

**ALEXANDER WOLF & COMPANY, INC.**

Providing Service for More Than Forty Years

Please direct all communication
to our Corporate Headquarters**One Dupont Street, Suite 200
Plainview, NY 11803**

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Fax: 516.349.7751

www.alexanderwolf.com

May 20, 2020

Legal Dept Fax:
516.719.0096

All Site Personnel

Re: Video Tutorials & Disinfecting Log

Dear Site Personnel,

We hope you are doing well.

To help ensure your health and safety, please review the below videos labeled:

- Proper Donning & Doffing of Procedural and Surgical Masks - Nebraska Medicine
<https://www.youtube.com/watch?v=z-5RYKLYvaw>
- Removing Gloves Properly and Safely Technique | How to Remove Gloves
https://www.youtube.com/watch?v=xTYioOo_6U
- How to Disinfect Your Office and Desk
<https://www.nbcwashington.com/news/local/how-to-disinfect-your-office-and-desk/2235788/>

Once you review the videos, please complete and return to enclosed Employee Acknowledgment and return it to your designated property manager.

In addition, please see the enclosed Staff Disinfecting Log. Please print the document and record the common areas and other designated locations that you disinfect. Please include your name, the date, and time the disinfecting is included. We will reach out to you for copies of the document for our files.

Thank you for your dedication!

Very truly yours,

ALEXANDER WOLF & COMPANY, INC.

Enclosures:

Staff Disinfecting Log
Employee Acknowledgment



EMPLOYEE ACKNOWLEDGEMENT

I ("Employee") _____ acknowledge that I am an Employee of

("Employer")(insert property name) _____ and on

("Date") _____, Employee reviewed three (3) videos labeled below, in totality:

- Proper Donning & Doffing of Procedural and Surgical Masks - Nebraska Medicine
<https://www.youtube.com/watch?v=z-5RYKLYvaw>
- Removing Gloves Properly and Safely Technique | How to Remove Gloves
https://www.youtube.com/watch?v=xTYioOo_6U
- How to Disinfect Your Office and Desk
<https://www.nbcwashington.com/news/local/how-to-disinfect-your-office-and-desk/2235788/>

EMPLOYEE

(print name)

(signature)

(date)

