



MIDWEST REALTY MANAGEMENT, INC.

March 18, 2020

Dear Applicants and Residents,

We at Midwest are continuing to monitor the coronavirus (COVID-19) outbreak. We would like to assure you that we are doing everything that we feel is prudent to protect our residents and employees in this rapidly changing environment. We will continue to monitor the directives from the CDC; NIH and the State of Wisconsin and will enact any measures that we deem necessary to comply with those directives.

We have adopted the following procedures for the benefit of our Residents, Applicants and Employees until further notice:

- Our Management/Leasing office will be closed to in-person visits in order to keep personal contact at a minimum. However, a skeleton crew of the management team will continue to be on site Monday – Friday from 8:30 am – 4:30 pm to address necessary operational needs. We ask that you interact with the management office electronically. Please engage with our team members by phone, email or the Active Building website.
- All gatherings, birthday parties, community rooms are canceled/closed until further notice.
- We ask that you limit work order requests to essential or emergency repairs only (water leaks, no heat, no power, refrigerator not working, inoperable toilet).
- If a Midwest Realty Management staff member needs to enter a resident apartment to perform an essential/emergency repair we ask that the employee and the resident maintain a social distance of at least (6) feet, per CDC guidelines.
- If a resident needs to refill their laundry card please contact the rental office and they will discuss with you how this can be accomplished.

These measures have been added so that we can do our part as a company to flatten the curve for spreading this virus and to encourage social distancing for the safety of our resident and employees.

Thank you.