



August 30, 2021

Re: Coronavirus (COVID-19) Guidelines for all Mark Development Inc. Projects

Attention all Residents and Staff:

The State of Hawaii is still in the midst of the continually evolving Coronavirus. Management is asking for your cooperation in helping everyone stay safe and healthy. In accordance with the attached CDC guidelines and recommendation, we ask for your cooperation.

- **WEAR A MASK**
 - **Wear a mask indoors in public.**
 - **Wear a mask if in an area of substantial or high transmission.**
- **PRACTICE SOCIAL DISTANCING**
 - **Maintain 6-feet distance from other people.**
- **PRACTICE GOOD HYGENE:**
 - **Wash your hands, especially after touching any frequently used item or surface.**
 - **Avoid touching your face.**
- **AVOID CROWDS AND POORLY VENTILATED SPACES.**

For updated information and recommendations on Covid-19, please refer to Center for Disease Control (CDC) www.cdc.gov, and Hawaii State Department of Health www.hawaiihealth.gov.

For your reference, attached are *How to Protect Yourself & Others* and *How Covid-19 Spreads* from the CDC.

In cooperation with CDC recommendations, Management is implementing the following policies:

- **Wear a Mask.** In indoor settings, mask use is required by staff and tenants.
- **Social Distancing.** Maintain 6-foot distance between self and others.
- **Staff will wear masks upon entering units.**
- **Staff will not enter a unit where tenant will not wear a mask or practice social distancing and will reschedule work order.**
- **Staff will not enter a unit where a tenant is showing signs of illness and will reschedule work order.**
- **Staff members showing signs of illness will stay home until cleared to return by physician and/or not showing any symptoms.**

What you can do as a resident and neighbor:

- When reporting a maintenance issue, please inform the Maintenance Request Line if someone in the household is sick or showing signs of illness so the maintenance staff can take extra precautions, practice social distancing or reschedule work order until safe.
- Prior to any appointments with Management or Maintenance, if you show any symptoms of illness, please notify Management so appointment can be rescheduled.
- If you are sick or showing signs of illness please practice social distancing and limit your contact with other residents and using the common area facilities to minimize spreading possible contagions. If you must use common area facilities, please sanitize after use.
- If you have traveled anywhere recently regardless if you show any symptoms of illness, please notify Management prior to any scheduled meetings or maintenance appointments with staff.

We hope that everyone will work together to make sure we all remain safe and healthy. For updated information about the Covid-19 please visit Centers for Disease Control and Prevention at www.cdc.gov or State of Hawaii, Department of Health at www.health.hawaii.gov.

Be healthy and safe,

Management

How to Protect Yourself & Others

Updated Aug. 13, 2021

Protect Unvaccinated Family Members

Some people in your family need to continue to take steps to protect themselves from COVID-19, including

- Anyone not fully vaccinated, including children under 12 who cannot be vaccinated yet
- People with weakened immune systems or underlying medical conditions

Get Vaccinated

- Authorized COVID-19 vaccines can help protect you from COVID-19.
- You should get a [COVID-19 vaccine as soon as you can](#).
- [Once you are fully vaccinated](#), you may be able to start doing some things that you had stopped doing because of the pandemic.

Wear a mask

- If you are not fully vaccinated and aged 2 or older, you should wear a mask in indoor public places.
- In general, you do not need to wear a mask in outdoor settings.
 - In areas with [high numbers of COVID-19 cases](#), consider wearing a mask in crowded outdoor settings and for activities with [close contact](#) with others who are not fully vaccinated.
- People who have a condition or are taking medications that weaken their immune system may not be fully protected even if they are fully vaccinated. They should continue to take all [precautions recommended for unvaccinated people, including wearing a well-fitted mask](#), until advised otherwise by their healthcare provider.
- If you are fully vaccinated, to maximize protection from the Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area [of substantial or high transmission](#).
- If you are fully vaccinated, see [When You've Been Fully Vaccinated](#).

[Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).

Stay 6 feet away from others

- **Inside your home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arm lengths\) from other people.](#)
 - **Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)**

Avoid crowds and poorly ventilated spaces

- Being in crowds like in restaurants, bars, fitness centers, or movie theaters puts you at higher risk for COVID-19.
- Avoid indoor spaces that do not offer fresh air from the outdoors as much as possible.
- If indoors, bring in fresh air by opening windows and doors, if possible.

Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Cover coughs and sneezes

- **If you are wearing a mask:** You can cough or sneeze into your mask. Put on a new, clean mask as soon as possible and wash your hands.
- **If you are not wearing a mask:**
 - Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow and do not spit.
 - Throw used tissues in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean high touch surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If someone is sick or has tested positive for COVID-19, disinfect [frequently touched surfaces](#).** Use a household disinfectant product from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#)[external icon](#) according to manufacturer's labeled directions.
- **If surfaces are dirty, clean them** using detergent or soap and water prior to disinfection.

Monitor your health daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
- Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
- Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

How to COVID-19 Spreads

Updated July 14, 2021

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected.

COVID-19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

Delta Variant

The Delta variant causes more infections and spreads faster than earlier forms of the virus that causes COVID-19. It might cause more severe illness than previous strains in unvaccinated people.

- Vaccines continue to reduce a person's risk of contracting the virus that cause COVID-19, including this variant.
- Vaccines continue to be highly effective at preventing hospitalization and death, including against this variant.
- Fully vaccinated people with breakthrough infections from this variant appear to be infectious for a shorter period.
- Get vaccinated and wear masks indoors in public spaces to reduce the spread of this variant.