



Apartment Living & COVID-19 Best Practice Guideline

BUILDING MANAGERS

COVID-19 is a respiratory disease spread between people who are in close contact (1.8m or less) with one another, apartment buildings and other shared living spaces pose the potential risk of an infected resident spreading the virus to other residents - also known as community spread.

Building managers are a strata communities front line defence and an essential service. It is vitally important that you and/or your company prepare your own contingency plan in case you and/or 40% of your staff contract the virus. The show must go on and how will you see that it can?

This document was prepared for:

- *Alert Level 1 (no more than 500 persons present)*
- *Alert Level 2 (no more than 100 persons present) only.*

However, this document can be applied as a basic guide at all levels.

COVID-19 for Building Managers

If you haven't already, develop a Pandemic Plan

While planning for a pandemic should begin at the corporate level of any business, a successful approach must involve representatives not only from management, but from human resources, communications, IT, legal and compliance, and facilities management.

Taking the latest Government's advice and looking carefully at your role as the building manager consider how services will be delivered to the building and what your role is in the delivery of services, how will you will continue to facilitate to provide access to the buildings you have responsibilities for by considering:

- » Which building systems are mission-critical for your building
 - » Waste Collection Services
 - » Car Stackers
 - » Cleaning & Caretaking of the Building (Including Disinfectant Cleans)
 - » ESM – Fire Safety Inspections and Servicing
 - » Utilities – Common Power, Water and Gas
 - » Lift Maintenance and Servicing
 - » Garage Door Preventative Servicing
 - » Sump Pump Servicing
 - » Bulk Hot Water System Servicing
 - » Plumbing
 - » Emergency Works – Burst Pipes, Weather and Accidental Damage, Roof Repairs, Hot Water System Replacement/Repairs
- » What is the bare minimum staff required to support the building operations?
- » Which staff are currently trained to operate critical systems and what specific skills make them qualified?
- » Which if any critical building operations can be managed remotely? Can other systems be upgraded to allow remote operations, and if so, what would these upgrades cost?
- » What would happen if any given facility had to be closed because of quarantine or staff shortages?
- » Which employees perform tasks that cannot be performed off-site, and where are these employees located?

The answers to these questions will go a long way toward forming the basis of a pandemic plan.

In all likelihood, they will point to a number of key action steps that include:

- » Preparing now to cross-train employees within the facility department to cover one another's responsibilities.
- » Collaborating with other companies or sites to provide cross-training for facilities support functions.
- » Developing contingency plans for the acquisition of crucial supplies should delivery schedules be disrupted, or for the advance purchase of bulk supplies.
- » The development of "how to" notes describing step-by-step execution of critical tasks.
- » Preparing for a building to be shut down.
- » Sourcing reliable best practice guides from around the world including peak body Associations guides:

COVID-19: Cleaning in non-healthcare settings

<https://covid19.govt.nz/covid-19/how-were-uniting/cleaning-surfaces/>

Pandemic planning should include any Government directives and address interventions from:

- » Minor - whether and when to close coffee stations and water coolers.
- » Extreme - building lockdown - how to equip a facility with days or weeks' worth of supplies in case key employees need to quarantine themselves inside.
- » Map your dependencies to understand where disruptions might impact your development remembering your building is at maximum capacity. For example:
 - » Greater parcel delivery
 - » More visitors and parking
 - » How mail is delivered
 - » How a confirmed case will impact
 - » Access to emergency services

- » Review the preparedness of your critical third parties based on your building systems are mission-critical assessment above and write to each service asking for their pandemic plan may will their services to you be impacted – especially if you have a confirmed case.
- » Create a communication platform to inform residents. This could be as simple as a daily or weekly bulletin in the lobby or using technology platforms and do you have the resources to undertake the extra communication.
- » Create a communication plan to suppliers in the event that you are advised of a confirmed case.
- » Communications plans should be spelled out well in advance, and e-mail lists established for all staff, suppliers and contractors. You need to know what their pandemic plans are.
- » List the common areas most at risk for contamination and put in a management strategy for each area. For example, some things to think about are below

Risk Area	Risk Control	Action
On-site staff Surface Contamination Social Gathering	Remove front desk access Increase cleaning schedule Exercise social distancing	Signage to indicate how the on-site staff can be communicated with.
CONTRACTORS Safe work-site From 23/3/2020 increased social distancing requirements From midnight 25/3/2020 only essential service contractors permitted	Responsibility to maintain a safe worksite when contractors are engaged to work on the common property. Maintain social distancing from contractors working on site. Potential threat of coming into contact with the virus.	Committee to avoid contact or approaching trades persons when on site. Work orders to be issued by Committee or Strata Management company; continue to require Safe Work Method Statements, which will now include additional processes including PPE and social distancing measures. Instruct all trades to operate as if someone with COVID-19 resides on site. If the Strata Community is notified of a person who has tested positive to the virus all contractors must be notified.
TOILET & SHOWERS Surface Contamination Social Gathering	Increase cleaning schedule Exercise social distancing Consider shutting down the facilities	Authorise and arrange additional cleaning regime. Notify residents of protocols established and reason for same. Affix signs in area of facility.
FRONT DOOR Surface Contamination Social Gathering	Increase cleaning schedule Exercise social distancing	Authorise and arrange increased cleaning regime; to at least daily or more if high use and/or high infection rate. Encourage residents to implement social distancing requirements.
DOOR HANDLES Surface Contamination	Increase cleaning schedule	Authorise and arrange additional cleaning to at least daily or more if a high use are with increased risk of higher infection rate.

