



Top Quality Housing That Fits Your Budget!

With the health and well-being of our communities, residents, and staff in mind, Shires is taking the following proactive measures to do our part in reducing the spread of COVID-19:

Starting at 4pm Wednesday, March 18th, our staff will begin to work remotely and our offices will be closed to visitors. We plan to re-open, tentatively, on April 6th, but please check our website or Facebook page for updates. All outside meetings that were scheduled in our community space have been canceled until further notice. You may continue to contact us via phone or email and we will otherwise be conducting business as usual.

If you are a renter, you may pay your rent online through RentTrack, or you may drop off your rent check in the locked drop box at our main office in Bennington at 307 North Street; please do not pay in cash, and be aware that receipts will not be available at this time. A locked drop box will also be made available at our Applegate office at 250 Applegate Drive, Unit #89 for all Applegate renters to pay via check there.

Our Property Management, SASH (Support & Services at Home), and Maintenance services departments will begin to provide services remotely. In the case of an emergency, we will address needs on a case-by-case basis. 24/7 emergency maintenance service is always available to our residents through our maintenance line. When you have a request for maintenance please let us know if you are ill and have any of the following symptoms so that our technicians can be prepared: fever, cough, or shortness of breath.

Shires continues to monitor the COVID-19 virus. We are regularly updating our procedures and protocols to ensure our residents and staff are safe. Staff are being advised to monitor their own health and to take extra precautions. **Our website and Facebook page will be updated as needed, so please check back for the latest information.**

Please take the necessary steps to ensure your own continued health by hand washing, staying away from large group gatherings, staying home as much as possible, and avoiding contact with those who have been sick. Additionally, we're encouraging all SASH participants and residents to "buddy up" by designating a go-to-person who can deliver supplies if you need to self-isolate.

For up-to-date information on the situation in Vermont, please visit the [Vermont Department of Health's website](#). To read updates on the virus worldwide, please visit the [World Health Organization's website](#). We wish you all good health, please take care of yourselves and each other.

Sincerely,

Stephanie Lane