



Phone: (410) 424-5380 Fax: (410) 243-0437

123 W. 29th Street Baltimore, MD 21218

To Whom It May Concern:

Due to the effects of COVID-19, the Wyman House team has closed all common area gathering locations (community room, bathrooms, business center and game room) and also removed all seating from the lobby and library locations to reduce contact among the residents. Each day, the contracted janitorial company clean and sanitize the lobby, hallways, elevators, laundry facility, management offices and door handles throughout the building. Attached are chemicals and below are the branded products being used to clean the community:

- Glass Cleaner
- Pinequat
- Fantastico
- Clorox
- Joy Soap
- Awesome

Please let me know if any further information is needed.

Thank You,

Management Team

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List N
10324-155	Quaternary ammonium	Maquat 128-NHQ	Mason Chemical Company	Human coronavirus	10	Dilutable	Hard Nonporous (HN)	Healthcare, Institutional; Residential	No	3/13/2020
1839-167	Quaternary ammonium	BTC 885 Neutral Disinfectant Cleaner- 256	Stepan Company	Human coronavirus	10	Dilutable	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare, Institutional; Residential	No	3/13/2020
1839-168	Quaternary ammonium	BTC 885 NDC-32	Stepan Company	Human coronavirus	10	Dilutable	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare, Institutional; Residential	No	3/13/2020
1839-83	Quaternary ammonium	Detergent Disinfectant Pump Spray	Stepan Company	Canine Parvovirus	10	RTU	Contact Post-Rinse Required (FCR)	Healthcare, Institutional; Residential	Yes	3/3/2020
5813-50	Sodium hypochlorite	Ultra Clorox Brand Regular Bleach	The Clorox Company	Human coronavirus	5	Dilutable	Hard Nonporous (HN)	Healthcare, Institutional; Residential	No	3/13/2020



June 15, 2020

Via Email

Angela Cameron
Vice President of Private Housing
Housing Operations
417 E. Fayette Street, Suite 266
Baltimore MD 21202

Re: City Council Bill 20-0217R Informational Hearing regarding RAD sanitizing procedures

Dear Ms. Cameron:

We are in receipt of your email regarding the City Council's inquiry regarding sanitizing procedures at RAD sites in the City of Baltimore and offer the following response to the items noted therein. This response applies to The Brentwood located at 405 E 25th Street, Baltimore, MD 21218 and The Ellerslie located at 601 Wyanoke Ave, Baltimore, MD 21218.

1. Products
 - a. KayQuat®II Hard Surface Sanitizer
 - b. Spray Nine
 - c. Clorox Disinfecting Wipes
2. Cleaning Schedules/frequency
 - a. High touch areas are cleaned throughout the day, seven days per week, from 7 am until 5 pm.
3. Specific areas
 - a. Elevators
 - i. Elevator surfaces are wiped down with disinfectant throughout the day, seven days per week, from 7 am until 5 pm.
 - b. Laundry Rooms
 - i. Laundry Room surfaces are wiped down with disinfectant throughout the day, seven days per week, from 7 am until 5 pm.
 - c. Lobby (other common areas)
 - i. All community spaces are closed to residents. Community spaces include the community room, lobby lounges and game room. Handles on doors

leading to the lobby are wiped down with disinfectant throughout the day, seven days per week, from 7 am until 5 pm.

If you have any questions, please feel free to contact me at (240) 554-6514 or via email at tetienne@neighborhoodpartners.com.

Warm regards,



Tasha N. Etienne

Regional Property Manager
Neighborhood Partners LLC

Enclosure: The CT Group, Policies and Procedures Manual, Chapter 4: Annual Recertifications

Cc: Tiffany Sims, Director, Telesis Baltimore
Rhiannon Dunn, Director of Operations and Compliance, Neighborhood Partners LLC
Angela Cameron, Vice President of Private Housing



June 15, 20

City Council Bill 20-0217R Informational Hearing regarding RAD sanitizing procedures

Enterprise Residential – Management Company

RAD Properties this pertains to:

- **Hollins House**
- **Allendale**

1. Products

- a. 10% Bleach-water solution, is the main disinfectant. Also, we use, Pine-Sol, Germicidal spray/wipes Lysol Wipes, and OdoBan. MSDS sheets are on hand for all cleaning supplies

2. Cleaning schedules/frequency

- a. Laundry Room, Lobby Common areas, Elevator 1 and 2
Mon-Fri. every 2 hours 5 times a day also Sat. & Sun. once a day
- b. Trash chute, Trash chute door handle, Stairwell 1 & 2 door handles and railings
Mon - Fri. 3 times a day (9 am, 1 pm and 3 pm) also, Sat. & Sun. once a day.

3. Specific areas

- a. Elevators – see above
- b. Laundry rooms - see above
- c. Lobby (other common areas) – see above
- d. TV/Pool Room, Community Room, and Exercise room closed. The office is open by appointment only, with little to no social interaction.

Please let me know if you would like any additional information. As always, I can be reached at 443-451-6810.

