

Memo

To: All Residents
From: Frank Mooney, President, Wesley Property Management Company (WPMC)
cc: Shelley S. Murphy, President/CEO, Wesley Housing Development Corporation; Property Site Managers
Date: March 13, 2020
Re: COVID-19/Coronavirus Update

As concerns about the COVID-19 virus continue to increase, we wanted to provide you with some additional information regarding measures we are taking to help prevent the contraction and spread of the virus across our properties. These practices are consistent with other property management companies across the country.

Property Management Operations

- All meetings with office staff must be arranged by appointment only;
- All maintenance tickets are to be provided to your property through phone calls, email, website or directed to staff attention through written request in the property after hours rent drop box;
- Any and all income certifications or recertifications must be made by appointment only;
- Rents are to be paid directly through checks deposited in the rent drop box, direct deposit or through website resident portal found here:
www.wesleypropertymanagement.com/tenant-resources
- Please try to maintain at least a 6' distance between yourself, staff and other residents; According to the CDC, this is precautionary safe distance to reduce the potential exposure to the COVID-19 virus;
- Group gatherings (of no more than 12 individuals) in property facilities should be kept to a minimum.

Resident Programs & Services

- All meetings with office staff must be arranged by appointment only;
- Please try to maintain at least a 6' distance between yourself, staff and other residents. According to the CDC, this is precautionary safe distance to reduce the potential exposure to the COVID-19 virus;
- Food distribution & afterschool activities will remain active; however, all contractor/external volunteer programming is cancelled until 3/31/2020;
 - Food distributions will be performed in a "crowd control" manner, avoiding long lines and large gatherings; for example, Building One (1:30p.m. – 2:00p.m.), Building Two (2:30p.m. – 3:00p.m.) or Floor One (1:00p.m. – 1:30p.m.) Floor Two (2:00p.m. –

2:30p.m.), etc. Specific dates and times will be provided by your respective property on-site resident services staff;

- Programming and social activities facilitated by staff and/or resident can continue; however, participation will be limited to 12 participants or less.

In addition, it is important for each of us to take proactive steps at home to prevent the contraction and spread of the virus throughout our communities. The Center for Disease Control (CDC) recommends the following everyday preventative actions:

- Wash your hands frequently;
- Avoid touching your eyes, nose, and mouth;
- Stay home when you are sick;
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash;
- Clean and disinfect frequently touched objects and surfaces
- Be prepared if your child's school or childcare facility is temporarily dismissed or for potential changes at your workplace.

General Information

- You are encouraged to have a 2-week supply of food, including bottled water, available
- For residents over the age of 65+, you are encouraged to have a 2- to 4-week supply of medications, including over the counter, available.

Be advised the COVID-19 virus outbreak is an ever evolving situation. We will provide updates and further instructions to you on an ongoing basis.

In the meantime, we would like to thank you in advance for your cooperation in this effort and extend our heartfelt wishes for continued good health during this uncertain time.