Loss Control Services



Tips for Multi-Family Housing—Condos, HOAs, and Apartments

Homeowners Associations, Condominium and Town Home Communities and Apartment complexes may want to take some additional precautions during the coronavirus COVID-19 outbreak. Practicing a few precautions around the property may assist in helping keep residents and employees safe. Some tips are:

- Postpone any non-essential community meetings or conduct meetings using the phone or web tools.
- For common areas and amenities that are now closed due to COVID-19 and/or stay in place orders:
 - Post signs to notify residents of closed or limited use, or conditions of use.
 - \circ $\,$ Lock/secure any closed amenities.



- Develop a plan for maintenance requests and prioritize based on the repair.
- Expand regular cleaning to include disinfectant for places such as elevators, stairways, common door handles, mailrooms, lobbies, offices, laundry rooms.
- Consider installing hand sanitizer dispensers in buildings.
- Develop a plan for deliveries to reduce non-essential people from entering buildings.
- If there is a staffed office, limit visitors and require appointments.
- Continue general maintenance of the grounds, parking lots, and common areas/amenities.

Taking precautions and keeping your community members aware of your actions may assist in promoting the health and safety of your community, neighborhood, or complex.



This bulletin is intended for informational purposes only and is offered solely as a guide to assist management in its responsibility of providing a safer working environment. This bulletin is not intended to cover all possible hazardous conditions or unsafe acts that may exist. Other unsafe acts or hazardous conditions should also be noted and corrective action taken.