Monica S. Areford
Vice President of Operations
Enterprise Residential

June 15th, 2020

Angela Cameron
Vice President of Private Housing
Housing Operations
417 E. Fayette Street, Suite 266
Baltimore, Maryland 21202

**RE: City Council Bill 20-0217R Informational Hearing
RAD Sanitizing Procedures**

Dear Angela,

In regards to Winn Management Company's procedures to sanitize the RAD properties which we manage, I have outline details below of how the common areas are cleaned:

Cleaning Products: Bleach, pine-sol disinfectant, ammonia cleaner, bioesquesolution botanical disinfectant solution.

**Bioesquesolution to be applied with Victory Electrostatic Backpack Spray on back order to arrive at the end of June.*

Cleaning Schedules / Frequency: The below areas are cleaned between (2) to (4) times for day by our cleaner staff.

Specific Areas Cleaned:

- Elevators – Cleaned (4) times per day, twice in the morning and twice in the afternoon.
- Laundry Rooms – Cleaned (2) time per day, once in the morning and once in the afternoon.
- Lobby - Cleaned (2) time per day, once in the morning and once in the afternoon.
- Trash Areas & Trash Chute Doors: Cleaned (2) time per day, once in the morning and once in the afternoon.

If you have any questions, please feel free to contact me at (617) 974-3868.

Thanks,



Mike

Michael E. Milko, CAPS, CAM, SHCM, NAHP | WinnCompanies
Senior Vice President, WinnResidential
T (617) 974-3868 F (617) 595-4692
126 John Street, Suite 10, Lowell, MA 01850
mmilko@winnco.com



June 15, 2020

To Whom It May Concern:

Please be advised that the RAD sites in the ResidentialONE portfolio are following the cleaning schedule outlined below:

GOVANS

1. Products Used (Be specific) Germicidal Bleach, Nutra Max, CP64, Odoban
2. Cleaning schedules/frequency Sunday through Saturday, 6am -10am (2 cleaners each day)
3. Specific areas Each specific areas are cleaned daily.
 - a. Elevators, including touchpads
 - b. Laundry rooms
 - c. Lobby (other common areas)
 - d. Stairwells, including railings
 - e. Community room
 - f. Common area surfaces

BE Mason and McCulloh

1. Products Used (Be specific)
 - Clorox, KBQ-32, DX-55, and Windex
2. Cleaning schedules/frequency
 - Daily cleaning schedule. 7AM-2PM Mon-Fri.
 - Sat-Sun, 7AM – 11AM (Surfaces, Touchpads, Handles, Railings, Entryways)
3. Specific areas
 - a. Elevators: Daily
 - b. Laundry rooms: Daily
 - c. Lobby (other common areas): Daily

Monument East

1. Products Used (Be specific) Nutra max, Fabulous, Germicidal beach, Odoban, Quats plus, and CP64.
2. Cleaning schedules/frequency Sunday through Saturday, 6am -9am (2 cleaners each day)
3. Specific areas Each specific areas are cleaned daily.
 - a. Elevators, including touchpads
 - b. Laundry rooms
 - c. Lobby (other common areas)
 - d. Stairwells, including railings
 - e. Community room

Residential **ONE**

8975 Guilford Road, Ste 100
Columbia, MD 21046
P: 301-953-2366
F: 301-939-7594
www.Res1.net

- f. Common area surfaces
- g. Trash rooms

Sincerely,

Tony Ross
President

One Company. One Solution.



QUALITY
SERVICES



PROPERTY MANAGEMENT

Community Housing Partners
www.CommunityHousingPartners.org

4915 Radford Avenue, Suite 300, Richmond, VA 23230 | (804) 343-7201, TTY: 711, fax: (804) 343-7208



June 15, 2020

City Council Bill 20-0217R Informational Hearing regarding RAD sanitizing procedures

Community Housing Partners representing Primrose Place Apartments and J. Van Story Branch Apartments located in Baltimore, Maryland.

1. Products used to sanitize communities during Covid-19
 - Sanitizer – Liquid hand sanitizer
 - CREW NA Concentrate and Ready to Use
 - Soap Solution
 - Bleach
2. Cleaning schedules/frequency
 - Daily cleaning / three times a time.
3. Specific areas
 - **Elevators** - Inside cars as well as control buttons
 - **Laundry rooms**- All equipment and machinery
 - **Trash Chutes**- Room handles as well as trash chute pull handle
 - **Hallway**- Floors
 - **Lobby**- Vending Machines, mailbox area and building entry door hardware



Maintenance/Custodial Coronavirus (COVID-19) Action Plan

CSI Support & Development is taking a proactive role to help minimize the spread of the Coronavirus (COVID-19). Maintenance/Custodial services play a vital role as frontline defenders. We have a responsibility to you and our residents to help keep the co-op clean and healthy. Our expectation is that you will be following the best practices below, to help prevent the spread of COVID-19 in the co-ops we maintain. By observing the practices below, we can help minimize the chance of spread of the virus from person-to-person and surface-to-person. If you have any questions about the information below, please speak to your supervisor immediately. Thank you!

