

Dear [Emerald Court Condo](#) Residents,

The board, in consultation with the association manager, attorney, insurance provider, and other business partners, has been planning for contingencies that may arise in the community as a result of the spread of COVID-19.

Based on advice that has been circulated by the Centers for Disease Control and Prevention and the Massachusetts Department of Health, we have detailed some possible scenarios and our current plans to deal with them. These plans are subject to change based on CDC guidance and advice from our professional partners.

We ask that you take recommended precautions when entering common areas, elevators, mailrooms hallways etc. such as using hand sanitizing products or using sanitizing wipes on door knobs, elevator buttons or mailboxes.

Common areas and amenities. The association has closed all common area amenities effective 3/18/20 until at least 4/18/20.

Meetings and events. The CDC has recommended against any gatherings of 50 or more people through the middle of May. That's why we are canceling all community events and nonessential meetings. Board meetings may be done remotely or via email or telephone.

Social distancing. Many experts also are urging people to practice "social distancing," which is the idea of maintaining a roughly 6-foot distance between other people. It also means limiting nonessential travel, avoiding public transportation when possible, working from home, and skipping social gatherings.

Management Office: In an effort to reduce contact, owners are encouraged to mail or use online bill pay options to pay condo fees if applicable. Information is included as attachments. If an owner normally hand delivers condo fee payments to Silva Associates, they should be placed in the exterior black mailbox attached to the siding at the entrance to the management office. We will also be installing a mail slot in the office door for use during daytime hours when the main glass door is unlocked. Management can be reached by phone or email but discourages owners for making personal visits inside our office to drop off payments.

Staffing. The community may experience temporary maintenance issue shortages based on contractor situations. Open houses should be curtailed until coronavirus pandemic is better controlled.

If you get sick

Medical authorities are strongly urging all persons who exhibit symptoms to stay home and avoid public spaces unless you need medical care. You also should separate yourself from other people and pets in your home.

If you need to need to visit a doctor or get tested for COVID-19, develop a plan before you go:

- Call ahead before visiting your doctor.
- Wear a facemask if you are sick.
- Cover your coughs and sneezes.
- Clean your hands often.
- Avoid sharing household items, such as utensils, plates, glasses, and towels.
- Clean all "high-touch" surfaces, such as counters, tables, doorknobs, bathroom fixtures, phones, keyboards, and remotes.

If appropriate, the association may notify residents that an individual in the community has contracted the virus.

It is also incumbent upon residents to take this situation seriously and do their part to minimize the spread of this deadly disease. The association highly encourages you to review safety guidelines and look for updates from the CDC, the local health department, and the World Health Organization.

Thank you for your cooperation and understanding. Stay safe and healthy.

Sincerely,

The [Emerald Court](#) Condo Board