

January 2021 Manor at a Glance

Please remember to follow all COVID-19 protocols.

Due to COVID-19, office staff will no longer be answering the office door or letting residents enter the office. Please put any correspondence or rent checks into the mail slot in the office door. For anything else, call the office at 668-5804.



Rolled quarters are available. If you need quarters put your money in an envelope with your name on it and drop it in the mail slot in the office door. We will leave the quarters in your mailbox the next time we are in the office.

Maintenance Reminders:

- Please follow the winter parking policy to help us clear the parking lot as quickly as possible when it snows. All residents are responsible for the parking of and removal of their cars, per the parking policy, to facilitate the removal of snow. A copy is attached and also posted on the bulletin board near the mailboxes.
- Please remember to put all garbage into bags and tie them shut before putting into the garbage chute.
- Do not throw glass into the garbage chute, please bring it to the maintenance office.
- PLEASE HELP US by keeping your own apartment door handle sanitized on a regular basis. You can use any sanitizer (Lysol spray) or any sanitizer spray or liquid. If using a liquid, please remember to use a paper towel to wipe the door handle and then throw it into your garbage. Any cloth rag or towel used should be immediately put into your laundry bag for washing.
- Please be sure you are cleaning the lint traps in the dryers when you finish your loads.
- All work orders should be called into the office. Health and safety work orders will be responded to as soon as possible. All other work orders will be put on hold until at least January 20, 2021.



January Birthdays

Franklin Jurie	January 2
Alan Thompson	January 4
Diane Taschetta	January 13
Denise Andrews	January 16
Sharon Miller	January 21

Also, a Happy Birthday to our Service Coordinator, Cece.

Karen's Korner

A special thank you to our maintenance staff, who diligently sanitize all high-touch areas every day (including weekends) in an effort to keep our residents safe and healthy. Thank you also to all residents for your cooperation with social distancing, mask wearing while in Manor corridors, and for keeping your own apartment door knobs sanitized.

As we wait for the vaccination program to begin, I want to remind residents to remember the “stay healthy” and “stay safe” lessons that we have learned. **Things like wash your hands for 20 seconds with soap and water, maintain good social distancing of 6 feet, and wear a mask whenever you are outside of your apartment.** Thank you to all residents for doing your part in **limiting your contact with other residents as well as staff.**

Please be reminded (as well as your visitors) that hand sanitizer stations are located at all entrances to the building. We ask that you utilize these prior to entering any of our main corridors.

Additionally, all (residents, guests, staff, aides, etc.) **must wear a mask (even when seated) when in any of our common areas** (corridors, stairwells, mailboxes, restrooms, library, lounge, dining room). Once again, food and drink is not allowed in the dining room until further notice.

Contact tracing, quarantining, and general precautions:

- 1) If you receive a call from a contact tracer, it is important that you follow any guidelines that the NYS Department of Health ask of you.
- 2) If you are aware of any contact with someone who has tested positive for COVID-19, you should self-quarantine for a period of 10 days.
- 3) Quarantine: What does “to Quarantine” mean: A) You must remain in your apartment for 10 days from the date you receive a positive COVID-19 test or have been in close contact (less than 6 feet for more than 15 minutes) with someone who has tested positive for COVID-19; B) Little to no contact with other residents/staff/guests/etc.; C) If you need to go to a doctor's appointment or leave the apartment for any other emergency reason, you must wear a mask.
- 4) General Precaution: *PLEASE* ask all of your visitors, aides, etc., to remain home if they are experiencing any illness.
- 5) SHOULD YOU FEEL ILL: You should contact your primary care physician and follow their recommendations.

As a Reminder, the following is still true and will continue through the month of January:

1. Residents WILL NOT be allowed to enter the office space until COVID-19 social distancing restrictions are lifted. Whatever it is you require, please call the office first. **Jen's extension is 200; Karen's is 201**
2. Residents WILL NOT be allowed to enter the maintenance shop until COVID-19 social distancing restrictions are lifted. **Joe's extension is 202.**
3. Residents WILL NOT be allowed to enter the Service Coordinator's office until COVID-19 social distancing restrictions are lifted. **CeCe's extension is 204.**

4. ***Please continue*** one resident at a time in the laundry room, library (computer), and other common areas of the building. Remember to practice social distancing of at least 6 feet and use a mask or other face covering *at all times*. Thank you for your cooperation.

BEDBUG PREVENTATION MAINTENANCE

Group 1's preventative maintenance for bedbugs is being cancelled. **HOWEVER**, all units in Group 1 will be receiving a precautionary measure item to carry their unit through to their next regularly scheduled service in April. Items and instructions will be delivered to each unit on or around Wednesday, June 6th. After you have received the item and/or instructions, should you have any questions please contact either Karen (668-5804 ext. 201) or Joe (668-5804 ext. 202).

APARTMENT INSPECTIONS

Individuals whose re-certifications were completed in December, 2020 will receive an apartment inspection notice at the beginning of February.

PARKING LOT

To facilitate the plowing of the parking lot, traffic cones have been placed in the last parking space closest to the driveway to the two-car garage. Please do not remove the cones or park in that parking space. Thank you for your cooperation.

Van Service for Shopping, Wednesday, January 6th and Wednesday, January 20th – The van service will continue to transport one resident at a time.



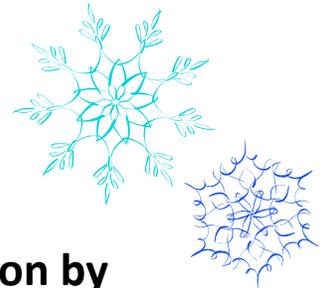
Snow and Parking

Effective Nov. 1st – April 1st



It is the desire of the United Church Manor to remove snow as soon as it has accumulated in our parking lot during the winter season. The following policy applies to parking during this period:

- All cars must be parked along the first row of spaces (nearest the front lawn) and the first row of spaces (nearest the building) by 8:00 a.m.
- By 10:00 a.m. the Center Section of the parking lot will have been cleared. At that time, we ask you to move your car to the plowed (cleared) spaces. We ask that your vehicles be moved to the Center Section by 11:00 a.m.
- The “Manor” staff is not responsible for clearing the snow off your car or moving it to another location.



This policy is an orderly way of addressing the parking needs during the winter season. It allows us or our snowplow contractor to plow without the worry of people and/or vehicles moving about while the truck is in operation.



This policy also allows visitors to the “Manor” to have access to clear parking spaces during the normal hours of business operations.

Thank you for your cooperation!