March 20, 2020

Dear Residents, Family and Friends,

To continue to avoid the spread of COVID-19 (coronavirus), we are asking all residents to stop going to grocery stores and other places of business. We understand that this is challenging and inconvenient but it is essential to protect your and your neighbors' health.

Enclosed you will find an essential staples ordering form, we ask that you fill it out, place it back on your door handle, and we will pick it up by 3 pm today (Friday). Your order will be placed and you can expect delivery of the items will be made to your apartment between Wednesday and Fri day of the following week. We will repeat this procedure weekly for the duration of the COVID-19 Public Health Emergency. Items you order will be charged at cost and the total will be added to your monthly statement. We ask that you only order what you need for the week.

If you have a family member willing to drop off groceries for you, we will take the items from the lobby to your apartment. As a reminder you may also call the front desk at XXX-XXX-XXXX to purchase a meal from the dining room and it will be delivered to your apartment.

Thank you for your cooperation with this new procedure. As always, our number one focus is protecting all residents and our staff, and we believe this measure is important for doing so at this time. If there are any issues or questions please contact XXX-XXX-XXXX.

Sincerely,

XXXX