



March 16, 2020

The staff at Occupied Properties, Inc. is taking the current pandemic seriously. We are closely monitoring COVID-19 and the guidance of medical experts and public health officials in order to determine how best to protect both our staff and residents, while continuing to provide property management services.

We ask that our staff and residents implement “social distancing” policies and practices as recommended by the U.S. CDC. This includes limiting attendance at mass gatherings, not congregating in large groups, and maintaining distance from others to limit the ability of the virus to spread.

Maintaining a healthy work environment for our staff is a top priority. Until further notice, **only critical emergency issues will be addressed.** All routine maintenance will be scheduled at a later time.

Occupied Properties, Inc. office staff will be available by telephone and email. If you must meet with a staff member in person, please call ahead to schedule an appointment and please know social distancing guidelines will be followed. If you have payments and/or documents for the office, mail them to our office or drop in the house mailbox located at our site office entrance.

Management at Occupied Properties, Inc. will continue to assess the situation and will adjust the practices noted above accordingly. Please check our website and Facebook page for updates.

### How can you help to prevent the spread? (from Maine CDC)

There are simple steps you can take to reduce the possible spread of COVID-19 and other illnesses such as influenza and the common cold:

- Wash your hands often with soap and water for at least 20 seconds or use alcohol-based hand sanitizer
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Stay home while you're sick and avoid close contact with others

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