



| | |
|-----------------------------|-------------------|
| Date of Incident | 06-01-2020 |
| Prepared By | Lori Kolinchak |
| Property | Rosedale Court |
| Time of Incident | 09:30:00 |
| Location of Incident | C4 Rosedale Court |

Description of Incident

Treasure Stephens notified Ketty Bailey by email at 5:22PM Sunday 5/31/20. Ketty received the email at approximately 9:30 am on 6/1 stating that Miss Stephens had tested positive for Covid and that she'd been self quarantining since Thursday. Ketty contacted Lori Kolinchak and Brian Kroker. Brian scheduled Restorecore to Clean on 6/2. Ketty notified all residents in C bldg in writing about the cleaning. Cleaning was completed on 6/2. 2 employees had an interaction with Miss Stephens in laundry room on Fri 5/29. They have discussed with HR and are following instructions provided.

Corrective action taken at the time of the incident

Notified Lori and Brian

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

Ketty called resident on Monday to see how she was and if she needed anything.

Witnesses names and phone number

NA

Is criminal activity involved

No

