



Valued Partners,

The health and safety of our employees, residents, vendors and clients is of utmost importance to us. As we monitor the status of the Coronavirus (COVID-19), we have determined that it is prudent to implement additional precautionary measures in consideration of the health of our employees and residents. We are limiting non-essential business travel and allowing remote work and flexible schedules where possible to prevent interruption to business operations. Additionally, our employees are receiving a message today which instructs them to take the following precautions at their locations:

1. Property staff will meet with residents and applicants 'by appointment only' beginning immediately.
2. Prior to meeting with residents or performing work orders, staff will ask questions to determine if they have been ill.
3. We have advised staff that when meeting with people, they should follow Center for Disease Controls (CDC) guidelines to limit physical contact (no handshaking, etc.) and clean surfaces after the meeting.
4. We have directed all staff to ensure they have additional disinfectant cleaning supplies on site.
5. Our maintenance staff will wear gloves when entering a resident's unit.
6. Large group activities will be cancelled.

Our senior leaders are continually monitoring the situation and are prepared to adapt processes as information develops.

From your team at Envolve,

Daniel Hughes, Chairman & CEO
Sharon Carpenter, SVP, Operations
Oke Johnson, SVP, Operations & Compliance

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Employee Letter

<https://drive.google.com/file/d/1q0gFTNAs4RiCbZ-BE0wqvHnIb2SLrVQc/view>

Resident Notice

<https://drive.google.com/file/d/1VuZKOL5OKBDbWCgKvncDdOf5Jm8cyZ4Y/view>

Travel Memo

https://drive.google.com/file/d/1tjfMcQx1ziGeVQ7uDqDoCfGMkX_EqHch/view