



Date: March 13, 2020

To: Residents

RE: Coronavirus and Flu Prevention

We are taking extra measures and asking that residents email or call the office rather than visit our offices in person if at all possible. If you pay rent with a check or money order please put in the rent drop box. If you need a receipt please leave a note or message requesting us to do so and we will put a copy on your door.

Please only visit the community office for issues that must be dealt with in person. We are always available to assist via telephone or email. It is always better to be pro-active.

The following actions are designed to help keep our tenants, staff and community safe. For more information you can visit the websites below.

Kansas Department of Health Environment at: <http://www.kdheks.gov/coronavirus/>

Center for Disease Control at: <https://www.cdc.gov/>

If you have any questions, please call the office at _____ or email us at _____.

Thank you,

(Name)
Manager