



March 18, 2020

## **Re: Coronavirus (COVID-19) Guidelines for all Mark Development Inc. Projects**

Attention all Residents:

The state of Hawaii is in the midst of the flu season and the rapidly evolving Coronavirus. Management is asking for your cooperation in helping everyone stay safe and healthy. In accordance with the attached PRESIDENT'S CORONAVIRUS GUIDELINES FOR AMERICA we ask for your cooperation.

- **Work or engage in schooling FROM HOME whenever possible.**
- **AVOID SOCIAL GATHERINGS in groups of more than 10 people.**
- **Avoid eating or drinking at bars, restaurants, and food courts-USE DRIVE-THRU, PICKUP OR DELIVERY OPTIONS.**
- **AVOID DISCRETIONARY TRAVEL, shopping trips, and social visits.**
- **DO NOT VISIT nursing homes or retirement or long-term care facilities unless to provide critical assistance.**
- **PRACTICE GOOD HYGENE:**
  - **Wash your hands, especially after touching any frequently used item or surface.**
  - **Avoid touching your face**
  - **Sneeze or cough into a tissue, or the inside of your elbow.**
  - **Disinfect frequently used items and surfaces as much as possible.**

Also attached for your reference are Center for Disease Control (CDC) [www.cdc.gov](http://www.cdc.gov), and Hawaii State Department of Health [www.hawaiihealth.gov](http://www.hawaiihealth.gov) information and recommendations.

<p><b>In cooperation with government recommendation Management is implementing the following policies:</b></p>
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| <ul style="list-style-type: none"><li>▪ Social Distancing. No person to person meetings until further notice unless required. All tenant communication and work to be by telephone, email or other means to avoid physical contact.</li><li>▪ Maintenance will increase cleaning of common area surfaces with disinfectants.</li><li>▪ Maintenance will wear new gloves or disinfect areas of work upon completion.</li><li>▪ Maintenance will not enter a unit where a tenant is showing signs of illness and will reschedule non-emergency work.</li><li>▪ Staff members showing signs of illness will stay home until cleared to return by physician and/or not showing any symptoms.</li></ul> |
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### **What you can do as a resident and neighbor:**

- If you have traveled anywhere recently regardless if you show any symptoms of illness, please notify Management prior to any scheduled meetings or maintenance appointments with staff. Call your doctor. Visit Centers for Disease Control and Prevention at [www.cdc.gov](http://www.cdc.gov) or State of Hawaii, Department of Health at [www.health.hawaii.gov](http://www.health.hawaii.gov).
- When reporting a maintenance issue, please inform the Maintenance Request Line if someone in the household is sick or showing signs of illness so the maintenance staff can take extra precautions, practice social distancing or reschedule non-emergency work until safe.
- If you are sick or showing signs of illness please practice social distancing and limit your contact with other residents and using the common area facilities to minimize spreading possible contagions. If you must use common area facilities, please sanitize after use.

We hope that everyone will work together to make sure we all remain safe and healthy. For additional information about the flu or the coronavirus please visit Centers for Disease Control and Prevention at [www.cdc.gov](http://www.cdc.gov) or State of Hawaii, Department of Health at [www.health.hawaii.gov](http://www.health.hawaii.gov). Additional information will be posted on our bulletin boards regarding the suggested preparation for a potential outbreak and what is being call the worst flu season in decades.

Be healthy and safe,

*Management*

## Coronavirus: What we know, and what you can do

Learn about COVID-19 symptoms and get up-to-date recommendations on how to best protect you and your family.

### What is COVID-19?

The newly identified coronavirus disease (COVID-19) is caused by a virus called SARS-CoV 2. First identified in China in December 2019, COVID-19 has infected thousands of people around the world. While this coronavirus is new, it is not the only coronavirus. Coronaviruses were first identified in the 1960s, commonly infect people, and are associated with the common cold.

### What are the symptoms of COVID-19?

The symptoms of COVID-19 are difficult to distinguish, as they present symptoms like other coronaviruses that are similar to those of the common cold. People with confirmed cases have reportedly had mild-to-severe respiratory illness with the following symptoms:



Cough



Sore Throat



Shortness of  
Breath



Possible  
Headache/Fever

Symptoms may occur up to two weeks after exposure.

