



Good Day Everyone

With the upcoming travel and rental season approaching, Ed, Dirk and I felt we needed to come up with some sort of protocol, with respect to COVID, and the issues it creates for Viewpoint. As you are all aware, the BOD are not medical professionals, nor do we have any more knowledge of the situation than all of you. We have come up with a list of protocols that we feel are relevant, however everyone needs to recognize that preventing the spread of a virus at Viewpoint is everyone's responsibility. What we are suggesting are guidelines, and by no means an exhaustive list of what can be done. We are all in this together. We ask that everyone do their best to protect the health and well-being of your neighbours and friends.

The board will be contacting an approved sanitizer supplier to provide products and applicators recommended by the local health authorities. As a part of the purchase, the supplier will be asked to train the staff on the proper use of these products. We are going to ask the staff to create sanitation stations on each stairwell floor, the laundry room, by the pool and in the common area bathrooms. As well, we will have hand sanitizer available at the gate for delivery and maintenance people coming to the building. Last, we are also going to create signs and reminders for the staff to post around the condominium.

The staff, along with their training, will be asked to perform a few extra duties through their shift, such as doing a thorough sanitizing of the stairwell handrails each night and ensuring the sanitation stations remain fully stocked at all times. Again, everybody can help to ensure these supplies are kept fully serviced by either informing the staff of issues, or simply taking care of the deficiency yourself. We are all in this together.

Additional protocols have been introduced in Huatulco, to guide rental agencies on how to allow the economy to open, while preventing the spread of the virus. Viewpoint is not a rental building, however some owners are active in the rental program. It is incumbent on those who are renting to ensure that their rental agents are following the recommended protocols, including additional cleaning. Any added expense to satisfy these requirements are the responsibility of the owner, and not the HOA. Attached to this email are the protocols adopted in Huatulco. We request that people participating in the rental program read these protocols and adopt them as closely as possible. We recognize that some aspects may not be possible to adhere to, given the whole building is not a rental property, however we request you make your best effort to meet the intent of the requirements.

Owners inviting visitors are likewise to accept full responsibility to ensure their guests follow all of our protocols, without exception. In fact, we feel the hosts should go above and beyond in the area of sanitation while their guests are present. We require good cooperation by all owners, to prevent the need to impose strict rules.



### **Viewpoint COVID protocols**

1. Non-emergency maintenance by staff, in your unit, is to be avoided for the first 14 days following your arrival. This includes water delivery, however it is acceptable to have the water brought to your door.
2. Nose and mouth coverings are required in stairwells, offices and laundry.
3. Nose and mouth coverings are required when dealing with the staff, whether it be indoors or out.
4. Always strive to maintain social distancing in common areas.
5. Owners are asked to vigilantly use the provided sanitation stations as follows:
  - Sanitize your hands upon entry to the grounds and building stairwells.
  - Periodically wet paper towels with spray sanitizer and wipe down handrails as you ascend or descend the stairs.
  - Spray sanitizer and/or wipe down common area chairs and loungers at the end of your use.
  - Sanitize surfaces touched following use in the laundry room and common bathroom facility.

### **Additional Requirements for those in Rental Program**

1. Owners renting their units through the rental program are required to review the documents pertaining to rental units, supplied to the BOD by Bayside.
2. Rentals require at least one week between renters. This is to allow for thorough cleaning and adequate time for any possible virus to die off. Any exception to this rule requires application to the BOD, with relevant action plan to ensure concerns are adequately addressed.
3. Units must be cleaned and sanitized, using trained contractors supplied by the rental agency, using their own approved equipment and supplies.
4. Renters must be supplied with a copy of the additional COVID protocols for Viewpoint.
5. Renters must agree to follow protocols or risk eviction.
6. Viewpoint HOA is not responsible or liable for ensuring COVID sanitation for rental units. Any additional requirements are the responsibility of the owner of the rented unit.