



Monthly Newsletter

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COVID-19 SCAMS

Unfortunately, even in times of national emergencies when most of us will come together to help one another; criminals will still try to find a way to steal your hard-earned money and personal information.



SCAM #1

Law enforcement has already begun to see trends in which subjects are calling victims and claiming to be with a government agency such as the IRS or Health Department. These scammers are claiming that they need to verify your personal information such as name, date of birth, social security number, and mailing address in order to send out a stimulus check. Please do not verify any information as no government agency will call you unsolicited and ask you to provide your personal information over the phone.

SCAM #2

Some scammers are calling or showing up at victim's front doors claiming to be able to offer home test kits and/or vaccines for COVID-19. There are **NO** home test kits or FDA approved vaccines for COVID-19 at this time. Please do not provide any credit card payment information or money to these scammers. If they show up at your front door please contact the police department immediately.

SCAM #3

Scammers are calling pretending to be with the State Department or other government agency and claiming that a relative of the victim has been diagnosed with COVID-19 but is stuck somewhere out of the country. The scammers claim the victim must send money to either facilitate the return of their relative to the United States and/or to provide food and lodging to the relative until they can return. This is also a scam please do not wire any funds to any stranger.



Administrative Professionals (Secretary's) Day

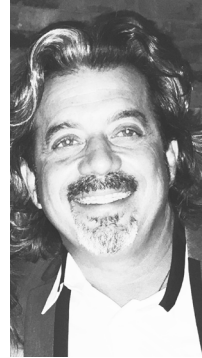
Administrative Professional's Day: April 22, 2020
 Administrative Professional's Week: The last full week in
 April - April 19-25, 2020.

National Professional Secretaries Week and National Secretary's Day was created in 1952 through the work of Harry F. Klemfuss of Young and Rubicam. Klemfuss recognized the importance and value of the secretarial position, to a company or business and to management. His goal in creating this special day was to encourage more women to become secretaries. (Nowadays, that would be both women and men). Using his skill and experience in public relations, Klemfuss, promoted the values and importance of the job that secretaries do. In doing so, he also created the holiday in recognition of the importance of secretaries.

The name of this special day has changed and evolved over the past few decades. Yet, the importance of recognizing these vital individuals has continued to grow. The two new terms in use today are: "Administrative Professionals" and "Executive Administrators (or Admins)". The two names sometimes mean different roles and responsibilities in different companies and organizations. Both are broader terms that encompass more positions than the original "Secretary" role.

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PREVENTING ILLNESS

Please keep in mind that the best way to prevent illness is to avoid being exposed to the Coronavirus.



The CDC has published these steps for doing just that:

- Stay home if you're sick.
- Choose to self-isolate if you fall into a high-risk category.
- Avoid close contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose or mouth.
- Follow coughing and sneezing etiquette (cover your mouth with a tissue and then toss the tissue in the trash).
- Clean and disinfect frequently touched objects and surfaces.
- Follow social distancing rules even when using the elevators!

In the Association's continued efforts to protect the health and wellbeing of its residents, please immediately notify management if you test positive for the novel coronavirus (COVID-19), or if you become aware of another resident who has tested positive for such virus, so that the Association may take appropriate steps in furtherance of protecting the health, safety and welfare of the Association and other residents. Please note that the intent of this notice is not to create a panic within the community, but only to further the Association's efforts in protecting the health and wellbeing of all residents.

We sincerely appreciate the patience and cooperation of everyone who is a member of this community in support of the aforementioned protocols and directives.



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