

## We're Still Here For You!

Even though our building will be closed during this time, we are still accessible to you! Our contingency plan is noted below:

- Our Business Manager, Joanne Klein, will visit KM once a week. During that time, she will perform any essential onsite activities like retrieving the mail, depositing checks, paying bills, and a quick building scan to ensure that our property is safe and sound.
- If you'd like to reach us—please do! Our phones will be set to answer automatically, and we encourage you to leave a message in our general mailbox at extension 101. These messages go directly into the inbox of Rose Piccirilli, our Administrative Assistant, who will make sure messages are distributed to the appropriate staff member.
- We've also enacted a special phone line for urgent matters: (747) 236-3255. **This number is to be used for emergencies only.**
- The administrative staff has been working diligently over the past week or so to determine how best to facilitate tributes and other requests, and we're on top of it!