

BIG SIX TOWERS, INC.

A HOUSING COOPERATIVE SPONSORED BY
NEW YORK TYPOGRAPHICAL UNION NO. 6

59-55 Forty Seventh Avenue Woodside, NY 11377 | (718) 898-7022 | Fax: (718) 397-1784

MEMORANDUM

To: Big Six Towers Cooperators
From: Big Six Towers Management
Date: December 4th, 2020
Re: COVID-19 Disinfecting Schedule and Protocol

Good afternoon shareholders,

- In order to do our part in combatting the spread of COVID-19, Big Six Towers Maintenance will be deploying a new cleaning and disinfecting protocol and schedule.
- Using our anti-viral hydrogen peroxide disinfecting fogging machine, we will disinfect all common areas of each building twice per day between the hours of the following schedule:
 - Fogging Disinfectant
 - 6AM-8AM
 - 7PM-9PM
- Additionally, the Maintenance staff will disinfect all high touch areas 3 times per day, including Lobby, Side-Entrance, Staircase, Mailroom, Compactor Room, Laundry, Elevator and Storage room door handles.
- Maintenance staff will mop and deep-clean all floors in every resident building 2 times every week.

Thank you,
Big Six Towers Management

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To: Big Six Towers Cooperators
From: Big Six Towers Board of Directors
Date: December 4th, 2020
Re: Shareholder COVID-19 Responsibilities

The Board of Directors would like to encourage our shareholders to do their part in minimizing the spread of COVID-19 and assisting our Maintenance staff to be able to continue to keep our facility disinfected and clean. If you are able, we ask you to follow a few guidelines that will greatly help free up time for our staff to clean and disinfect our Towers:

- Make sure all garbage placed in the chutes in the compactor rooms goes down all the way and is not stuck. If you notice that the garbage is stuck, please contact the maintenance department immediately to clear the chute.
- Please breakdown all cardboard waste items before placing them in the compactor rooms.
- As always, please maintain a 6-Foot distance from other residents and staff.
- Please make sure to wash your hands often, especially before and after using doors and elevators.
- Always wear a face-covering when leaving your apartment or when Maintenance staff are in your apartment doing work. Please allow a distance of at least 6-feet from Maintenance staff doing work in your apartment.
- Please minimize Maintenance service requests only to emergency issues that require immediate attention.

Your cooperation in helping our Maintenance Department combat the spread of COVID-19 is fully appreciated.

Thank you,

Big Six Towers Board of Directors