

## YHT Response Plan Regarding COVID-19 (Revised)

August 3, 2020

The Board of Directors has always held security and safety as a guide to decision-making for the owners, residents, staff and visitors to Yacht Harbor Towers. Our primary concern regarding COVID-19 lies with the health and safety of our YHT community, particularly those with the greatest risk. While most are at low risk for contracting coronavirus, we will remain diligent about preventing the spread of the virus. With that in mind, **there will be operational changes that will impact everyone. Our YHT Plan is outlined on the second and third pages of this document.**

**Please note that our Response Plan will be fluid as guidance from official agencies change.**

There is no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to this virus. It is spread mainly from person-to-person between people who are in close contact with one another. Spread occurs through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouth or nose of people who are nearby or possibly be inhaled into the lungs. These droplets on surfaces can also infect someone who touches the surface with their hands and subsequently touches their eyes, nose or mouth.

### **Much of protecting yourself and your family comes down to common sense:**

- **Wash your hands frequently with soap and water, scrub vigorously for twenty seconds, rinse and dry. If you are not near water, you should use a hand sanitizer with at least 60% alcohol. Rub vigorously. Soap and water are the best as the virus is enclosed in a lipid (oil) cell easily destroyed by soap and water.**
- **Practice social distancing by maintaining a minimum of six feet from others.**
- **Stay home if you are sick.**
- **Avoid touching your eyes, nose or mouth with unwashed hands.**
- **Cover your hand or elbow with cloth to avoid direct skin contact on elevator buttons and door handles.**
- **Clean and disinfect frequently touched surfaces daily. If you utilize a spray cleaner, do not wipe it off. The spray cleaner must be left to air dry for a minimum of 4 minutes to be effective.**
- **Clean your phone and fob surfaces with sanitizing agent daily.**
- **Stay home as much as possible.**
- **Minimize onsite guests and visitors.**
- **Use the phone and online tools such as Facetime and Zoom to keep in contact with friends and relatives.**
- **Follow the guidance of the CDC and local health department.**

### **Who is at higher risk for serious illness from COVID-19?**

- **Adults over 60**
- **Individuals with compromised immune systems**
- **Individuals with serious, chronic medical conditions such as heart disease, diabetes, lung disease**

### **What is Novel Coronavirus (COVID-19)?**

Coronaviruses are a large group of viruses that are common among animals and humans. This novel coronavirus that causes COVID-19 is newly discovered. It is not a flu virus. The source is not yet known.

### **What are the symptoms of COVID-19?**

If you have symptoms, **FEVER, COUGH and SHORTNESS OF BREATH**, contact your private physician rather than appearing at crowded Emergency Rooms.

## **Face masks:**

Face masks are required for any and all persons on Yacht Harbor Towers property. Contractors, delivery persons, guests, service personnel and anyone residing in the YHT complex must abide by this rule.

## **What is Social Distancing?**

Social distancing is a practice recommended by public health officials to stop or slow down the spread of contagious diseases. **It requires the creation of physical space between individuals and to minimize gatherings. Achieving space between individuals of six feet is advisable.**

## **Exposure:**

The U.S. Centers for Disease Control and Prevention (CDC) believes at this time that symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure to the virus based on current science.

## **The Yacht Harbor Towers Response Plan to COVID-19 is consistent with CDC, WHO and Public Health Department guidance and includes the following:**

- **The Recreation Deck is essentially closed. Special guidelines have been established for limited use of the pool, spa, tennis court and grills. Only Residents are permitted to use the amenities. Guests are not permitted to use ANY of these amenities for any reason. A copy of the rules and procedures for use of amenities is available on the Yacht Harbor Towers website and from the management office.**
- **The Rest Rooms in the Ewa Tower and on the Recreation Deck remain open for resident use due to impacts of the repipe project. As these have high use, please take sanitary precautions and wash your hands thoroughly before exiting.**
- **Guests and residents cannot congregate in the lobbies or common areas.**
- **Food deliveries must be accepted by the resident ordering the food outside the building at the lobby entry phone. The resident is to meet the vendor at the lobby entry phone to minimize non-resident access to the building, common area hallways and elevators. Please do not buzz the vendor into the lobby.**
- **Board meetings will be held remotely utilizing conferencing capabilities until further notice. Owners wishing to participate in the meeting may contact us via email, [yhtgm@hawaii.rr.com](mailto:yhtgm@hawaii.rr.com), for instructions for use.**
- **For interaction with the Management Office, please use email, [yhtoa@hawaii.rr.com](mailto:yhtoa@hawaii.rr.com), or phone, 808-947-1855, when possible to minimize person-to-person contact.**
- **Essential services by contractors will continue in service of Yacht Harbor Towers. These services include, but are not limited to Securitas Security, HBM Maintenance and Janitorial services, fire alarm technicians, pest control, refuse collection, air conditioning service, plumbing and painting.**
- **No handshakes - rather use a shaka or patting of the heart area of the chest.**
- **Performing routine environmental cleaning with increased frequency including:**
  - Routinely cleaning all frequently touched surfaces in the common areas and offices, such as workstations, countertops, elevator pads and buttons, and door handles. We will use the cleaning agents (most of which are bactericidal) that are usually used in these areas and follow the directions on the label.
  - No additional disinfection beyond routine cleaning at increased frequency is recommended at this time.
  - When available, providing disposable wipes so that commonly used surfaces (for example, keyboards, remote controls and radios) can be wiped down by employees before each use.
  - Hand sanitizing stations with bactericidal gel are permanently placed appropriately in the common areas.

### **If you have contracted the Coronavirus or have been exposed and are in self-quarantine:**

- Residents are required to contact the Management Office at 808-947-1855.
- Self-quarantine yourselves in your unit for the period of time advised by your doctor. Do not leave your unit.
- Contact the Management Office daily to update us of your status or to make any requests we may be able to accommodate.

### **If you are returning to the Island of Oahu from out of state or off island:**

- Unless you have clearance from State Authorities, we fully support the mandatory 14 days self-quarantine imposed by Governor Ige.
- Residents are required to inform the Management Office when they return at 808-947-1855.
- If leaving your unit is absolutely necessary (going to doctor's office, hospital or for personal emergencies) then be sure to practice social distancing and use surgical type masks and disposable gloves if available.

### **What you can do to contribute to the safety of Yacht Harbor Towers's Residence:**

- Do not invite non-essential people to Yacht Harbor Towers. Essential visitor examples are care givers, repair contractors for urgent matters, food and medicine delivery people.
- Do not gather or loiter in the common areas. They are to be used for ingress and egress only.
- Postpone non-essential residential projects to the extent possible.
- Honor the 6-foot social distancing rule when interacting with others.
- Cover your mouth when you sneeze or cough.
- Wash your hands often and thoroughly.
- Avoid unnecessary errands.
- Stay home if you are not feeling well and contact your doctor.
- If there are 4 or more people in an elevator, wait for the next elevator.

The Board and Management recognize that these actions may inconvenience our residents. However, the plan is consistent with federal, state, and local recommendations, and, as such, may need to be altered as we gather new information. The **health and safety** of all is our goal during this challenging pandemic event.