



The Manor Fields Estate Limited

Manor Fields Putney Hill London SW15 3NE
Telephone: 020 8788 1017 e-mail: manager@manorfields.co.uk

The Directors met last night to discuss the Covid 19 pandemic and what specifically we can do to support our staff and the residents at Manor Fields.

We understand that everyone is very concerned for their own health and safety and the health and safety of their families and friends and the Directors will take every measure available to us to ensure that those within our care will have the support and the resources that they require.

To that end the office is remaining open to support residents for as long as this is possible. As the pandemic spreads we may have problems in maintaining a full time staff but alternatives will be put in place and notified to residents as required. We ask that anyone who wishes to make contact does so remotely – if that is practical – and maintain social distancing as much as possible. Steps will be taken to redirect the office line to a mobile number during office hours, in the event that the office is unable to answer the physical land line.

All the staff have been briefed regarding the necessity for vigilant hygiene at all times. They have taken steps to increase the regular wiping down and cleaning of the common parts in each house taking especial notice of handles and places that are touched regularly.

Further to the notice in the recent newsletter, the office are now asking that all deliveries are made direct to individual residents in order to reduce unnecessary handling and additional possibilities of passing on potential infection.

We have received the attached letter from a resident of Selwyn House – Cathie Sherning – suggesting a neighbourhood initiative within Manor Fields, which the Directors very much support. Cathie has agreed to help the office in running a master list of volunteers and those requiring help and will support the office in helping the Manor Fields community to support each other as much as we can. Cathie's note to residents is attached and we thank her for her kind thought in putting this together.

If you have been diagnosed with the virus and are self isolating please advise the office if you require help. We would encourage anyone who is sick to advise other residents in their stairwell – this is something that the office can support you with if you do not know how to let your neighbours know.

A copy of this notice and the attached letter is being sent out by email with a hard copy being sent to residents who do not receive digital mail. However if you would like a hard copy please contact the office and we will have one dropped through your door.

This is a difficult time for us all in so many ways as we deal with the unknown. We are all learning new things every day and we encourage everyone to keep informed and maintain precautions in the public domain to protect yourselves and your neighbours. We will keep you updated and please do ask for help if you need it. It is important that we all take care of each other.

With best wishes to you all for your good health.

The Directors

18th March 2020