

Date: March xx, 2020

To: Affordable Housing Connections
400 Selby Avenue, Suite B
St. Paul, MN 55102

Re: Suspension of activities and/or restriction to common areas and/or amenities

The body of the letter should outline the following:

- The basis for why the action is being taken (i.e. health and safety of employees/residents, CDC guidance, state recommendation, etc..)
- The areas/amenities that are being restricted and for how long.
- Steps your company is taking to meet the needs of residents in SRO units, especially those without kitchens and/or bathrooms.
- Steps your company is taking to reduce the risk of infection (i.e. cleaning/disinfecting common areas, limiting person/person contact, etc.).
- How residents are being notified (provide a copy of the notice).
- A list of the affected properties.

