March 18, 2020

Dear Twin Pines Housing Homeowner,

As Homeownership Coordinator for Twin Pines Housing, please know that I remain a resource for you concerning all Program needs during these difficult times. Although our offices are closed to the public, please know that I am always available to answer your questions via email or phone. I will do my best to respond to any voice message left with me within 24 hours. The best number to leave a message is 802 291-7000 (EXT. 102).

Although our offices are closed, Twin Pines staff is working remotely and will continue to support the TPH community and programs. In order to efficiently reach a staff member, please refer to the <u>staff contact list</u> on our website.

TPH will continue to monitor the COVID-19 virus. As the situation evolves, it will post updates on our <u>website</u>, <u>Facebook page</u>, and via email. It is regularly updating its procedures and protocols to insure all of its residents and staff are safe. Staff are being advised to monitor their own health and to take extra precautions.

Please take the necessary steps to ensure your own continued health by focusing on hand washing, staying away from large group gatherings, and avoiding contact with those who have been sick. For up-to-date information on the situation in Vermont, please visit the <u>New Hampshire Department of Health</u> or the <u>Vermont Department of Health</u> website.

To read updates on the virus worldwide, please visit the <u>World Health Organization</u>'s website.

I look forward to serving your Homeownership needs in the future. Thanks for your understanding. Please be well and take care of yourself, and those close to you.

Regards,

Steve

Steven A. Usle, Homeownership Coordinator Twin Pines Housing 226 Holiday Drive Suite 20 White River Junction, VT 05001 802 291-7000 Ext. 102