



COVID-19 Update

March 13, 2020

Dear Valued Residents and Clients:

Due to the escalation of the COVID-19 Coronavirus outbreak and at the guidance of local and state officials, the Alltrade Executive leadership team has made the following decisions regarding how the company will operate for the foreseeable future. Our goal is the safety and health of our employees, the clients we serve, and our community. We are committed to continuing to serve you as best as possible while doing our part to keep our employees, residents, and communities safe. **The policies below will be implemented starting Monday March 16, 2020 and will remain in effect until the Executive staff feels it is safe to discontinue social isolation due to the threat of COVID-19:**

Staff Precautions

- Employees will be directed to stay home if they are sick
- If an employee tests positive for COVID-19, they will be directed to stay home from work for a minimum of 14 days and until they are fever free for at least 24 hours without the assistance of over the counter medication
- If employee illness results in office closures, phone calls will be routed to our main office
- All staff will practice regular and proper hand washing, social distancing, and other protective measures as suggested on the [CDC website](#).
- Staff is equipped with disposable gloves and access to disinfectant and are are instructed to dispose of gloves after each use
- All work-related out-of-state travel is suspended; personal out-of-state travel is recommended to be suspended as well
- All in-person meetings are suspended and will be done remotely or by phone
- All administrative staff that are able to work from home will be directed to do so until further notice

Company Operations/Communications

At this time, our offices will remain open for business, but we are putting measures in place to minimize exposure to the public. Those things include:

- Asking our residents to avoid visits to our offices, facilitating conversations by phone, and paying rent online or by US mail if possible
- Limiting work order responses to high priority and emergency issues
- Increasing the frequency of electronic communications, such as text messaging, email, and social media notifications to eliminate any unnecessary touching of high-traffic areas

It is our goal to keep all offices open and to continue our day-to-day operations, but we appreciate your cooperation and flexibility as circumstances may change.

Josh Lindley, CEO

Alltrade Property Management