

ALAKTIKA HOUSING COMPLEX – NOTICE

22nd March 2020

Dear Residents,

We are going through an **unprecedented crisis** caused by **Corona Virus**. For the safety of all the residents, we are taking the following steps **as per guidance from the authorities** – residents are requested to **understand the gravity of the situation and co-operate**.

Steps already implemented

1. Sanitizer and Wash basin at Security Gate
2. Regular cleaning (multiple times a day) of lift buttons - operation of only one lift per building
3. All community hall bookings cancelled and all future bookings are not allowed till further notice

Following steps will be in effect from 22/03/2020

1. **Temperature screening** will be implemented at the security gate **for all entering the complex**.
2. **All parcel / food delivery / grocery delivery (except gas, water and milk)** will be **delivered at the main gate** and residents will be informed over phone. Residents should collect it from the main gate. Gas, water and milk will be allowed **after due sanitization** at the security gate.
3. **Newspapers will not be allowed** inside the complex, residents requested to plan accordingly.
4. Maids and drivers are being allowed after sanitization / handwash in the main gate. However, residents are requested to ensure further hygiene in their homes. They are also requested to **keep track of maid/driver health and travel history** and ask them not to come for few days in case of any suspect information. Association will provide face masks to the maids / drivers.
5. All cabs like **Ola, Uber, Taxi will not be allowed** inside the premises (except for senior citizens in need and people with luggage). **All vehicles** (inside or outside) will be **checked for luggage**.
6. As per instructions from authorities, people coming with **luggage** would need to **declare their Flat No., Country / State / Place** they are coming from and **contact details**. The security personnel may ask for suitable **documentary proof** (passport, travel ticket etc.). Residents are also requested to **stay vigilant and report** any such cases with travel history immediately to **association office / security gate / president / secretary**. There is a defined process for reporting this information to authorities and the association will do that.
7. Residents are requested to **maintain social distancing** within the complex and **not gather in groups in close proximity** (safe distance greater than 1 meter as per WHO guideline).
8. Residents are requested to **avoid calling Guests to their homes** – if at all, that cannot be avoided, resident should note that all guests (or residents on their behalf) would be required to declare as per point #6.

Ashok Kumar Gupta

(Secretary)

Krishna Das Debnath

(President)