



March 10, 2020

Dear Community Member,

I think it is safe to say that COVID-19, the viral disease commonly referred to as the “novel coronavirus”, is at the front of all of our minds right now. Last week Summit circulated available information from the CDC regarding the critical importance of hand-washing and other recommended protocols that we can all be using to help reduce the risk of the disease spreading further. Today I am writing to give you some more insight into the additional steps Summit is taking as new information and recommended best-practices become available. We are monitoring all state and federal resources on a daily basis and will continue to keep you informed!

Procedures Summit already has in place:

Summit has always had protocols in place to help prevent the spread of illnesses within our communities, including:

- Contracts with cleaning vendors to clean and sanitize common areas weekly, including entryways, lobbies, common rooms, elevators, stairwells, and more.
- Asking staff and employees to stay at home when they are sick to reduce the possibility of spreading contagious diseases;
- Working closely with the VNA and other health care service providers who provide services to residents at our senior communities.

Additional measures Summit has added:

In addition to Summit’s everyday procedures listed above, Summit has instituted the following operational adjustments in light of the COVID-19 spread:

- **Increased cleaning and sanitizing in common areas**

Effective immediately Summit has implemented updated protocols with the cleaning vendors and maintenance staff to increase the scope of sanitization work at the community. The updated scope of work includes:

- Daily cleaning by vendors and maintenance staff of front entry ways, lobbies, elevators, manager’s office, laundry rooms, and more.
- Cleaning and sanitizing will be extended to emphasize places where human touch is common such as doors, handles, elevator buttons, handrails, and other areas that residents and visitors commonly encounter.
- Vendors and staff will be utilizing cleaning agents recommended by the CDC.

- **Screening questionnaires for vendors and visitors**

Per guidance from our state health departments, all visitors and vendors entering our communities will be required to fill out a screening questionnaire. These questionnaires have been provided to our vendors and will be posted at the entrance to each community. The questionnaires will inform

residents and visitors that they may not enter the community if they respond positively to any of the risk factors listed on the questionnaire.

- **Additional paid sick days for employees**

Summit has decided to offer additional paid sick days for employees experiencing respiratory symptoms. Now through May 1, 2020 we want to encourage employees to stay home if they are sick and avoid the spread of any illness. This includes employees whose children either become sick or are home from school due to school closures from Coronavirus. We want our employees to feel OK about staying home when they need to, without fear of loss of income or Paid Time Off.

- **Continued emphasis on following CDC and health department protocols**

Summit encourages everyone at our community to continue to follow CDC protocols so that we can all work together to protect ourselves. As stated on the flyers released by the CDC, this includes washing hands often with soap and water for at least 20 seconds and using alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available; avoid close contact with people who are sick; avoid touching eyes, nose, and mouth with unwashed hands. If you are sick, please avoid contact with others, cover your cough or sneeze with a tissue, then throw the tissue in the trash, and clean and disinfect frequently touched surfaces. For additional information, please visit the CDC website or review the CDC information flyers posted at your community.

How can you help?

If you are a resident or family member at our community you can help prevent the spread of viruses like the COVID-19 novel coronavirus.

1. Please ask that your visitors fill out the screening questionnaire and avoid visiting if they feel sick or have other symptoms of an illness.
2. If you have symptoms of fever, coughing or shortness of breath, please contact your health-care provider right away.
3. Continue to follow CDC guidelines by washing your hands regularly, minimize contact with others, and sanitize your personal space to prevent the spread of germs.
4. Clean/sanitize your apartment door/handle.
5. REPORT- please report any possible COVID-19 illness in residents or employees to the Health Department at (802) 863-7240, as well as to your Community Manager as soon as possible.

Thank you for your cooperation as we work to keep everyone in our communities safe. We will continue to check the CDC Guidelines and update you on any new recommendations that arise. Please don't hesitate to reach out to your Community Manager with questions or concerns.

Sincerely,

Tom Getz
Co-Owner, CEO
Summit Properties