



<b>Date of Incident</b>	05-22-2020
<b>Prepared By</b>	Stephen Cicala
<b>Property</b>	Westgate Arms
<b>Time of Incident</b>	05:00:00
<b>Location of Incident</b>	C2 located at Westagte Arms Apatments

<b>Description of Incident</b>
Christine Jones communicated to me that she was informed by the resident at C2 Westgate Arms Apartments tested positive for COVID-19.
<b>Corrective action taken at the time of the incident</b>
I notified my manager Lori of the information that I received. Lori contacted Brian who then contacted Restorecore to schedule a COVID-19 cleaning in C building on Saturday, May 23.
<b>What we have done related to Customer Service and helping the resident, if anything?</b>
All residents of C building were notified of the COVID-19 cleaning and the infected residents were provided COVID-19 procedures.
<b>Witnesses names and phone number</b>
N/a
<b>Is criminal activity involved</b>
No

