

Lafayette County Housing Authority

COVID-19 (Coronavirus) Response Plan

The COVID-19 (Coronavirus) impacts will be felt by everyone as this pandemic evolves. The Lafayette County Housing Authority residents, at all of its locations, 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 LCHA 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 (Effective Immediately)

- **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.
- **Illness Self Identification:** If any resident is ill with **any symptoms**, they should notify the LCHA 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 the appropriate agency that will be handling the delivery.
- **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.
- **Rent Payments and Certification Paperwork:** All rent payments and tenant's certification paperwork shall be made by mail service only. We will not accept them in person.
- **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, 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.

- **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 LCHA 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

- **Multi-Family – And Public Housing Building Closures:** All LCHA buildings will be closed to the public and visitors. This does not include meal service or caretakers and caseworks. Those interactions can be addressed by contact the service provider.
- **LCHA Office Building Closure:** The LCHA Office will be closed to the public until we have reached the recovery stage of this pandemic
- **Contract Cleaning Services:** All contract cleaning services will be coordinated though the Executive Director and will be at the discretion of the contracted cleaning staff and LCHA Staff.

STAGE 3 – If Necessary

- **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 LCHA 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:** LCHA will allow visitors and use of common areas on a limited basis.
- **Staff Travel Restriction:** Travel restrictions for staff are lifted.

RESUME NORMAL OPERATIONS

