



Date: May 4, 2020

RE: Re-Opening Indiana per the Governors orders

To All residents of Graceworks Housing Services in Indiana

Today marks an important date in the state as some businesses and certain previously mandated Governor's orders have changed as a way to get people back to work, stimulate the economy, and re-establish some of the normalcies that existed pre-COVID-19. I am citing some of the current order from Governor Holcomb in this letter to try to be as clear about this letter of guidance going forward as possible. Details of the orders can be found at the Indiana Coronavirus website. Please remember this is fluid and changing as the data presented related to cases, deaths, and those who recover may require certain fluctuations in procedures.

Let me start by saying how extremely proud I am of all of you for creating a healthy environment and complying with the previous shelter in place orders with proper social distancing, refraining from having visitors and helping to keep our community safe for everyone; staff and residents. As of today May 4, 2020 we have not had any positive cases of COVID-19. Here are the outlined procedures for operation of our affordable housing communities owned and managed by Graceworks Housing Services. All counties where we have housing locations as of today are in Phase 2 of the Governor's re-opening of the state.

As a business continuing operations at our community, we must adhere to the following safeguards: Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces; Enhancing the ability of employees, customers and clients to wash hands or use other personal hygiene measures such as use of hand sanitizer; Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/ or employing other separation measures such as wearing face coverings or using barriers; staff will not be using any of the common spaces and will remain fairly exclusive to their offices as they have been doing.

Regarding the previous stay at home orders - individuals should stay at home or their place of residence as much as practicable under Phase 2 of Indiana's re-opening of the state to mitigate the spread of COVID-19. Individuals should, to the extent practicable, limit trips out of their home.



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Relay Service for Persons with Communications Disabilities- 711 Equal Housing Opportunity

Trips outside of the home are expected for travel to employment, to purchase necessities of life and to care for a family member, friend, or pet in another household, and to transport family members, friends, or pets. When outside the home, individuals shall, as much as reasonably possible, maintain social distancing of at least six (6) feet from any other person, with the exception of family or household members. Additionally, when outside of homes or residences, individuals are strongly encouraged to wear face coverings. **Most importantly people over the age of 65 and/or who are at high risk of severe illness from COVID-19, or who are sick or have underlying medical issues, are urged to stay in their residences to the extent possible, except as necessary to seek medical care.**

Other points to note:

In Stage 2 people riding public transportation are asked to socially distance and wear face coverings.

In Stage 2 any social gathering is limited to twenty-five (25) or fewer people who *must* also engage in social distancing and proper sanitation measures.

As we think about the ability to gather in groups again Graceworks Housing Services still feels strongly as an organization that in order to continue to mitigate the virus from starting and spreading within any of our buildings and to support your health, we still maintain the following protections:

1. Distancing is vital – chairs in common space will be positioned and kept six feet or more apart. They are not to be moved for any reason nor are residents permitted to add additional chairs to a particular setting in the common space.
2. When riding the elevator is preferred that people get on one at a time and remain six feet back from the doors particularly as some people may choose not to wear face masks even though recommended,
3. It is preferred that people respect when someone is using the laundry areas and remain your distance from them while covering your face with some sort of facial covering.
4. Outdoor seating provided will be spaced at six feet distances and again we ask that you do not move the furniture closer and that you do wear masks when socializing.
5. Community rooms we consider to be a congregate settings and are to remain closed per the Governor through at least May 31, 2020. We will provide an update as that time nears.

Thank you all for the opportunity to serve you in an affordable housing setting. If there are any questions regarding these decisions please work with your managers and or me to address them. I can be reached at 937-436-6890.

Respectfully,

Lisa Berkemeier
Administrator
Graceworks Housing Services