

An Important Announcement Regarding COVID 19:

As most community government officials host press conferences concerning the effects and guidelines surrounding the COVID-19 Virus, our company is very committed to providing our clients, colleagues, and residents as much updated information as we can. Please be patient with our team as we navigate through this tough time. Government and CDC recommendations are frequently changing, and we are doing everything we can to stay informed and make necessary adjustments to our policies and best practices.

Office and Staffing Procedure: For the health and safety of our employees and tenants, our office will not be allowing walk-in visitors until further notice. Our office staff are available to assist you remotely via email or phone or by appointment only.

We are offering self-guided tours, virtual tours and contactless touring by appointments.

Below are the actions we will be taking to ensure the personal safety of our employees and residents, as well as the continuity of all business operations.

- The office will be closed to the public/foot traffic to include visitors, guests, residents, vendors and delivery personnel. Please ensure that your deliveries are marked to leave at your apartment door or parcel pending rather than at the office.
- All community and amenity areas will remain closed, i.e. business centers, fitness centers, etc. except for the laundry rooms and pool areas with limited occupancy and restrictions.
- Restrict and or limited completion of work orders to include only priority or emergency work orders. If anyone in your household is (or has been) sick, we advise you to let our staff know.
- Our office will be addressing any needs that may arise via email, phone calls, our resident portal or our emergency maintenance line. With that in mind, we will be limited to in person appointments so please be patient with us.

What safety precautions are we taking?

Should an emergency arise, or it becomes necessary to interact in person, what is GK doing to limit exposure to COVID-19?

- We are sanitizing common areas regularly, such as handles, doorknobs, light switches, etc. Wipes and disinfectant will be made available, as supplies are available, for employees who may need to clean desks, keyboards, and other work surfaces.

- Employees may be sent home in an effort to prevent further infection of healthy staff; we encourage sick employees to stay at home. The CDC recommends that you not return to work until you are free of fever or other symptoms for at least 24 hours without medication that may alter symptoms.
- Masks are **required** for employees, residents, guest, service vendors entering the building.
- We are practicing social distancing.
- Other emergency measures are being developed in the event of a widespread outbreak in our community.
- Employees are encouraged to interact with clients on the phone rather than in-person, if possible.

Basic measures remain the best defense against communicable diseases:

- **Wash your hands for 20 seconds or more with soapy water frequently throughout the day.**
- **Cough and sneeze into a tissue or your elbow or clothing.**
- **Get adequate sleep and eat well-balanced meals to ensure a healthy immune system.**
- **Avoid contact with people who are already sick.**
- **Avoid touching your mouth and eyes.**
- **Consider the flu shot.**
- **Do not shake hands with anyone**
- **Enter units with caution, and wear PPE when necessary.**