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Risk Area	Risk Control	Action
GYM Surface Contamination Social Gathering From 23/3/2020 Close The Gym	Inform users: <ul style="list-style-type: none"> » to wipe down equipment with disinfectant before and after use, » shower after exercising at the gym, » sit on their own towels, » wipe sweat with a disposable paper towel and wash their hands after. » stay home if they don't feel well. Consider closing the facility; be guided by Government directives.	Create a sign or multiple signs and place around Gym to wash their hands before and after their workout sessions and other relevant protocols established. Can add hand sanitizer If you have a cleaner, arrange to have the gym and equipment cleaned more frequently. Door could be left open to increase ventilation, if safe to do so. Notify residents of and reasons for closure if this decision is made. Affix signs to advise of closure also.
POOL Surface Contamination Social Gathering From 23/3/2020 Close The Pool	Inform users: <ul style="list-style-type: none"> » that use of pool is at their own risk » to shower before use » stay in their apartment if they don't feel well. » implement social distancing with other users » sit on their own towels » wipe sweat with a disposable paper towel, dispose of correctly and wash their hands after. » exercise social distancing » increase cleaning schedule Consider closing the facilities; be guided by Government advice.	Create a sign or multiple signs and place around Pool area notifying residents of established protocols Notify residents of and reasons for closure and affix signs advising of same.
BBQ & COMMUNITY AREA Surface Contamination Social Gathering From 23/3/2020 Close The Area	Increase cleaning schedule Exercise social distancing Consider closure of the facility	Authorise and arrange additional cleaning regime. Notify residents of protocols established for use. And/or notify residents of and reasons for closure, if this decision is made. Affix signs to advise of protocols established or closure of facility.

Risk Area	Risk Control	Action
COMMITTEE MEETINGS Surface contaminants Social Gathering From 23/3/2020 Increased Social Distancing Requirements No in person meetings as of lockdown	Exercise social distancing Wipe down tables, chairs etc. before and after use of committee meeting area Request a Committee Member not attend if they have travelled overseas recently, been in contact with someone who has, or has been in contact with someone who has contracted the virus or is known to have symptoms or has the virus themselves. Consider alternative means of communicating to make decisions.	Notify Committee members of the protocols established and request they comply. Consider alternative meeting solutions like Skype, ZOOM or telephone for discussion then use email ballots to capture decisions and create record.
GENERAL MEETINGS Surface contaminants Social Gathering From 23/3/2020 Increased Social Distancing Requirements No in person meetings as of lockdown	Exercise social distancing Wipe down tables, chairs etc. before and after use of meeting area. Request Members not attend if they have travelled overseas recently, been in contact with someone who has, or has been in contact with someone who has contracted the virus, or is known to have symptoms or has the virus themselves. Consider alternative means of communication and decision making. Consider deferring meeting.	Notify all unit owners of protocols established and request they comply. Consider other solutions like Skype, ZOOM, Voting on-line platforms, postal ballots etc
PLUMBING	Use of substitute paper products as toilet paper e.g. Newspaper, tissues or serviettes is to be discouraged Potential blockages, increasing health concerns and access to services	Convey concerns to all residents of potential problems and how it will impact them and ask them to comply. Notify contractors you will need to engage to fix problems that arise. There is a high risk to a plumber who must clear blocked sewer pipe. Needs to be advised if there is a positive case.

Government Information – Useful Links

These sites will link you to the latest Coronavirus news, updates and advice from government agencies

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

<https://covid19.govt.nz/>

<https://www.mbie.govt.nz/about/open-government-and-official-information/coronavirus-covid-19/essential-services/>

<https://www.tenancy.govt.nz/about-tenancy-services/news/coronavirus-covid-19-what-landlords-and-tenants-need-to-know/>

<https://covid19.govt.nz/covid-19/how-were-uniting/cleaning-surfaces/>

<https://covid19.govt.nz/government-actions/financial-support>

<https://www.beehive.govt.nz/releases>

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences/general-cleaning-information-following-suspected-probable-or-confirmed-case-covid-19>

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This publication is only a guide. Readers should make and rely on their own expert enquiries. No warranty is given about the accuracy of the material and no liability for negligence or otherwise is assumed by SCA, its servants or agents in any way connected with this publication.

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Please visit Government Websites for regular updates.

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