

From: [Garron Dean](#)
To: [Homeyer, Laura](#)
Subject: FW: COVID-19 Virus & Cleaning
Date: Thursday, April 30, 2020 2:52:46 PM
Attachments: [image001.gif](#)

Hi Laura!

I am not sure if you received this notice I sent out to all of the tenant's on March the 18th? We have been having the cleaning crew (Pritchard Industries) stay on their normal nightly schedule even though not many tenant's have been going into the building. They are continuing to conduct the "touch-point" cleaning with the medical grade solution.

We do not enter the tenant's office space to clean their desks. That would be your responsibility to have your own office cleaned by a company of your preference. I would also advise that you still practice safe distancing and wear a mask when you are around people. If you have any other questions or concerns, please feel free contact me.

Thank you,

Deanna Ray
Garron Dean & Associates
453 Robert Dr.
Corpus Christi, TX 78412
(361) 992-4182 Office
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From: Garron Dean [mailto:garrondean@garrondean.com]
Sent: Wednesday, March 18, 2020 3:21 PM
To: 'laura.homeyer@captrust.com'
Subject: COVID-19 Virus & Cleaning

To our tenants at 921 N. Chaparral:

The safety and well being of our tenants is always a priority. We are actively monitoring the COVID-19/Coronavirus situation and taking steps to help keep our tenants safe during this critical time. We wanted to share with you some of the steps we are taking at this time.

We have asked our nightly cleaning crew to take extra measures when cleaning, and to wipe down all of the public door handles and to disinfect the bathrooms and all surfaces thoroughly and deeply. Our cleaning crew has already advised us that they have already started this with what they call "touch-point" cleaning with a medical grade solution.

We also ask that you follow the guidelines and try to stay at home as much as possible, limit your meetings, and practice the importance of good hygiene as well. It is also wise to disinfect your own office and wipe down the door handles from the inside since our cleaning crew is not allowed to enter your personal offices after hours.

Please feel free to reach out to this email with any questions or concerns that you may have. Stay Healthy!

Sincerely,

Deanna Ray, Property Manager
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