



EVERETT HOUSING AUTHORITY

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Board of Commissioners

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Stephen Kergo
Executive Director

TO: All Residents of Everett Housing Authority and Applicants

FROM: Stephen Kergo, Executive Director

RE: COVID-19 (Coronavirus)

DATE: March 13, 2020

Everett Housing Authority has determined it is in the best interest of our Employees, Residents and Visiting Public to take the following measures; due to the increasing number of COVID-19 (Coronavirus) cases in Massachusetts.

From **March 16th - March 28th 2020** Everett Housing Authority will be implementing the following rules and procedures:

- Only residents and applicants with **pre-scheduled appointments** will be allowed into the office.
- All documentation for **recertification's, applications and rental payments** must be mailed or placed in an envelope then placed into our **drop box** outside our main office.
- EHA staff will reach out to those that currently have scheduled appointments to determine if the matter can be done over the telephone.
- Useful forms can be found on our website (Everetthousingauthority.org)
- Only **emergency maintenance calls** will be completed by our maintenance staff, all other work will be placed into our system and completed at a later date.
- Residents who call for **maintenance work** will be asked if they or any family member have displayed flu or virus like symptoms.
- EHA maintenance staff will perform frequent **sanitation of common areas** at our sites.
- EHA is not allowing large gatherings (10 or more individuals) at any of the community rooms until further notice; this includes any and all scheduled events through MVES.
- The **MVES food pantry** has been cancelled until further notice. **Meals on Wheels** will be home delivered.

We will revisit these restrictions as the situation changes. Please reach out to our office regarding any of these changes. Our hope is that everyone stays healthy throughout this very concerning time.



Equal Housing Opportunity