



**PORT LUDLOW**  
golf. marina. inn. home.

March 6, 2020

To our Community, Guests and Employees:

The health and safety of our guests and staff is of utmost importance at the Resort at Port Ludlow. Our hearts go out to those who have been impacted. We are monitoring the Centers for Disease Control and Prevention (CDC) and World Health Organization's (WHO) statements regarding Coronavirus (COVID-19) and following the guidelines from these agencies and state and local health departments.

We would like to share with you the additional cleaning and preventative measures that we have instituted at all of our properties.

- Sanitizing all hard surfaces including counters, desks and tables as well as TV remotes, phones, and lamps.
- Clean and sanitize light switches, entry doors, handles, and elevator doors and buttons.
- Sanitize all room key cards before each check-in.
- Hand sanitizer is provided in each guest room and available in public areas.
- Increased attention to sanitizing public restrooms.
- Staff members that feel ill are asked to stay home until their symptoms are gone.
- Emphasizing respiratory etiquette and hand hygiene.

For additional information regarding the Coronavirus (COVID-19) as well as preventative tips and resources, please visit the Washington Department of Health website:

<https://www.doh.wa.gov/Emergencies/Coronavirus>

Stay healthy,

Diana Smeland  
President  
Port Ludlow Associates