



<b>Date of Incident</b>	12-21-2020
<b>Prepared By</b>	Felicia Howell
<b>Property</b>	Regency House
<b>Time of Incident</b>	10:01:00
<b>Location of Incident</b>	Regency 415: Sheila Passley called to inform the office that she tested positive for COVID. She explained she was in the laundry room the day before.

<b>Description of Incident</b>
Dawn received the call and informed me. I called Brian and Brian contacted restorecore for cleaning
<b>Corrective action taken at the time of the incident</b>
Informed Brian right away
<b>What we have done related to Customer Service and helping the resident, if anything?</b>
An email was sent to all residents regarding the confirmed case. Property was treated at 5pm.
<b>Witnesses names and phone number</b>
Felicia Howell 267-707-8046
<b>Is criminal activity involved</b>
No
<b>Was there security camera footage of this incident?</b>
No
<b>Link to security footage video in Box</b>

