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SOLERA ADMINISTRATION OFFICE CLOSURE EFFECTIVE IMMEDIATELY

November 15, 2020

Dear Solera Oak Valley Greens Community:

The Board of Directors and Management are providing notification that a staff member was exposed to, and has tested positive for, COVID-19. In accordance with CDC Guidelines and Keystone Pacific's policies, Staff will not be permitted to return to the Solera office until a *negative* test result is received and provided to Keystone's Human Resources Department. The Solera Administration office will be closed while testing is being done.

Please do not contact any of the employees to inquire about who has or has not tested positive. If you were exposed, you will be contacted. Here is an article with information on how the contact tracing process works. ...

<https://kesq.com/news/2020/06/23/contact-tracing-in-riverside-county/>

During the closure, Staff will continue to work full-time, on a remote basis, answering calls and emails until they are cleared to return to the office. Contact information for each of our Staff members, as well as a link to send a Message to Management, is located on our website under the Management > Contacts tab at: <https://soleraovg.com/management/contacts/>

In closing, please refer to the CDC's website for important information on "How to Protect Yourself & Others" at

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Sincerely,

Susan Larson, PCAM

General Manager

Solera Oak Valley Greens Association