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## MEMORANDUM

To: Residents, Clients, Government Agencies, and Business Partners

From: Marcus D. Goodson, Executive Director

Date: March 13, 2020

Subject: COVID-19 Navigating Through

As the world continues to deal with the challenges of COVID-19, I wanted to take a moment to let you know of additional safety measures we're taking to help protect against further spread of coronavirus. Lee County Housing Authority (LCHA) wanted to provide information related to how we plan to navigate this pandemic while continuing to provide housing services needed and expected by our public housing residents and Section 8 clients.

At LCHA the health and well-being of our staff, residents and business partners is our top priority. To that end, we will make business related decisions in real time based on the health and safety of all involved. We will work closely with federal, state and local health officials, while heeding their recommendations for maintaining a healthy work environment.

Out of an abundance of caution, beginning on **Monday, March 16, 2020, and until otherwise posted, the LCHA will discontinue office hours open to the general public.** LCHA staff will report to work and maintain our regular office hours while continuing to work on core office tasks that do not require staff resident interaction. **Please call the office if you need assistance at 239.997.6688.**

As we continue to monitor COVID-19 and the rate of infection in Lee County, we reserve the right to take more aggressive action to protect staff, to include, closing the office and allowing staff to telecommute.

The maintenance of our public housing units is of high priority, but we ask that non-emergency work orders not be called in at this time to avoid maintenance staff having to enter apartments, increasing the risk of exposure to COVID-19 to both the resident and maintenance staff. All emergency work orders will be handled with the quickness you have become accustomed to. That commitment has never been more important to us than it is today.

In closing, if you have traveled to a high-risk area, or show symptoms consistent with COVID-19, please seek medical attention.