



<b>Date of Incident</b>	03-25-2021
<b>Prepared By</b>	Stephen Cicala
<b>Reviewed By</b>	Incident Report was reviewed by Lori Kolinchak on 03-25-2021 at 03:03 PM.
<b>Property</b>	450 Green Apartments
<b>Time of Incident</b>	12:00:00
<b>Location of Incident</b>	D201 Cindy Phillips has tested positive for COVID-19.

<b>Description of Incident</b>
Carl Phillips called our office to notify us that his wife Cindy has tested positive for COVID-19. She was taken to the hospital last night, 3/24/21. Carl informed us that he will be getting a COVID-19 test today.
<b>Corrective action taken at the time of the incident</b>
Katlyn Russell spoke to Carl and asked what common areas he and his wife were in recently.
<b>What we have done related to Customer Service and helping the resident, if anything?</b>
I emailed Carl with the company policy COVID letter. I will also notify residents in D building once cleaning has been scheduled.
<b>Witnesses names and phone number</b>
N/a
<b>Is criminal activity involved</b>
No
<b>Was there security camera footage of this incident?</b>
No
<b>Link to security footage video in Box</b>
http://
<b>Did this incident involve a resident?</b>
Yes
<b>Resident Name</b>
Carl and Cindy Phillips
<b>Did this incident involve a Lindy team member?</b>
No
<b>Did this incident involve a vendor?</b>
No

