

# Covid19 Office Reopening Plan

## June 1, 2020

Effective June 1, 2020, as conditions will allow, we will return to a normal work schedule, 8:00-4:00 for the office and 7:00-3:00 for maintenance personnel. Staff will continue to practice safe social distancing or wear a face mask when conditions prohibit. Temporary changes to staff space will be necessary for the Occupancy department to create safe spacing. As such, Mike Pennell, Inspector, will utilize the desk, PC and phone in the conference room on a temporary basis. We will continue the practice of sanitizing high touch areas in the office at the end of the day.

The following guidelines will be established for opening office space to non BHA personnel on a limited basis:

The office will allow public entry by appointment only. Any meetings conducted onsite will require all parties to wear a face mask, practice safe social distancing and the area will be sanitized afterwards. Appropriate notices shall be posted with these instructions. We will continue to keep the office closed to all others; no drop offs or in person rent payments. We will revisit this policy come July 1<sup>st</sup>. Rent will continue to be accepted by mail or in the drop box only. Staff will continue to utilize electronic or other means to process program requirements as permitted by current policy waivers. No large group meetings (more than 10) will be allowed at this time.

Vendors who are required to enter the building to perform work shall follow the requirements established by their employers. Staff working nearby any vendor may request they wear a face mask and a vendor may also request any staff near them to wear a face mask. Work areas impacted by a vendor shall be sanitized upon completion of the work.

### Maintenance:

Maintenance staff will resume full time onsite work but will continue to be limited to emergency work orders, sanitizing properties, vacant units and exterior work. We will revisit performing regular work orders come July 1<sup>st</sup>. Staff must maintain safe social distancing and when prohibited from doing so, wear face masks while working in close proximity to other people. Staff must also wear face masks when performing emergency work orders in resident apartments.