



April 6, 2020

IMPORTANT MESSAGE—PLEASE READ

Dear Residents of **Greenfield Housing Authority**:

The Coronavirus, also known as COVID-19, is in our community. It is highly contagious and dangerous. **Working together we can reduce the risks we face.**

Here are the steps that the Greenfield Housing Authority (GHA) is taking to protect everyone's health:

- **GHA Offices:** Most staff will be working from home or other locations out of the office. **Whether we are in the office or not, we will remain available to tenants and applicants** by phone, email, and the office drop box, during regular GHA business hours. For everyone's protection, will not be having face-to-face meetings. (See contact information below)
- **Visiting Your Apartments:** GHA staff will **only** enter occupied apartments to address **emergency health and safety issues**. In that case, you may see staff using protective equipment such as masks and disposable gloves. Staff may ask you questions about your exposure to the Coronavirus. Always maintain a safe distance from each other, preferably six feet, to avoid spread of the disease.
- **Common Areas, Community Rooms:** Maintenance staff will regularly wipe down or spray frequently touched surfaces (handles, knobs, doors, laundry machines, phones, etc.) with antibacterial wipes or Lysol disinfectant spray, and will provide antibacterial hand sanitizers in the community areas. Please use the sanitizers.
- If a resident reports being sick or is showing signs of illness (coughing, sneezing, respiratory trouble, fever) maintenance will be reporting back to the office so we can determine how to handle your work orders.

Here are the steps that YOU can take to protect your health:

- Stay at home. Keep six feet distance from others whenever possible. Avoid non-essential trips outside of home.
- Please do not invite other people to your home. Even if they are not sick, other people can carry and spread the virus.



- Wash hands frequently, cough into elbow. Cover your nose & mouth with a tissue; throw out tissue immediately after use, and avoid touching your eyes, nose, or mouth with unwashed hands.
- Wipe down or spray frequently touched surfaces in your unit (handles, knobs, doors, phones, etc.) with antibacterial wipes or Lysol disinfectant spray.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Stay updated with information coming from state and national agencies.
- If you are feeling sick you should contact your doctor or health care provider.

Other Information

- Rent Redeterminations. We understand that many residents will face loss of income during the pandemic. If that happens you can redetermine your income **downward** and have your rent readjusted. Please reach out immediately to our office by phone or email if you have lost work hours and we will work with you on verification. Nadia Baraban can be reached at ext. 203 or by email at nadia@greenfieldhousing.org.
- Laundry Rooms will remain open and they will be sanitized daily by the maintenance Staff. Remember to keep distance and avoid contacts with others, and to wash your hands thoroughly after leaving community rooms.
- Community Rooms at Elm Terrace and Oak Courts are closed.
- Residents at Morgan-Allen and Elm Terrace if you need assistance, please call LifePath 413-773-5555.

Sincerely,

William H. Abrashkin
Executive Director,
Greenfield Housing Authority