



**To: Residents of all NCDF Managed Properties**  
**From: Dina Troiani, Director of Property Management**  
**Date: May 18, 2021**  
**Re: COVID Update**

In response to the frequently changing recommendations and mandates surrounding COVID, we would like to take this opportunity to update the NCDF community about the current protocols at our properties.

For the time being, face masks (covering your nose and mouth) should continue to be **worn in all indoor common areas** including community rooms, hallways, lobbies, offices and fitness studios. When outside on the grounds, use your discretion with regard to mask-wearing and be sure to maintain physical distancing from others.

Doors are now open in the Management and Resident Services Offices and we are asking residents to please be respectful of maintaining physical distance. While many of our residents and the majority of our staff members have likely received the COVID-19 vaccine, we remain mindful that not everybody has been vaccinated and we are not privileged to this information. In order to maintain operations and keep everybody safe, we will continue having meetings and discussions in more open areas. Gates have been placed at the doors to the offices to serve as a reminder for residents and visitors not to enter. This will also enable staff to feel comfortable leaving their office doors open when they're in the office. As always, telephone and email should be utilized as much as possible.

Over the next several weeks more in-person Resident Services programs will be offered at Weeks House and Casselman House. Residents who participate in these programs must comply with the safety measures that we have put in place and attendance will be taken so that contact tracing will be possible if needed. Fitness Studios at Casselman House, Warren House and Weeks House have also re-opened with guidelines in place. The NCDF Summer Youth Program will resume at Houghton Village next month.

We will continue to screen residents for COVID symptoms and request information on known exposure before responding to work orders in apartments. Residents will still be expected to wear a mask when Maintenance staff enters your apartment and maintain physical distance, preferably in a different room to allow space for them to work safely.

We appreciate the cooperation of the entire NCDF community. Thankfully, we are working our way back to some normalcy and will share updates with you in the coming weeks.

NEWTON COMMUNITY DEVELOPMENT FOUNDATION

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IF YOU REQUIRE TRANSLATION SERVICES, PLEASE CONTACT THE MANAGEMENT OFFICE DIRECTLY.

SI NECESITA SERVICIOS DE TRADUCCIÓN, COMUNÍQUESE CON LA OFICINA DE ADMINISTRACIÓN

Если вам требуются услуги перевода, обратитесь в Офис управления.

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