### How do I prevent infection?

As there is no vaccine or treatment for COVID-19 at this time, preventing exposure to COVID-19 is your best defense. Everyday practices to help protect you and prevent the spread of viruses include:

#### Wash your hands often

Wash your hands well, especially after coughing, sneezing, or having any contact with someone who's coughing or sneezing. Use soap and running water, scrub your hands for at least 20 seconds, and then rinse and dry your hands thoroughly. When soap and water aren't available, use an alcohol-based hand sanitizer containing at least 60% alcohol.

#### Keep your hands away from your face

Avoid rubbing your eyes or putting your hands to your mouth until you've washed your hands.

#### Observe respiratory etiquette

Cover your mouth and nose when coughing or sneezing, throw used tissues away immediately, and wash your hands afterwards.

#### Clean high-touch surfaces

Disinfect surfaces like door handles, light switches and countertops often

# 15 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

**IF YOU FEEL SICK**, stay home. Do not go to work. Contact your medical provider.

**IF YOUR CHILDREN ARE SICK**, keep them at home. Do not send them to school. Contact your medical provider.

**IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE** for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

**IF YOU ARE AN OLDER PERSON**, stay home and away from other people.

**IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION** that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.



For more information, please visit  
**CORONAVIRUS.GOV**

# DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

**IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY**, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

**AVOID SOCIAL GATHERINGS** in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

**AVOID DISCRETIONARY TRAVEL**, shopping trips, and social visits.

**DO NOT VISIT** nursing homes or retirement or long-term care facilities unless to provide critical assistance.

## **PRACTICE GOOD HYGIENE:**

- *Wash your hands, especially after touching any frequently used item or surface.*
- *Avoid touching your face.*
- *Sneeze or cough into a tissue, or the inside of your elbow.*
- *Disinfect frequently used items and surfaces as much as possible.*

**CORONAVIRUS.GOV**

School operations can accelerate the spread of the coronavirus. Governors of states with evidence of community transmission should close schools in affected and surrounding areas. Governors should close schools in communities that are near areas of community transmission, even if those areas are in neighboring states. In addition, state and local officials should close schools where coronavirus has been identified in the population associated with the school. States and localities that close schools need to address childcare needs of critical responders, as well as the nutritional needs of children.

Older people are particularly at risk from the coronavirus. All states should follow Federal guidance and halt social visits to nursing homes and retirement and long-term care facilities.

In states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.

# What to do if you are sick with coronavirus disease 2019 (COVID-19)

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

## Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

## Separate yourself from other people and animals in your home

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

## Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

## Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

## Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60-95% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

## Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.



## Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

## Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

## Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

## Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

# COVID-19

## Coronavirus Disease 2019



### WHAT YOU NEED TO KNOW

## What are the symptoms of COVID-19?



FEVER



COUGH



DIFFICULTY BREATHING



SEVERE ILLNESS

## How is COVID-19 spread?



Through coughing and sneezing



Close personal contact, such as touching or shaking hands



Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands



Because COVID-19 is new, we are learning more each day about the transmission patterns and incubation periods.

If you have traveled to a country with widespread community spread of COVID-19, stay home or in your hotel room for 14 days after leaving that country and monitor your health for symptoms.

- Avoid group settings, including work and school.
- Have another family member/friend, who didn't travel, run necessary errands for you, such as picking up food or medicine.
- Avoid using public transportation, taxis, or ride-shares if possible.

For a list of countries with widespread sustained community transmission, visit [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers).

## How can I protect myself and our community?

### Everyone in our community

- Avoid contact with sick people.
- Wash your hands often with soap and water for at least 20 seconds. If not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth, especially with unwashed hands.
- Get your flu shot to reduce the chance of developing symptoms that can be confused with COVID-19. Everyone ages 6 months or older should be vaccinated against the flu.

### If you have traveled to an affected area and feel sick

- Stay home and avoid contact with others except for seeking care.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Throw the tissue in the trash.
- If you need medical care, call ahead to your healthcare provider or an emergency room and let them know about your travel history. If you need emergency medical care, call 911.
- If you have difficulty accessing medical care or have questions how to care for yourself at home, call 211.

2-1-1

Get Connected. Get Help.™

For more information about COVID-19,  
call our partners at Aloha United Way 2-1-1.

Or visit our website at:

[health.hawaii.gov/docd/advisories/novel-coronavirus-2019](http://health.hawaii.gov/docd/advisories/novel-coronavirus-2019).

