

Dighton Housing Authority (DHA)
DightonHA.org
DHA COVID-19 Plan - Phase 3 & 4
Effective: September 8, 2020

As the Commonwealth of Massachusetts continues to move through the phased reopening process, and with the reducing spread of COVID-19, the DHA is amending some of our COVID-19 practices and resuming some of the deferred activities. If COVID-19 numbers in Massachusetts start to rise, DHA will defer certain activities as needed. Below is a list of new temporary COVID-19 amendments of practices to decrease the spread of the coronavirus via person-to-person contact. The majority of the DHAs Residents are considered high risk for COVID-19 so we need everyone to work together fighting the coronavirus. DHA would appreciate it if Residents let the Office know immediately, by phone (508-823-8361) or by email (Director@DightonHA.org), if any household member is under self-isolation or quarantine.

PHN 2020-27 DHCD Recommendations for Safe Reopening in Phase 3 & 4.

COVID-19 Control Plan: was put into effect on May 20, 2020.

Cleaning and Sanitizing Common Areas: DHA will continue to regularly clean and sanitize frequently touched points in common areas. (e.g., doors, handrails, bathroom surfaces and handles, etc.).

Masks/Face Coverings: DHA requires any person who is in a place open to the public, when unable to maintain approximately six feet from every other person, shall cover their mouth and nose with a mask or a cloth face covering. Exceptions include children under the age of 2 and those unable to wear a mask or face covering due to a medical condition.

Office: To discourage foot traffic, crowding, and decrease the spread of coronavirus via person-to-person contact the Office will do the majority of its business with residents and applicants by phone 508-823-8361, email Director@DightonHA.org, and by appointment only. When feasible the appointments will be done by phone. Most weeks the Executive Director will go into the Office one day a week and work remotely the other two days.

- **Residents:**
 - The safest way to do business is by calling 508-823-8361 or by email Director@DightonHA.org.
 - The Office Window will also be open from 8:00 a.m. to Noon, on most Tuesdays. To guarantee the staff member is available to see you at the window DHA recommends you call 508-823-8361 prior to coming over to the Community Center. You must practice social distancing by standing at least 6 feet apart and you must wear a mask/face covering at the Office Window.
 - As always residents can use the drop box located on the DHA door to drop off paperwork, rental payments, or any other document you want DHA to have.
- **Applicants:** The Office will be open for applicants by phone 508-823-8361, by email Director@DightonHA.org, and by appointment only. You can apply for housing by going to DightonHA.org.

Board and Resident Meetings: All meetings will continue to be held Virtually by teleconference. Meetings are posted on the Community Center Bulletin Board and DightonHA.org. Meetings are open to the public.

Maintenance Work in Occupied Units:

- Maintenance needs a work order for all requested work. To request work done in your unit call the office at (508) 823.8361.
- DHA will continue to do emergency work in occupied units and resume non-emergency work in occupied units using proper safety protocols:
 - o Wearing masks/face covering while in the occupied units, common areas, or otherwise likely to encounter residents or other staff;
 - o Opening windows to improve airflow;
 - o Residents must wait outside the unit or in a separate room with door closed during work;
 - o Sanitizing surfaces touched,
 - o Asking (voluntary) health-screening questions of residents;
 - Any occupied unit with a Resident/Visitor/Health Aide exhibiting any flu symptoms (fever, cough, shortness of breath, etc.) only emergency work will be done in the unit.
 - o Washing hands before entering an occupied unit and immediately following exiting an occupied unit.
 - o Ensuring any outside contractors adhere to the above listed safety protocols.

Unit Inspections:

- March 2020 through July 2020 Postponed Inspections: Buildings C, D, and E inspections are being deferred until 2021. Any tenant who's inspection was deferred can request an inspection or request work needing to be done in their apartment by calling 508-823-83621 or by emailing Director@DightonHA.org.
- August 2020 Inspections forward until further notice: DHA will conduct a minimum Health and Safety inspections to get into and out of the units quickly and safely. Each tenant will be notified in writing, at least 48 hours in advance, the date and time DHA will be conducting the inspection.
 - We will request the resident to wait out in the hallway with a mask/face covering on.
 - Maintenance and the DHAs Executive Director will enter unit and conduct the Health and Safety Inspection wearing a mask/face covering and a new pair of gloves per inspection.

Community Center: The Community Center is open for residents who are not displaying any COVID-19 symptoms (fever, loss of taste, flu symptoms like fever, cough, shortness of breath, etc.). Everyone in the Community Center must practice social distancing by remaining at least 6 feet apart. Maximum of 15 people should be in the Community Building at one time.

Laundry Room:

- Mask/face covering must be worn.
- Practice social distancing and stay at least 6 feet apart. If someone is already in the laundry room let them know you will be waiting in the big room and ask them to let you know when they are leaving the laundry room.
- Wash your hands for 20 seconds with soap and water after you touch the washer or dryer.
- No waiting/folding of laundry in the laundry room. If you are someone who normally waits for their laundry, do so in the big room practicing social distance staying at least 6 feet apart for each other.
- DHA will provide spray the laundry room with disinfecting spray to use on the washer and dryers prior to use.

Visitors:

- All visitors must not be exhibiting any COVID-19 or flu like symptoms (fever, cough, or shortness of breath).
- DHA recommends each resident keeps a visitor log (attached) of everyone coming into their apartment. Information you should keep on your visitor log:

Date of Visit	Visitor Name	Visitor Contact Number
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New Resident Move In:

- The Resident(s), movers, and others helping the resident move into a new apartment should only use the Red Entrance Door closest to your living room entrance.
- All moving of large furniture must be done between 8:00 a.m. to 6:00 p.m.
- Anyone helping a resident move into a new apartment must be well, wear a mask, practice social distancing, and wash their hands often for 20 seconds with soap and water.

DHA Staff: Staff will follow the BOCs adopted COVID-19 Standard Operating Procedures that was adopted by the BOCs on July 14, 2020. As DHA is a small Authority and only has one full time Maintenance Mechanic I and one part time (20 hours) Executive Director. DHA has created the following back up plan if either employee gets ill:

- Maintenance Mechanic I: Taunton Housing Authority (THA) has agreed to handle DHAs maintenance.
- Executive Director: The Fee Accountant has agreed to paying the invoices, payroll, rent collections, DHCD reporting and THA has agreed to handling any resident/applicant situations as needed. DHA is cutting payroll checks the last week of the month for the entire next month, in case the Executive Director becomes ill, this gives DHA time to prepare with the Fee Accountant. DHA will pay all overtime earned, the first payroll check of the month to follow.