, and to reduce the spread of the virus.

### Resources

- Centers for Disease Control and Prevention (CDC): [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
- County Health Departments

### **Personal Responsibility**

- Accept personal responsibility for Protecting Yourself and Protecting Others (see above)
- Routinely disinfect common area countertops, doorknobs, restroom knobs and levers, workstations
- Residents should not invite others into their home if they have symptoms of the virus and employees should not enter the home of anyone with virus symptoms. Ask others about their health only on a need to know basis – such as when you are entering a resident's home or as a resident you are entering the office, etc.
- Limit entry into resident's homes to maintenance emergencies only
- Stay home and self-isolate if you have virus symptoms until you are free of a fever of 100.4° F or greater (via an oral thermometer) or any other symptoms for at least 24 hours - without the use of fever-reducing or other symptom-altering medicines such as cough suppressants
- If you are well but have a sick family member, refer to CDC guidance on how to conduct a risk assessment of your potential exposure
- Contact the Cambridge corporate office if any individual is confirmed to be quarantined on the basis of a recommendation by either (1) the CDC, or (2) a local public health authority, for further guidance
- If an applicant voluntarily mentions self-quarantine or recent travel, politely postpone the tour and application process until after the quarantine requirement has ended
- Residents: Notify management - preferably via phone or email if you need assistance
- Employees: Notify your Portfolio Manager and HR if you have any concerns about the virus or its potential impact
- Employees: Update your Emergency Contact information (ADP "Profile" screen)
- Remember, all Community rules and regulations will remain in place. It is particularly important during this uncertain time that we are able to be good neighbors

### **Cambridge Real Estate Services Objectives**

- To the extent available, provide adequate supplies of tissues, hand soap, hand sanitizer, disposable wipes and other preventative solutions at each site
- Separate and send employees home immediately who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath, fever) upon arrival to work or become sick during the day
- Inform employees and residents if they have been exposed to coronavirus in the workplace without providing the name of the employee who transmitted the virus
- Report cases immediately to the local and federal health authorities
- Be aware of coronavirus updates and notify employees of relevant information

### **Cambridge Real Estate Service Response Plan**

Depending on the severity of the outbreak as well as the guidance of local and national health officials, response measures will vary. Response plan options include, but are not limited to:

- Immediately notify the applicable health authorities
- Possible property quarantine measures
- Possible office closures
- Possible remote work and/or modification of schedules
- Communication to relevant parties (residents, associates, and clients)
- Travel guidance/restrictions
- Deep cleaning measures in high traffic/common areas

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