Superior Housing Authority’s
Plan for Coronavirus Disease 2019
Revised 03/16/2020

The SHA is implementing strategies to protect our workforce from COVID-19 while ensuring continuity of operations. During the COVID-19 season, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene is encouraged, and routine cleaning of commonly touched surfaces will be done regularly. If you are traveling, please refer to the Centers for Disease Control (CDC) Traveler’s Health Notices for the latest guidance and recommendations for each country to which you will travel.

The SHA encourages employee to stay home and utilize your leave when:

- Employees have symptoms of acute respiratory illness.
- Stay home until you are free of a fever (100.4°F [37.8°C] or greater, and any other symptoms for at least 24 hours.
- You are also eligible to use your leave to care for a family member who is ill, please refer to the SHA Employee Handbook.

The SHA and employee will:

- Upon arrival to work, any employee who appears to have acute respiratory illness symptoms (i.e. cough, shortness of breath) will be separated from other employees and sent home immediately.
- Instruct employees to clean their hands often and with alcohol-based hand cleaner or wash their hands with soap and water for at least 20 seconds.
- Alcohol-based hand cleaner will be placed at the front reception areas as well as the copy room.
- Instruct employees to use coughing and sneezing etiquette, please refer to the CDC website.
- Instruct employees to routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- If an employee is confirmed to have COVID-19, the SHA will inform fellow employees of their possible exposure to COVID-19 but will maintain confidentiality. Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- An employee who is well, but who has a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance.
Social Distancing the SHA will:

- Limit contact with the public.
- Conduct interviews via phone, mail and email as much as possible.
- Only complete health and safety work orders.

Planning for a Possible COVID-19 Outbreak in our area.

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. In the event it is determined there is an outbreak in our area, the SHA will take the following measures to reduce transmission among staff, protect staff who are higher risk for adverse health complications, and maintain business operations through social distancing.

The SHA will:

- Coordinate with state and local health officials for accurate information and guidance.
- Allow staff leave flexibility.
- Allow staff to work from home if work activities allow.
- Suspend appointments or conduct appointments by email or mail.
- Only conduct work orders as it relates to health and safety.
- Cancel and suspend activities at the Peter Rich Center.
- Cancel non-essential business travel.
- Limit or cancel large work-related meetings or events.