



EVERETT HOUSING AUTHORITY

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Board of Commissioners

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Stephen Kergo
Executive Director

TO: All Family Residents of Everett Housing Authority.

FROM: Stephen Kergo, Executive Director

RE: COVID-19 (Coronavirus)

DATE: April 10, 2020

I wanted to write to all of the residents to keep you updated on changes that have occurred at Everett Housing Authority since the outbreak of COVID-19 (Coronavirus) cases in Massachusetts.

Everett Housing Authority will be implementing/expanding rules and procedures as follows:

- The EHA office is closed to the public until further notice.
- 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 calling for maintenance work are required to notify staff if they or any family member have displayed flu or virus like symptoms.
- Family members must stay in a separate room when maintenance personnel show.
- EHA office staff is returning email and telephone messages as quickly as possible.
- Residents should use the USPS or the drop box at the front door of EHA office to pay rent and leave paperwork.
- Any resident, whose income has decreased, should notify the authority as quickly as possible. Rent decreases take affect the month following your notification to us.
- Useful forms can be found on our website (Everetthousingauthority.org)
- EHA maintenance staff will perform frequent sanitation of common areas at our sites.
- EHA is not allowing gatherings of any size on our property.
- Residents should only allow "Essential" visitors into the apartments.
- Practice Social Distancing - Wash Hands Often and Stay Home to remain safe.
- Follow Local, State and Federal guidance as it relates to the COVID-19 Pandemic

Our hope remains that everyone stays healthy throughout this very difficult time.



Equal Housing Opportunity