



Reading Housing Authority

22 Frank D. Tanner Drive Reading, MA 01867-2399 (781) 944-6755

IMPORTANT NOTICE - March 16, 2020

Dear RHA Residents:

The advent of the COVID-19 Coronavirus is impacting all of us in the Commonwealth and we are now required to make some immediate changes in our lives. The Reading Housing Authority's (RHA) primary concern is for the health and safety of its residents and employees.

In order to preserve everyone's health and safety, comply with Governor Baker's Emergency Orders and continue essential operations, the RHA is taking the following steps effective immediately:

- The RHA Main Office and Tannerville Community Room at 22 Frank D. Tanner Drive are closed to the public, but **our staff will continue to be available by phone at (781) 944-6755**. Paperwork should be mailed, left in the drop box next to the front door at our Main Office, faxed to (781) 944-6875 or e-mailed to the appropriate staff person. Staff e-mail addresses can be found at our website: www.readinghousing.org.
- Rent Checks should be mailed or left in the drop box next to the front door at our Main Office. (DO NOT LEAVE CASH IN THE DROP BOX.)
- The Laundry Room at 22 Frank D. Tanner Drive remains open at this time, but all individuals should keep 6' away from others doing laundry.
- **Maintenance staff will be handling emergency calls only** while they continue working on vacancies and the grounds. We will further increase the frequency of common area sanitizing.
- Residents are advised to sanitize touchable areas in their units and to wash their hands frequently.
- If you are over 60 years of age or have significant health issues, it is recommended that you self-isolate in your unit. Please share your phone number with your family and neighbors so they can check in on you by phone. Let us know if you have a neighbor you are concerned about.
- **If you become sick with flu-like symptoms stay in your unit and contact your health care provider.** You should remain in your unit until you are symptom free.
- Residents who experience loss of income should contact Susan McLaughlin, Housing Manager.

I appreciate that this is a difficult time for all of us and we will do our best to keep you updated as we receive notifications. We must act with common sense and patience. As always, if you have any questions please do not hesitate to call our office.

Sincerely,
Julie M. Johnston
Executive Director