

## **Coronavirus Office Advisory Notice**

Due to the spread of the coronavirus (COVID-19) and as health concerns continue to grow, the Palm Beach County Housing Authority (PBCHA) is committed to taking every precaution to promote a safe and healthy environment for our clients, staff and guests.

### **All of our residential and administrative offices are closed to residents, clients, vendors and guests until further notice.**

In alignment with the Center for Disease Control and Prevention's (CDC) levels of risk-assessment for faith-based and community organizations, the agency is currently at Level 2 – Minimal/Moderate (Cluster Transmission Level):

### **Social Distancing**

- PBCHA will keep our business as fully operational as possible by implementing a "social distancing" policy that will stop or slow the spread of highly contagious diseases such as the coronavirus. Our social distancing response will include reduced exposure to internal and external clients.
- PBCHA will continue its normal business hours but cease to see clients, vendors and outside visitors in person. All operations and communication will be limited to email, phone or mail as much as possible. All staff contact information is posted on the PBCHA website and will be posted in all PBCHA offices.
- Activities that cannot be handled through these means will be handled by appointment only.
- PBCHA maintenance staff will respond only to emergency work orders and will follow personal prevention techniques, which include asking key questions prior to entering a unit.
- PBCHA will suspend all business travel, meetings and attendance at high-traffic events or community gatherings.