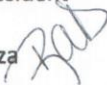


**DIGHTON HOUSING AUTHORITY**  
**DightonHousingAuthority.org**

**MEMORANDUM**

TO: Lincoln Village Resident  
FROM: Robbie A. DeSouza   
DATE: July 7, 2020  
RE: COVID-19 / Miscellaneous Information

I hope everyone had a nice Independence Day. As Governor Baker continues with Reopening Massachusetts please continue to be incredibly careful. Everyone should continue washing your hands often, avoid touching your face, cleaning things that you frequently touch, wearing a mask/face covering, and staying home if you are sick. The weather is beautiful and easy to think that COVID-19 is behind us, but numbers are rising in other parts of the United States. We all must continue to do our part to stop the spread of the virus. The Dighton Housing Authority (DHA) has had to temporarily adjust many practices, to decrease the spread of the coronavirus via person-to-person contact. The Office continues to be closed to the public, but I am still available by phone (508-823-8361) or by email ([Director@DightonHA.org](mailto:Director@DightonHA.org)). Please call or email if you need anything, I will do my best to help. Here is a list of adjustments the DHA has made, COVID-19 information, important dates to be aware of, and other miscellaneous information:

- The DHA Office is closed to the public. Staff will be available to residents/applicants via phone (508-823-8361) or by email ([Director@DightonHA.org](mailto:Director@DightonHA.org)).
- DHA would appreciate it if you let the Office know immediately, by phone (508-823-8361) or by email ([Director@DightonHA.org](mailto:Director@DightonHA.org)), if any household member is under self-isolation or quarantine.
- Only emergency repair work will be done in occupied apartments.
- Tim, DHAs Maintenance, will be taking a week off here and there this summer, which he deserves. The Taunton Housing Authority will be here to sanitize the common areas (tenant hallways and community center) and do any miscellaneous work DHA needs until Tim returns.
- Annual Unit Inspections have been postponed throughout the duration of the emergency. We will reschedule and notify each tenant, in writing, when they have been rescheduled.
- The Community Center is open for you to do your laundry, pick up/drop off mail, and to drop off documents to the DHA or to the Dighton Council on Aging (COA). Please do not congregate and socialize in the Community Center, do your business (laundry, mail, etc.) and leave the building. You must wear a face covering while in the Community Center until Governor Baker's Face Covering Order is lifted.
- Rent and any other documents you want the DHA to receive can be dropped into the slot located on the Executive Director's door or documents can be scanned and emailed to [Director@DightonHA.org](mailto:Director@DightonHA.org).
- If you need to use the laundry room, please do your laundry, and wait for it elsewhere. If you normally stay in the Community Center to wait for your laundry, please do so in the big room wearing a face covering and practicing social distancing. If someone is already in the laundry room, let them know you are waiting in the big room and ask them to let you know when they are finished. Anything you can do at home (folding, sorting, mending, etc.), should be done at home to keep the germs down and laundry room open for others.
- Rent is based on income, if your income changes more than 10% a month, you MUST report it to the DHA. Not all income is counted toward your rent but needs to be reported per your Lease. If you have been laid off and are receiving **Unemployment Benefits**, I will need 3<sup>rd</sup> party verification of the income. If you cannot print the information off their website, you will need to give them a call and request proof of benefit/income.
- Try to keep visitors to a minimum and make sure your visitors are not exhibiting any flu symptoms (fever, cough: or shortness of breath), have not had any person-to-person contact with someone who has exhibited coronavirus symptoms in the last 14 days, and/or have not visited an area where there have been. I strongly suggest each tenant keep a visitor log of everyone entering your apartment.

Date of Visit	Visitor Name	Visitor Contact Phone Number
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