



**To: Resident of all the NCDF properties**  
**From: Jeanne Strickland, Executive Director**  
**Date: March 10, 2020**  
**RE: Coronavirus precautions**

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Jeanne Strickland

Over the past several weeks, all of us here at Newton Community Development Foundation have been paying close attention to the Coronavirus (COVID-19) concerns and as always, want to keep our residents, visitors and staff safe and secure.

With that in mind, we will continue to offer programs and activities at the NCDF properties. If food is being provided, it will be served by staff members wearing gloves. Staff members are taking extra care in cleaning and disinfecting the common areas and hand-washing/sanitation supplies are available in the community rooms, common area rest rooms and in the lobbies for use. If we find that we need to make any changes to our scheduled programs and events, these changes will be posted and communicated directly by our Resident Services staff members.

We ask that all residents and staff take precaution and be mindful of the recommended guidelines including the following:

- Wash your hands often with soap and water for 20 seconds. Use hand sanitizer if soap/water is not available.
- Take care of yourself if you are sick. Stay home to avoid spreading to others.
- Avoid touching your face-particularly your eyes, nose, and mouth.
- Avoid physical greetings including hugs, kisses, and handshakes.
- If possible, cough and sneeze into a disposable tissue and then discard it. Use your elbow only if you need to.
- Avoid communal food where people help themselves, such as a buffet.

The CDC recommends that for people at higher risk for serious illness from COVID-19, because of age (over 60) or because of serious long-term health problem, it is very important that you take these precautions to reduce your risk of getting sick with the disease.

All of us at NCDF will remain vigilant regarding the evolving situation and will adapt our practices as appropriate. We will continue to keep you updated as needed and encourage you to visit [Mass.gov](http://Mass.gov) or the CDC website for more information.



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