



## **EMERGENCY MEMORANDUM**

DATE: March 20, 2020  
TO: All Orsid New York Board Members  
FROM: Neil B. Davidowitz, President  
RE: Covid-19 Update

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We hope that you and your families are safe and healthy. In light of the rapidly evolving effects of the pandemic in New York City, we are updating you on the important topics and protocols we are implementing to help keep your properties operating as best as possible despite the circumstances.

**1- Governor Cuomo's Executive Order 202.6:**

Earlier this week Governor Cuomo signed Executive Order 202.6 mandating businesses that rely on in-office personnel to decrease their in-office workforce by 50 percent. Today this was increased to 100%. However, a joint lobbying effort was made by the Real Estate Board of New York (REBNY), the Realty Advisory Board on Labor Relations (RAB) and Service Employees International Union, Local 32BJ (32BJ), building service employees were deemed to provide essential services necessary to maintain the safety, sanitation and essential operations of residences. As a result, your Resident Managers, Superintendents, Porters, Handymen and Doormen are all exempted from the order and can continue to work at the building for so long as they are healthy and able.

**2- Anticipation of Widespread Absenteeism:**

As the virus spreads we anticipate widespread absences amongst your building employees which we are addressing in three ways. First of all, we are implementing work schedule changes and authorizing overtime where needed to ensure the necessary staffing levels. Second, we have engaged for security service personnel for those buildings who have opted for a guard to monitor their entrances when doormen are no longer available. Third, we are working with 32BJ to hire temporary staff members from the very large pool of Commercial Members that are expected to be laid off from their positions in office buildings shortly.

**3- Tolling & Modification Agreements between the RAB and 32BJ:**

In order to address the crisis, the RAB and 32BJ have agreed to toll certain provisions of the 2018 Residential Contract. The agreements allow Management to make essential staff changes in light of the emergency with little or no advance notice to the union. This gives us great flexibility to change staff schedules and even reduce staffing if we need to. The agreements also states than an employee who chooses to stay home must either first use their Paid Time Off (PTO) or elect to take an unpaid leave of absence. However, if an employee is directed to stay home because they are sick or have been exposed to the virus and need to self-quarantine, then they are to be given an additional 10 days of PTO for this purpose.

4- **Maintaining Supplies of Disinfectants:**

While there are widespread shortages of hand sanitizers, alcohol and disinfectants, we have been monitoring the supply chain and leveraging our buying power with suppliers. We have coordinated bulk purchases which we are breaking down for redistribution to your buildings. This process will continue so that we can ensure these essential services are provided throughout the crisis.

5- **Increased Cleaning Schedules and Training on Department of Health Protocols:**

We are in regular contact with all building staffing and have implemented increased sanitization measures at all properties. We have distributed several protocols of the NYC and NYS Departments of Health on the proper cleaning methods and are going over these protocols in our weekly staff meetings. Staff is also being trained on the procedures to be followed whenever a positive Coronavirus test or a quarantine in the building is reported. All staff members are being “cross trained” regardless of position in the event that we need door staff or handymen for sanitization duties.

6- **Financial Planning:**

In anticipation of widespread rent and maintenance defaults, our Accounting Department is preparing additional financial reporting for all properties. Included with the reporting will be anticipated reserves and lines of credit available to keep paying all bills despite the anticipated revenue shortfalls.

7- **Staff Meetings:**

As indicated above, we are having regular staff meetings at all buildings by video and teleconference. We are going over all of these issues as well as hearing from the staff how they are doing individually. We are expressing our thanks on your behalf for all they are doing. They are truly on the front lines of this crisis! These meetings have been a resounding success and many have conveyed their appreciation for the meetings and support.

During these difficult times the Orsid team is here for you, your residents and staff.