1) Keep the co-op clean and sanitized

- Use the right chemical for the job when disinfecting, like Spartan HDQL-10
- Dilute your disinfectant chemicals properly – only use pre-mixed chemical or chemical from the metered dispensers.
- Allow proper dwell time to ensure effectiveness of disinfectant chemicals.
- When disinfecting-DAMP wipe surfaces to leave some chemical residue on the surface. Your rag and the surface you clean should be wet, but not dripping. Do not dry wipe disinfectant.
- Store your cleaning materials properly. Separate clean and dirty microfiber.
- Wear your mask and gloves while disinfecting surfaces.
- Disinfecting should be completed multiple times a day.

2) Identify touchpoints and perform advanced touchpoint cleaning

- Touchpoints are surfaces that come into heavy contact with human hands.
- These areas are considered “high risk” for the possibility of viral transmission.
- We need to pay special attention to these areas and disinfect them daily.
- Examples of touchpoints include:
 - *door handles
 - *elevator buttons
 - *common area tables
 - *sign-in areas
 - *kitchen appliances
 - *light switches
 - *handrails
 - *time clock

3.) Avoid close contact with people – practice social distancing.

- Stay a minimum of three to six feet away from others
- Do not shake hands or hug when greeting people
- Stay home when you are sick to prevent spreading the germs to others. Do not return to work until you have been symptom-free and fever-free, without taking fever suppressants like aspirin or Tylenol, for at least 24 hours
- Cover your mouth and nose with a tissue when you cough or sneeze and be sure to throw the used tissue in a trash can that is lined with a disposable plastic bag. Throw out the bag of trash daily and replace with a new plastic trash bag
- Wear a mask and gloves when working around the co-op so you do not transmit germs to yourself or others



- **Wash your hands** often with soap and warm water, rubbing all over your hands for at least 20 seconds, and rinse well. If soap and water are not available, use alcohol-based hand sanitizer
- **Avoid touching your eyes, nose, or mouth** so you do not transmit germs to yourself or others
- **Practice good health habits.** Clean and disinfect frequently touched surfaces, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food

Thank you all for your commitment to keeping your co-op healthy. You are very much appreciated!

CSI Support & Development



www.TMO.com

Michaels Development Co.
Interstate Realty Management Co., AMO[®]
Michaels Military Housing
Michaels Management Services, AMO[®]
Continental Mortgage Corp
Prestige Building Co
Riverside Capital, LLC
University Student Living, LLC

City Council Bill 20-0217R Informational Hearing Regarding RAD Sanitizing

ATLANTA (GA)

BALTIMORE (MD)

BEACON (NY)

BOULDER (CO)

CHESTER (PA)

CHICAGO (IL)

FT. WORTH (TX)

HATBORO (PA)

HONOLULU (HI)

HOUSTON (TX)

KANSAS CITY (MO)

...ODI (CA)

...OS ANGELES (CA)

PHILADELPHIA (PA)

PITTSBURGH (PA)

...AMAQUA (PA)

...AMPA (FL)

...RENTON (NJ)

...ULSA (OK)

WASHINGTON (DC)

June 12, 2020

Management Company: Michaels Management – Affordable, LLC (MMA)

RAD properties managed in Baltimore City:

Pleasant View Gardens – Townhomes

Pleasant View Gardens – Senior

Rosemont Tower

Please be advised that MMA has been sanitizing the common areas of PVG- Senior and Rosemont Tower twice per day.

The common areas include, but are not limited to the following:

building entrances
elevators
laundry rooms
lobby areas
community rooms
stairway hand rails
hallway hand rails
business offices
mail boxes
lavatories, etc.

The products used are the following:

Spirit 11 Cleaner/Deodorant
Zep 5 second Quick Clean Disinfectant
Quick Clean Disinfecting Spray
Nutra -Max Disinfectant
Clorox Fuzion Cleaner
Clorox Disinfectant Bleach

District Office
231 N. Aisquith Street
Baltimore, MD 21202
Tel 667-303-3210
Fax 410-534-6188

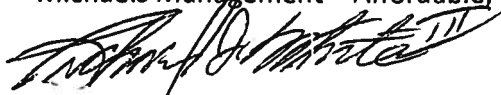
The property staff at each elderly asset also conducts wellness checks of the residents twice per week.

This office sincerely hopes that the above reference efforts to sanitize the aforementioned properties are acceptable.

Should there be any questions or comments, please don't hesitate to contact this office at 667-303-3210 or via email at rwhite@tmo.com.

Your attention to this matter is most appreciated.

Respectfully,
Michaels Management – Affordable, LLC

A handwritten signature in black ink, appearing to read "Richard J. White, III". The signature is written in a cursive style with some loops and flourishes.

Richard J. White, III
Regional Property Manager

CC: Angela Cameron, VP- Private Management Housing Operations, HABC
Chuck Durnin, Sr. VP., MMA, LLC
Regional File