



<b>Date of Incident</b>	04-01-2020
<b>Prepared By</b>	Amber Johnson
<b>Property</b>	Haverford Court
<b>Time of Incident</b>	06:15:00
<b>Location of Incident</b>	East building apt e212

Description of Incident
Resident alerted office that her grandson had tested positive for Covid-19 and been in contact with her in the last 24 hours. I notified Adam, who notified Brian. I sent the approved letter to the resident and reviewed the time line of when he had visited the building. Restore Core was notified and came to clean east and west areas on 4/2.
Corrective action taken at the time of the incident
Gave the resident the letter and contacted senior management. Scheduled restorecore for 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

