

COVID 19 Statement of Essential Business – March 25, 2020

Red Oak Management Co., Inc., a licensed property management company and is considered an essential critical infrastructure worker under the Department of Homeland Security's Cybersecurity & Infrastructure Security Agency's (CISA) March 19, 2020 memo and applicable state and local emergency declarations.

This determination was made by referring to the following areas of the Executive Order No. 2020-21 among other sections:

- Section 4(b) *workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to all the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and benefits), or facilitate the ability of other workers to work remotely.*
- Section (7) (a) (11): *workers that provide food, shelter and other necessities of life for economically disadvantaged or otherwise needed individuals, individuals who need assistance as a result of this emergency, and people with disabilities.*
- Section 9(d) *Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency and people with disabilities.*

Red Oak Management Co., Inc. as a management agent of multiple locations serving 1,148 low income residents within Michigan; falls within the above exemptions of the Michigan Executive Order No. 2020-21 and will remain open to serve the vulnerable population in affordable housing, which is financed by USDA/Rural Development and/or MSHDA Low Income Housing Tax Credits.

We appreciate the efforts of all Red Oak Management employees as we continue to strive to best support our affordable housing communities during this time. Red Oak Management Co., Inc. will continue to promote remote work and voice-to-voice work, to the fullest extent possible throughout the duration of Executive Order No. 2020-21.

Beginning March 13th, steps were taken throughout Red Oak Management Co., Inc. portfolio to help #flattenthecurve and exposure to COVID-19.

However, there may be essential or emergency times when work must take place at our communities with employees adhering to appropriate protective measures including strict social distancing. Essential employees understand that it is critical that they adhere to the executive order while not on work details and follow CDC guidelines.

All locations of Red Oak Management offices have been closed to walk-in face-to-face business. Site managers are available via voice-to-voice, site drop boxes and US Postal Service are being utilized for contact.

