A Message from Executive Director Cindy Naber; COVID-19 Action Plan

The York Public Housing Agency (YHA) is working hard caring about people and places in this time of a national health crisis. The PHA is still open for business. We are housing people in need. The YHA is closely monitoring the rapidly changing situation regarding spread of the COVID-19 virus. In recent days, the World Health Organization designated COVID-19 as a pandemic.

The health and safety of the tenants, as well as our employees, is our highest priority. The YHA is actively engaged with the Four Corners Health as well as following guidance from the Department of Housing and Urban Development (HUD) and the Centers for Disease Control and Prevention (CDC).

**COVID-19 Action Plan**

1. Public Housing, Housing Choice Vouchers and Section 8 New Construction

**Applicant Interviews:**

- All in-person intake appointments are still being scheduled (until further notice). Persons with appointments will be screened prior to meeting with staff.

**Resident Hearings:**

- All in-person denial hearings will be scheduled on a case by case basis.
- Applicants may appeal their denial by submitting via fax, email or US mail, a written explanation of why their denial should be overturned, along with supporting documentation, and two community references.
Lease Signings for New Tenants:
- Lease signings and initial unit assignments will continue as usual.

Inspections and Accessing of Units:
- All routine annual inspections will be postponed until further notice.
- Life and Safety inspections will be conducted by staff as needed.
- Staff will have gloves, masks and shoe covers available.

Transfers:
- Reasonable Accommodations/Emergency Transfers will continue as usual.

Rent Calculations/Certifications:
- Re-Exam staff will continue work on completing income changes. Income changes reported by the resident will now be done by US Postal Service, email, fax or phone.
- With supporting documentation, a resident may request a financial hardship exemption (Minimum Rent Emergency Waivers).

Resident Work Orders:
- Maintenance will continue to process maintenance requests.
- Maintenance requests will only be accepted via phone.
- Notify the staff if you are not feeling well so precautions may be taken if work order is necessary. If not necessary, the work order could be done at a later date, when you are feeling well.

Congregate Housing Services Program (CHSP)
- Congregate in-person dining will be suspended and future meals could be a "grab and go" for tenants to pick up in community room. This could change daily, check with office for updates.

2. Public Housing & Section 8 New Construction; Maintenance

PHA Maintenance staff will continue regular operations and implement a series of enhanced cleaning and sanitization operations.
• Staff will disinfect shared surfaces in buildings daily.
• Supervisory staff will prepare a common checklist for maintenance staff to follow.
• Office staff will contribute to the effort by monitoring their own office environments.
• All Preventative Maintenance inspections until be postponed until further notice.

Cleaning and Sanitation supplies

• Hand soap is available in PHA public spaces so residents can be encouraged to use in an attempt to ensure they are not unintentionally transferring the virus.
• As supplies become more difficult to obtain, emergency purchasing procedures will be utilized to obtain cleaning supplies and personal protection equipment.

Construction:

• Construction work will continue based upon the scope of the work.

3. Privately-owned PHA assisted affordable housing (Section 8, Housing Choice Voucher HCV) program

Actions affecting people new to PHA program and/or Housing Choice Voucher program:

• Intake appointments for now be conducted in person or via US mail.
• Briefings will now be held in person.
• This could change daily and the office will inform you if a change is required.

Actions affecting on going case management of current participants:

• All in-person appointments are still being scheduled.
• Participants may request an in-person appointment if needed.
• Staff will contact appointments if this changes.

Inspections of assisted units
• Inspections for participants moving to a new unit and/or entering our program for the first time will continue. These are needed in order to begin housing assistance.
• Inspectors will have gloves; shoe covers and masks available for each inspection, if needed.
• Participants can request annual inspections if needed. Any annual inspection already scheduled during this time that can be delayed will be delayed for 30 days.

Resident Informational Links and Community Resources

Center for Disease Control:  https://www.cdc.gov/

This PHA COVID-19 Action Plan will be updated on a as needed basis.
Coronavirus Plan-staff

YHA employees:

If you need to stay home to care for young children due to daycare and school closures:

- Inform your supervisor by phone or email.
- Work remotely, if approved to do so.
- If not approved to work remotely, you may use your accrued leave time (any leave).

If you have been advised to quarantine due to potential exposure to COVID-19:

- Inform your supervisor by phone or email and stay at home for 14 days.
- Work remotely, if approved to do so.
- If not approved to work remotely, you may use your accrued leave time (any leave).

If you have COVID-19 and need to isolate:

- Inform your supervisor by phone or email and stay at home until symptoms have cleared to work remotely, if approved to do so.
- If not approved to work remotely, you may use your accrued leave time (any leave).

If you need to stay at home to care for a dependent or a family member who is sick with COVID-19:

- Inform your supervisor by phone or email and stay home.
- Work remotely, if approved to do so.
- If not approved to work remotely, you may use your accrued leave time (any leave).

If you have a medical condition and your treating physician is recommending that you maintain social distancing:

- Inform your supervisor by phone or email and email your doctor’s note if possible.
- Work remotely, if approved to do so.
- If not approved to work remotely, you may use your accrued leave time (any leave).
If you do not want to come to work because you are afraid that you may come in contact with COVID-19 through the workplace:

- Inform your supervisor by phone or email and request leave.
- You may use your accrued leave time (any leave).

Resident Informational Links and Community Resources

Center for Disease Control: https://www.cdc.gov/

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COVID-19 voucher inspections procedures
March 23, 2020

During the COVID-19 outbreak the York Housing Authority will continue to accept applications for the voucher program. Housing is an essential part of controlling the spread of the virus. People without housing will most likely be mobile, staying at friends or family for a brief time and moving from place to place. In doing so, the exposure and spread of the virus increases and puts additional people at risk. During this unsettled and unknown time, it is the in the best judgement of the York Housing Authority to implement this procedure to protect the staff, landlord(s), participants and applicants.

Applications will be accepted at the housing authority’s office either in person (using the drop box or pass through window) or via USPS. The verification/determination process of eligibility and rent calculation will be done with safety precautions, both for staff and applicant(s). Using fax, telephone and email will be the preferred methods of verification

The initial inspection will be done by the Housing Authority inspector(s) by using a “windshield” inspection and requesting information from the landlord and applicant for self-certification of interior of unit.

Once the threat of COVID-19 passes, an inspection will be completed as soon as possible.

For annual re-inspections the same procedure will be followed.