



Date of Incident	04-01-2020
Prepared By	Amber Johnson
Property	Haverford Court
Time of Incident	01:00:00
Location of Incident	West building apt w108

Description of Incident
Resident alerted office that he had tested positive for Covid-19. I notified Adam, who notified Brian. I sent the approved letter to the resident and asked when he had last left the apartment and how long he has been quarantined. He replied he last left over the weekend, 3/31 and had been self quarantined since Feb. Restore Core was notified and came to clean east and west areas on 4/2.
Corrective action taken at the time of the incident
Sent letter of what to do if you are sick and notified senior management. Scheduled restorecore for building wide cleaning
What we have done related to Customer Service and helping the resident, if anything?
Checked in with resident
Witnesses names and phone number
Amber Johnson 215-356-4203
Is criminal activity involved
No

