

COVID-19 Action and Operations Plan (updated) November 20, 2020

Due to concerns regarding the novel coronavirus (COVID-19) pandemic, the Union County Housing Authority has **closed its administrative and other offices to the general public**. Note that the administrative office at 1610 Industrial Blvd is staffed from 8:30-4:30 Monday through Friday. We are committed to doing everything we can to ensure the health and well-being of our housing program participants, our staff, and the public while continuing to serve the housing needs of the Union County community. We did not make this decision lightly but feel it is appropriate to observe the following limited operations until further notice:

COVID-19 Action Plan

- **Applications** for housing choice voucher and UCHA owned and managed properties can be picked up at the main office, 1610 Industrial Blvd Ste 400, Lewisburg. Please call our office upon arrival at 570-522-1300 during business hours for assistance.
- **Income changes** will continue to be processed. If any client experiences a change in income, we encourage them to report it immediately by picking up a change form, outside the main office door. Forms can be filled out and placed in the drop box outside the main office door, mailed or sent by email to general@unioncountyhousingauthority.org
- **Annual recertifications for all programs, voucher briefings, and voucher issuances** are continuing, with most communication done by mail and phone. We will continue to **rent apartments** and will contact families directly for move-ins as units become available. Those wishing to **move out** should contact the Housing Authority at (570)522-1300 or Project Management at 570-523-6400.
- **Evictions** will adhere to the CDC guidelines from the eviction moratorium released in September 2020 that expires on 12/31/2020. Residents are still responsible for making monthly payments. Late charges will continue to be applied, and evictions will be pursued when we are able to do so. However, UCHA is committed to assisting its residents with budgeting concerns and achieving stability. Should a client need our assistance with any life issues or have a **food need**, do not hesitate to reach out to our Project Management staff at 570-523-6766 or 570-523-6400. We are here to help!
- **Rent drop boxes** are available at all sites and a drop box has been added to our main office at 1610 Industrial Blvd, Lewisburg. We ask residents to deposit only checks or money orders (no cash) and to use an envelope that contains the tenant's name, address and apartment so that credit is applied to the correct account. All drop boxes are emptied daily. Of course, the option remains to mail rental payments to our main office.

Bruce L. Quigley, *Executive Director* | Sharon Leon, *Deputy Director/Secretary* | Martin & Lobos, *Solicitor*
AUTHORITY MEMBERS: Dr. W. Gale Reish, *Chairperson* | Dr. Michael E. Hanyak, Jr., *Vice Chairperson*
Thomas Beck, *Treasurer* | Chenoa Lee | Diane Meixell



- We will continue to complete **work orders** at our sites, but if anyone in the unit is sick or exhibiting symptoms of COVID-19, please let us know immediately so that we may take extra precautions. Please continue to notify us of any work order related needs and may be called in at any time. If UCHA staff need to enter a unit for a work order, the tenant(s) must wear masks upon staff entry.
- Inspections of units will continue if needed. Masks must be worn by the tenant(s) if an inspector or UCHA staff need to enter the unit to complete an inspection.
- UCHA is now **cleaning and sanitizing** common areas on a stepped-up schedule. We encourage staff and clients to follow CDC guidelines regarding social distancing and sanitation practices to avoid transferring viruses to themselves or others. This includes frequently washing hands, using hand sanitizer and disposing of used tissues.
- **Masks** are required to be worn when entering the main office complex and all site offices, by employees, consultants, tenants and visitors. If you are need of a mask, please let staff know. Masks are also required to be worn by all tenants in common areas, such as mail rooms and laundry rooms at all sites.

We know the COVID-19 virus is causing great concern and want you to know that we share that concern. UCHA is taking the situation very seriously and is closely monitoring developments. We will adjust our operations further as needed and will keep you informed of any additional changes that we may make to protect our housing participants, our staff and the public.

Sharon Leon
Deputy Director