



November 19, 2020

Dear Spinning Wheel Apartment Tenants:

In accordance with State of Illinois' recent stay-at-home advisory, **for your safety and the safety of our employees**, please note the following:

- Our administrative office is now closed and our office staff are working from home but readily available by phone or email;
- Andy and our maintenance staff will only be responding to urgent life safety and maintenance related work requests (i.e. no heat etc...) and will not perform maintenance work in your apartment if 1) you are sick with Covid-19 symptoms or are positive for Covid-19; or 2) you have been in close contact with someone testing positive for Covid-19 and have not received a negative test or have not completed your 14 day quarantine after such exposure.
- To limit resident contact our maintenance staff will be working primarily in unoccupied apartments and in other properties we manage;

We again urge you to show respect for your fellow tenants, visitors and our staff by following the guidelines posted throughout the building and posted in our previous Building Engines notices. As provided in the State of Illinois's stay at home advisory, please stay home as much as possible and leave only for essential activities, avoid even small gatherings in your apartment with anyone outside of your household, and avoid non-essential out of state travel. Also please refrain from gathering in the common areas of the Building. Your cooperation is the single biggest factor in keeping everyone in the building safe.

If you learn of a positive test result for COVID-19 for an individual who has occupied the Building please call our office so that we may respond appropriately, while being respectful of your privacy.

Sincerely,
HINSDALE MANAGEMENT CORPORATION

A handwritten signature in black ink, appearing to read "Andy K. Rubin", is written over the typed name of the representative.