

### Millbrook Properties COVID-19 Call Checklist

- 1 Name and contact information of person reporting confirmed case (email and phone)?

- 2 Where does the infected person work?

- 3 When did they start feeling poorly and when were they diagnosed?

- 4 Do you know of any common areas they visited (vending areas, restrooms, etc.)?

- 5 Did they visit any of the other buildings?

- 6 Did they use any of the amenities (fitness center, delis, or conference rooms)?

- 7 What entrances and exits do they normally use?

- 8 Do they use the elevators or stairs?

- 9 Where do they typically park?

- 10 Have you contacted the CDC or any other government authority?

- 11 Have you sought cleaning assistance?

- 12 Do you know of any of the other employees of the suite that have sought medical attention or are symptomatic?