



Housing Authority

of

THE CITY OF PRICHARD, ALABAMA

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March 16, 2020

Dear HACP Residents:

The Housing Authority of the City of Prichard (HACP) is committed to doing everything we can to ensure the health and well-being of our residents. We want to keep you informed about HACP's response to the novel coronavirus known as COVID-19. We are taking extra measures, including frequent sanitation of common areas in all HACP buildings and asking residents to call or email rather than visit our offices in person. The following actions are designed to help keep our tenants, staff, partners and communities safe.

STAYING HOME IF ILL

- HACP has instructed all staff who are ill, or have an ill family member, not to come to work until they have been symptom-free for at least three days.

SOCIAL DISTANCING

- HACP is postponing non-essential meetings and encouraging staff to conduct meetings as much as possible by telephone or online.
- HACP is asking residents to conduct business with HACP by phone, email or the website to reduce opportunities for the virus to spread.
- HACP is asking residents to notify staff if you are ill or have been ill when requesting a work order.

SANITATION

- HACP is cleaning common areas of buildings at least daily, sanitizing door handles, railings, bathrooms, elevator buttons and other frequently touched surfaces.

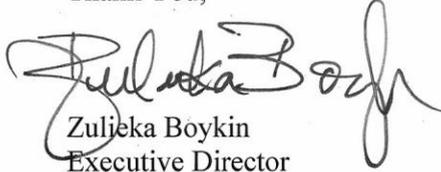
Currently the Housing Authority of the City of Prichard is operating on normal hours and has not closed any of its offices or services. We will notify you if this changes. Some meetings, classes, workshops and other activities at HACP locations may be canceled or postponed; please check with the organizers of these activities.

Again, residents are asked to notify staff of a suspected illness in the event that a home visit or repair is anticipated. Individuals who have scheduled meetings or appointments can be

rescheduled for a later date if they are showing signs of illness. In order to be rescheduled, you must contact the appropriate staff by phone or email to alert them of your situation.

The HACP will continue to follow recommendations from the Center for Disease Control (CDC) and the Alabama Public Health Department.

Thank You,



Zuljeka Boykin
Executive Director