

## MAILROOM HOURS UPDATE – EFFECTIVE IMMEDIATELY- July 21, 2020

Dear Solera Residents,

Please be advised that the Saturday mailroom hours have been extended to 7:00 p.m.

### UPDATED MAILROOM HOURS

Monday – Friday	7:00 am – 7:00 pm
Saturday	7:00 am – 7:00 pm
Sunday	CLOSED

### MAILROOM CLEANING SCHEDULE

7:00 am – 4:30 pm*
7:00 am – 1:30 pm*
CLOSED – Clorox 360 Cleaning

Our maintenance company is concentrating their cleaning duties to cover the mailroom every half hour. The cleaning process includes wiping down mailboxes, door handles and other surfaces with disinfectant cleaners. **\*\*Please note that the mail room cleaning hours do not cover all hours that the mailroom is open. Residents are required to adhere to safety precautions when picking up your mail between the final cleaning hours, and mailroom closing. A hand sanitizer dispenser has been attached to the wall in the mail room for your use. A face covering must be worn when entering the mailroom and throughout the common areas.**

Mailroom doors will remain standing open to reduce the need for touching handles and/or the handicap entrance door opener. **Please do not close the mailroom doors!**

Recycle Bins, tables and chairs have been removed to further reduce surfaces that can harbor the COVID-19 virus. Please be responsible and recycle your discarded mail at home.

To further mitigate the impact of COVID-19 there is to be no loitering in or around the Mailroom. If you wish to have a conversation with a Neighbor, please move to the parking lot and maintain social distancing of six (6) feet so that other Residents can safely access the Mailroom.

We cannot stress enough the critical importance of each community member continuing to do their part to adhere to the safety precautions that have been issued by the Centers for Disease Control to not only keep yourself safe but the Solera community as a whole.

- Stay home. Avoid all non-essential travel.
- Wear face coverings
- Wash your hands often.
- Avoid close contact (Maintain a 6 foot distance, which is about two arm lengths)
- Clean and disinfect frequently touched surfaces.
- Call your healthcare professional if you have concerns about COVID-19 and any underlying conditions you may have or if you are feeling ill.

***‘Stay Home. Save Lives. Check In.’***

Updated 7-21-2020