

# **The Master Apartments, Inc**

## **Covid-19 Moving Protocol and Procedure**

### **As of June 11, 2020**

**Although moving has been considered an Essential Service by NYS Executive Order 202.6, property owners and boards have the final say on whether moves should be allowed and/or can be restricted at any time should they be deemed to pose a risk to building residents or staff.**

Should a move be deemed necessary the following protocols, in addition to all standard moving practices currently in place, must be followed:

#### **PRIOR TO THE MOVE:**

- Moving Company must submit all required insurance documents to Management.
- Moving company must provide a written Attestation (Template to be provided by Orsid) that no staff member they are sending to the property has knowingly been exposed to, or has shown symptoms of, the COVID-19 illness.

#### **UPON ARRIVAL AT BUILDING:**

- One person, equipped with PPE, from the moving company should enter the building and check in with the Resident Manager (RM).
- At that time, RM will go outside and ask all moving personnel:
  - Have they to their knowledge, been exposed to another individual who tested positive for COVID-19 or had symptoms of COVID-19 in the past 14 days?
  - Have they tested positive for COVID-19 illness in the past 14 days?OR
  - Have they experienced any symptoms of COVID-19 in the past 14 days?
- ALL moving personnel will be required to wear full PPE gear (masks, gloves and coveralls) at all times. Building staff **will not** provide such PPE.
- The RM will confirm that the written certification has been received and that all moving personnel are wearing the required PPE.
- If any of these requirements are not met, or if any of the moving personnel are exhibiting symptoms of COVID-19, the movers will be denied access to the building

### **DURING THE MOVE:**

- Building staff will provide masonite for the movers to put down in all common corridors being used as protection. Masonite will be sanitized before and after each use.
- No more than 2 movers are allowed on an elevator at the same time.
  - For manual service cars, moving personnel may not ride in the car with building staff other than the first trip to get to the floor where the move is taking place and at the end of the move to come back down once the move is complete. Building staff should remain outside the car, at an appropriate distance, until the car is loaded. Once the car is loaded and ready to move, the moving personnel must exit the car and remain in the apartment or on the floor on which they are working for the duration of the move. Loitering in the common hallways while waiting for the elevator is not permitted.
- Movers need to be assigned to specific areas, minimizing personnel traveling through the building.
  - Examples:
    - Driver – stays on truck or at service level.
    - Movers – Teams must be assigned to work on the designated floor for the duration of the move.
      - Team 1 moves items to/from the truck, to/from the elevator but otherwise remains on the service floor where the elevator lands.
      - Team 2 stays in apartment packing and either loads the items to/from the apartment to/from the elevator.
- Apartment doors must remain closed at all times other than when physically moving an item in or out of the apartment.
- Items cannot be loaded or left in in the hallway while waiting for the elevator or at any other time.

### **COMPLETION OF MOVE**

- Movers must notify the RM that they have completed the move.
- RM will coordinate a professional cleaning service the cost of which is to be borne by the person conducting the move in/out.
- Leave no items on site and promptly leave the building.

**Although moving has been considered an Essential Service by NYS Executive Order 202.6, a property Owner has discretion on whether moves should be allowed and/or can be restricted at any time should they be deemed to pose a risk to building residents or staff.**

Accordingly, it is understood that a move is being scheduled at the premises:

\_\_\_\_\_, for apartment \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2020;  
the move is to be conducted by \_\_\_\_\_ (the "moving company") and a  
qualified representative who is authorized to sign on behalf of the moving company hereby attests as follows:

Number of employees assigned to the move: \_\_\_\_\_; Name of Foreman \_\_\_\_\_

Telephone No: \_\_\_\_\_

The undersigned, and all members of the assigned team have been provided with a copy of the Orsid New York "Moving Protocols -Coronavirus" requirements, has read the document, understands and agrees that the move will be subject to the procedures outlined therein without exception. Furthermore, the undersigned acknowledges the property Owner's right to terminate the move should there be, at the sole discretion of the Owner, any deviation from the published requirements which have been established to protect the Owner's employees and residents. By signing below, the undersigned is representing that each staff member assigned to this move meets the following criteria:

1. He/she has not, to their knowledge, been exposed to another individual who tested positive for COVID-19 or had symptoms of COVID-19 in the past 14 days;
2. He/she has not tested positive for COVID-19 illness in the past 14 days,  
OR
3. He/she has not experienced any symptoms of COVID-19 in the past 14 days.

Please note, any staff member who appears to be exhibiting symptoms of the COVID-19 illness will not be permitted access to the building. Any staff member who refuses to wear the required PPE, is observed without the required PPE or refuses to adhere to the protocols outlined in the Orsid New York "Moving Protocols -Coronavirus" while on the premises will be expelled from the premises.

Signed and  
Acknowledged \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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