



NEWTON  
COMMUNITY DEVELOPMENT  
FOUNDATION

To: Residents of Casselman, Warren and Weeks Houses  
From: Dina Troiani, Director of Property Management  
Date: April 10, 2020  
RE: Additional COVID-19 precautions

Due to the increasing number of COVID-19 cases being reported by the City of Newton Health and Human Services Department and in our continuing efforts to prevent the transmission and spread of COVID-19 within the NCDF communities, we are taking the following additional precautions effective immediately:

- Visitors are not permitted inside the building.
- Individuals needing access to provide essential services to residents including the delivery of food and/or medications or those providing in-home services will be permitted access but must be wearing a mask or face covering.
- Residents must wear masks or face coverings at all times when in the common areas of the building including when entering and exiting, going to/from the trash room, mailboxes, laundry room. As previously cautioned, there should be absolutely no congregating in common areas. Maintaining social distancing is critical!

On behalf of all of us at NCDF, thank you for your cooperation over the past several weeks and into the next few weeks as we continue to work together to take all precautions necessary to reduce, and hopefully avoid the spread of COVID-19 within the NCDF community.

Please stay safe and be well!

