

**UNITED CHURCH MANOR**  
**COVID19 PANDEMIC MOVE-IN AND MOVE-OUT POLICY**  
**EFFECTIVE: 6/1/2020**

**Due to the serious health risk COVID19 presents to the United Church Manor's resident population and to protect residents and staff from contracting the virus, the following moving guidelines will be observed from the effective date of June 1, 2020 until further notice.**

**In addition, all home visits prior to applicant move-in are suspended until December 31, 2020.**

**PROCEDURES:**

- 1) All moves (in or out) must be scheduled with the office prior to the move so current building residents can be notified of the activity and given the opportunity to take any necessary precautions.
- 2) Management recommends that all Tenants use a professional moving company for all moves in or out of the property. This recommendation is to provide an additional layer of protection for both the individuals moving in or out and our current Tenants. Assistance with moving expenses may be available through Erie County Department of Emergency Services. ([www.Erie.gov/emergencyTA](http://www.Erie.gov/emergencyTA)). If you are unable to meet this requirement, you will not lose your place on the waiting list and will not be penalized for refusing the unit.
- 3) Details of the move must be provided to management at the time the move is scheduled.
- 4) All moves (in or out) must be completed on one-day, not to exceed 5 hours, and during normal business hours Monday – Friday between the hours of 9 AM – 5 PM. This is required so our staff can clean and sanitize the entrance and corridor used by the movers once the move is completed.
- 5) Move-in activity will be limited to the entrance/exit door nearest to the apartment in question.
- 6) As the Manor only has 1 elevator for resident use, the elevator WILL NOT be available for movers to use during move-ins or move-outs. Please advise your movers and plan accordingly. This is done to protect our resident population.
- 7) Possessions must not be piled in corridors waiting to be removed from the building or to be placed in a unit.
- 8) Move-Ins only. All moving materials, i.e. boxes, totes, etc. that are disposable should be placed directly into the refuse dumpster near the front of the property. United Church Manor Maintenance Staff will not be handling any moving materials.
- 9) Movers must wear masks and gloves and must not litter United Church Manor property with same. If your movers are unable to wear a mask or gloves, for any reason, please see management.
- 10) These procedures are subject to Section 504 reasonable accommodation requests. Please see management to make a reasonable accommodation request.

I have read and understand the terms and conditions I must adhere to during my Move-in/Move-out.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*This policy is subject to change and available on our website.