



<b>Date of Incident</b>	04-07-2021
<b>Prepared By</b>	Stephen Cicala
<b>Reviewed By</b>	Incident Report was reviewed by Lori Kolinchak on 04-07-2021 at 10:53 AM.
<b>Property</b>	450 Green Apartments
<b>Time of Incident</b>	08:00:00
<b>Location of Incident</b>	Apartment C307

<b>Description of Incident</b>
Jada Davis emailed our office to notify me that she tested positive for COVID-19 yesterday. She had a kitchen fire on Monday, 4/5. However no employees were affected or in contact with Jada.
<b>Corrective action taken at the time of the incident</b>
I emailed Jada and provided the COVID-19 company letter and Katelyn Russell has left a voicemail to see what common areas Jada has been.
<b>What we have done related to Customer Service and helping the resident, if anything?</b>
I will notify residents in C building once cleaning is scheduled. Norristown Police and Fire have been notified. Also, Clean Tech was notified.
<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>
Jada Davis
<b>Did this incident involve a Lindy team member?</b>
No
<b>Did this incident involve a vendor?</b>
No

