**\_\_\_\_\_\_\_\_Housing Authority**

**Coronavirus Response Plan**

The COVID-19 (Coronavirus) impacts will be felt by everyone as this pandemic evolves. The \_\_\_\_\_\_\_ Housing Authority has many residents that fall within the most vulnerable group of citizens for this outbreak.

Subsequently, with an abundance of caution and to lean forward into this quickly advancing problem, the \_\_\_\_\_\_\_\_\_ Housing Authority will be putting some initial preventive measures in place to minimize the potential for becoming infected or spreading illness. The following stages will be followed and announced as the situation evolves:

**STAGE 1**

* **Social Distancing:** Residents should maintain a distance of at least 3 feet from others and avoid any physical contact if possible.
* **Sanitizing:** Wipe door handles periodically with disinfectant wipes. Use cleaning spray (Lysol or other disinfectant) to keep your residence clean. Wash hands frequently with soap and water. Limit touching of the face or mouth.
* **Travel:** Limit travel wherever possible and avoid gatherings or groups.
* **Meals:** Meal deliveries will be arranged for residents who rely on those meals.
* **Illness Self Identification:** If any resident is ill with **any symptoms**, they should notify the housing authority offices immediately. This is to alert staff of potential special needs of the resident and to assure that any contact with staff does not result in spreading illness.
* **Self-Quarantine:** If a resident is ill, they should immediately institute self-quarantine and avoid contact with any other person. If there is an issue requiring medication or food delivery, notify housing authority staff.
* **Mail and Package Delivery:** Deliveries will be limited to the main entrance at \_\_\_\_\_\_\_\_and no deliveries to the apartment doors will be done by delivery staff.
* **Staff Travel Restrictions**: Any staff travelling out of state, travelling in aircraft, or other mass transportation, will be quarantined and not permitted to report to housing authority worksites for 15 days following their return. If staff do travel voluntarily (except for family emergency) they will use accrued Personal Time Off for those 15 days.

**STAGE 2**

* **Building Closures:** All \_\_\_\_\_\_\_\_Housing Authority buildings will be closed to the public and visitors. This includes the Community Rooms and common areas.
* **Social Distancing:** Social distancing is extended to six feet of separation between all people.
* **Antiseptic Cleaning:** All handrails and door handles will be wiped down 3 times per day by housing authority staff. Public lavatories will be closed to all except staff.
* **Limited Staff Interaction:** All interactions with staff will be limited to urgent issues only. Distancing of at least 6 feet will always be maintained by staff. No physical contact will be permitted unless in an emergency. Primary contact will be by phone or email. Residents will not enter into the office area unless invited by staff or in emergency situations.
* **Non-Emergency Maintenance:** Any non-emergency maintenance issues will be postponed until after the virus declines and mitigation issues have been addressed. Emergency issues (no heat, no A/C, broken pipes, etc.) will be addressed by staff or contractors. If staff must respond, the resident will distance themselves from staff by staying in a different room with doors closed while the emergency is addressed. Staff will wear a face mask and gloves while in the resident’s unit.
* **Contract Cleaning Services:** All contract cleaning services will be postponed until the Recovery Stage is declared by the Executive Director. The housing authority may engage specialized cleaning services to address sanitizing large areas and disinfecting surface.

**STAGE 3**

* **15 Day Quarantine:** All residents will be quarantined in their units. There will be no in person contact with other residents or visitors. Residents will not be permitted in the hallways or common areas.
* **Staff Limited:** Staff will be instructed to self-quarantine at home. Emergency maintenance will be available in an on-call basis approved by the Executive Director. All contact with residents will be by phone or email unless an emergency exists.
* **Minimal Office Operations:** The Executive Director will be in the office one day a week, only long enough to carry out basic business operations. There will be no personal contact with residents.

**RECOVERY STAGE**

* **Cleaning:** Once the pandemic risk has been declared under control, all residents should thoroughly clean their units with antiseptic cleaners. All housing authority public areas will be cleaned and wiped down with antiseptics.
* **Open Windows:** Weather permitting, residents should open windows where possible to allow for fresh air into their units.
* **Social Distancing:** Social distancing measures should be maintained for a minimum of 3 months after the pandemic risk is declared under control.
* **Public Access:** Public Housing will allow visitors and use of common areas on a limited basis.
* **Staff Travel Restriction:** Travel restrictions for staff are lifted.

**RESUME NORMAL OPERATIONS**