



<b>Date of Incident</b>	04-28-2020
<b>Prepared By</b>	Nancy Benner
<b>Property</b>	Joshua House
<b>Time of Incident</b>	03:31:00
<b>Location of Incident</b>	2607 Welsh Road Apartment F306

### Description of Incident

Ms. Holmes contacted the leasing office today to report that she went to the emergency room last week received her results for the Covid-19 test today 4/28 and it was as positive. She is self quarantined and doing well.

### Corrective action taken at the time of the incident

I contacted Adam Levitt and Brian Kroker. Brian contacted RestoreCore and scheduled sanitation of the building for weds 4/29 I printed the resident Covid letter and sanitation letters to inform the residents. All notices were delivered

### What we have done related to Customer Service and helping the resident, if anything?

I spoke with Ms. Holmes she's doing well and was very cooperative and pleasant. I explained the process and let her know a letter would be delivered and that we scheduled sanitation of the building. I wished her a speedy recovery and she thanked me for reaching out to her.

### Witnesses names and phone number

Silphy Sajan 215-281-6255 Nancy Benner 215-669-8922 Dudlow Blake 267-264-7180

### Is criminal activity involved

No

