**DATE: 3/16/2020**

Until further notice, MPHA staff are to adhere to the following protective measures for COVID 19

* No person may come to work ill
* No in-person attendance at community meetings unless approved by the Executive Director.
* Use community room with appropriate social distancing for all unavoidable client meetings
* Maintenance staff will not enter occupied units unless maintenance need is urgent. Tenants will be told that work may not be completed until May. If product (i.e. lightbulb) can be dropped off outside of tenant door, it will be.
* If a work order needs to be completed, resident will be asked if they are experiencing any symptoms of COVID 19 (fever, cough, shortness of breath). If the person is experiencing symptoms, consult with Executive Director before proceeding.
* If entry must be made into tenant unit: Gloves must be worn at all times and ask tenant to socially distance themselves from you. Preferably into an area that can be separated by a closed door.
* All HQS inspections on occupied units are temporarily suspended
* Complete as much work as possible over the telephone, through email and through the regular mail. This includes intakes, briefings, and re-exams.
* If a participant uses our pen, let them keep it or disinfect it immediately
* If participants must drop items off, ask them to use the drop slot. Use good hygiene practices after touching items dropped off by others
* Do not permit residents to schedule the community room for gatherings.
* Wash hands and wipe down surfaces frequently.
* Notify ED if any resident discloses that they are positive for COVID 19.