



<b>Date of Incident</b>	10-01-2020
<b>Prepared By</b>	John Samuel
<b>Property</b>	Enclaves
<b>Time of Incident</b>	11:20:00
<b>Location of Incident</b>	3944 Gateway Drive, Apartment B2 Philadelphia, PA 19145

<b>Description of Incident</b>
On 10/1/2020 around 11:20 am, the resident from 3944B29 Theresa Forrest) notified office that she was tested positive for Corona Virus. John Samuel ( Community Director) informed Regional Manager Brian Kroker and made arrangements with Restore core to fog the hallways and wipe down high traffic areas of 3944-3946 building. Fogging was done around 4 pm the same day. All residents in 3944-3946 building was notified that there is a case of corona virus reported from their building.
<b>Corrective action taken at the time of the incident</b>
Restore core cleaned the entire hallways, Residents in 3944-36 building was notified that there was a reported case of Corona Virus.
<b>What we have done related to Customer Service and helping the resident, if anything?</b>
Resident was called from office to make sure she is okay and to reach out to office if she requires anything.
<b>Witnesses names and phone number</b>
John Samuel 215 463 5566
<b>Is criminal activity involved</b>
No