



COVID-19 ADVISORY

Thursday, April 2, 2020

GUIDANCE FROM THE BOSTON POLICE DEPARTMENT SECURITY & SAFETY ADVISORY

As we continue to monitor the situation in Downtown Boston, we have reached out to the Boston Police Department to obtain situational guidance for property owners and lessees in our district.

The advice we received is very sound and complete, with several actionable steps that landlords, property owners, and ground-floor retail establishments can take to avoid crime and to guard against property damage in these uncertain times.

Much of this advice is common sense, but please review the checklist below with your property managers and employees:

- remember to lock all doors and double-check them;
- pull-down metal grates if you have them;
- install adequate lighting, and not just at the main doors; if there is a receiving area, lighting there will help, too;
- consider adding some type of video surveillance at points of entry if you have not already;
- if you have a storefront that has items on display, consider moving all items out of sight while the store is closed;
- leave cash register drawers empty and open when there are not any employees on the premises;
- keep storage-room doors locked to help prevent thieves from stealing your merchandise;
- if you don't have the financial means to hire a private security company, consider pooling with other businesses to help off-set the cost;
- if you are open for business (i.e., if your business [has been deemed an essential service by the state](#)); make sure you have at least two employees working at all times;
- if you are making bank deposits, consider make multiple trips with smaller cash amounts;
- if you see anyone acting suspiciously, call 911 immediately.

The safety of people and property is our first concern. If you are a building owner, take some time to review the advisories issued by the **Building Owners and Managers Association International (BOMA)**. There are [several actionable advisories](#) and best practices that will help you support your tenants and building services.

We will continue to monitor this situation and keep you apprised. In the

meantime be safe and please strive to follow all of the health & safety protocols that have been instituted. Our thoughts are with you and your families.

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Additional Resources - bookmark & save

[Boston Public Health Commission](#)
[Centers for Disease Control and Prevention](#)
[Mass.gov Coronavirus Update](#)
[City of Boston COVID-19 Website](#)

Downtown Boston BID | [Website](#)

