
MEMO

To: Knox County Housing Authority Staff

From: Derek Antoine, Executive Director



CC:

Date: Monday, March 16, 2020

Re: Coronavirus disease 2019 (COVID-19) Agency Protocol

Coronavirus disease 2019 (COVID-19), a respiratory disease caused by a novel (new) coronavirus originally discovered in China, has now been detected in more than 100 countries. The World Health Organization (WHO) initially declared the outbreak a “public health emergency of international concern” and has since characterized COVID-19 as a global pandemic. On 03/13/2020, President Trump declare the outbreak a national emergency.

We have entered into unprecedented times in the history of this country. To be certain, the introduction and spread of communicable viruses has always been present. Until now, however, daily life has been largely uninterrupted. The severity and spread of this infectious disease have caused us to significantly alter our daily routines, and ultimately have forced us, as an agency, to take precautionary measures as well.

In accordance with guidance from the Center for Disease Control (CDC), the World Health Organization (WHO), and the State of Illinois, the Knox County Housing Authority is initiating an emergency operational protocol to help control and stop the spread of coronavirus disease 2019 (COVID-19).

Effective 03/17/2020 through 05/12/2020, the following employee safeguards will apply:

- **If you are sick, STAY HOME.**
 - All employees will be paid for sick leave, regardless of accrual, if the following conditions apply:
 - Symptomatic for coronavirus disease 2019 (COVID-19)
 - Obtain a doctor’s note advising the employee to remain at home
 - If you are diagnosed with coronavirus disease 2019 (COVID-19), contact Executive Director Derek Antoine **IMMEDIATELY**
- If you are impacted by school-aged children at home due to school closings, the following concessions will be made:
 - If the nature and spatial environment of your work allow it, you may choose bring your child to work with you

- If you must stay at home during this time, contact Executive Director Derek Antoine to make arrangements to either work from home, or make up any missed time
- If the government requires the agency's non-essential functions to shut down, or orders people to stay home for a given amount of time, your salary and benefits will continue uninterrupted

Effective 03/17/2020 through 05/12/2020, the following employee safeguards will apply:

- **All administrative offices will be closed to the public**
 - Regular office hours will be maintained unless a directive is given to work from home. In the event staff is instructed to work from home, a protocol will be distributed
 - Administrative staff will be available via mail, email, and telephone
 - Anyone arriving at our offices unannounced or unscheduled during this time are NOT to be admitted. Instruct visitors to call or email the office to conduct their business.
 - Rent collection will be done via:
 - Direct debit collection
 - Drop box at the Central Office Cost Center
 - Payment at First Midwest Bank
- **Application process**
 - Applications are available via the website or through mail
 - Applications will be accepted via mail or drop box
 - Original signatures will be obtained via mail, and later verified prior to housing
 - Make all efforts to obtain an email address from applicants so that you may converse and send documents electronically
- **Appointments**
 - Appointments for housing will be conducted via telephone where applicable
 - Original signatures and documents will be obtained prior to housing the family
 - In the event of move-ins and other unavoidable in-person meetings, exercise proper protocol and avoid contact, maintain social distancing (6 feet), avoid touching your face, eyes, nose, ears, or mouth and wash hand thoroughly after coming into contact
- **All community spaces will be closed to the public**
 - Community rooms
 - Public restrooms
 - Maintenance shops
- **Maintenance protocol**
 - All routine (non-emergency) work orders will be taken and completed at the end of this precautionary period
 - Only emergency/unit turn work orders will be completed
 - Personal protective equipment (masks and gloves) to be utilized as necessary
 - Nitrile gloves
 - N95 respirator masks
 - Managers must be informed of all employees entering into occupied units
 - All outside contractors providing services to KCHA properties are required to observe agency protocols contained within this memo
 - All routine (non-emergency) inspections are postponed
 - Annual

- Housekeeping
- UPCS-V (HCVP only)
- Pest Control
 - All routine sprays (quarterly) are cancelled during this time
 - All treatments for infestations – bedbugs, cockroaches, etc. – will continue

This memo and its contents are in effect from 03/17/2020 through 05/12/2020, unless modified, shortened or extended. In the event of a revision to the protocol or timeframe discussed, you will be notified.

The safety of our staff and residents is of primary concern. Together, and through responsible action, we will get through this. Thank you, for all you do, to make the Knox County Housing Authority a special place.

Respectfully,



Derek B. Antoine
Executive Director
Knox County Housing Authority