



## **The Manor Fields Estate Limited**

Manor Fields Putney Hill London SW15 3NE  
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Dear Leaseholders and Residents

23 March 2020

### **URGENT**

#### **Coronavirus/Covid 19 precautions**

For obvious reasons and to protect staff members, leaseholders, residents and estate visitors from infection, we have decided to enforce the following measures, which will become effective on **Tuesday 24th March** and until further notice:

- i) The Office will no longer accept parcel and package deliveries addressed to leaseholders and residents. Please do not give the estate office as the delivery address.
- ii) The Office will be closed to all personal callers save in the clearest emergencies.
- iii) Keys to leaseholders' flats held in the Office will not be handed out save in the clearest emergencies - not, for example, to cleaners or non-emergency contractors.
- iv) Telephone calls to the Office must be restricted to those involving the clearest emergencies or when these are essential for other reasons.
- v) Personal interaction between leaseholders, residents and staff members must be kept to a minimum and comply with Government and NHS guidance - i.e. keeping a distance of at least 2 metres at all times.

Whilst the Office will be manned during opening hours where possible, this cannot be guaranteed.

Domestic rubbish will be collected on Mondays, Wednesdays and Fridays, very early in the morning for social distancing reasons as mentioned above.

The cleaning of communal stairwells will be suspended until further notice.

These arrangements will be kept under review.

Yours sincerely

The Directors