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GLYNIS TANNER  
TRANSITIONAL DIRECTOR

JOHN F. KNIGHT, JR.  
CHAIRMAN

March 13, 2020

RE: Coronavirus (COVID-19) Update

Dear Residents and Families:

The Housing Authority of the City of Montgomery, Alabama (MHA) are committed to ensuring the well-being of all of our residents and families. We'd like to take this opportunity to provide some important information regarding coronavirus (also known as COVID-19).

On today, March 13<sup>th</sup>, the Alabama Department of Public Health (ADPH) along with Mayor Steven Reed, City of Montgomery, confirmed a case of the virus in Montgomery County. Mayor Reed has limited access to public facilities, cancelled large public events, and suspended employee travel as precautionary measures to potentially reduce the occurrences of exposure. The MHA will follow the same precautionary measures instituted by the City of Montgomery, [www.montgomeryal.gov](http://www.montgomeryal.gov), by limiting access to the agency. We are encouraging our residents and applicants to limit all non-essential contact with the agency. If possible, any assistance that you need please contact us via phone and/or email. We also encourage the usage of the RENTCafe for updates regarding your account.

Prevention of the spread of the coronavirus (COVID-19) is everyone's concern and priority during this cold and flu season. To ensure that its spread is limited, please follow the preventative measures as prescribed by the Centers for Disease Control and Prevention (CDC) [www.cdc.gov](http://www.cdc.gov).

- Wash hands with soap and water for at least 20 seconds (an alcohol based hand sanitizer can be used if soap and water are not readily available).
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when feeling sick.
- Cover your cough or sneeze with a tissue, then through the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

COMMISSIONERS: PAUL HANKINS, Vice-Chair	•	FRANK BROWN	•	ANGELA R. MOSLEY	•	ALFRED HOOD
	•	WILLIE DURHAM	•	RICHARD E. HANAN	•	RAY ROTON

Hearing impaired assistance is available in Alabama by dialing 711  
Crime and Fraud hotline – call: 334-206-7111

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We are ensuring that all lobbies and common areas are maintained through custodial protocols for cleaning and disinfecting. The Centers for Disease Control and Prevention (CDC) has a helpful handwashing resource page with activities for families and videos in multiple languages. Please visit [www.cdc.gov](http://www.cdc.gov) for additional information.

The MHA is monitoring the situation and will provide any updates issued by the City of Montgomery or the ADPH as they become available. Please be assured that the health and safety of our residents is our primary concern.

Sincerely,



Glynis Tanner  
Transitional Director

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# Keeping the workplace safe

Encourage your employees to...

## Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

## Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

## Stay home if...



- They are feeling sick
- They have a sick family member in their home

**What every American and community can do now to decrease the spread of the coronavirus**

# Keeping the school safe

Encourage your faculty, staff, and students to...

## Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Consider rearranging large activities and gatherings



- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

## Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

## Stay home if...



- They are feeling sick
- They have a sick family member in their home

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# Keeping the home safe

Encourage your family members to...

## All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Households with vulnerable seniors or those with significant underlying conditions



*Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system*

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

## Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

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# Keeping commercial establishments safe

Encourage your employees and customers to...

## Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Avoid crowding



- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

## For transportation businesses, taxis, and ride shares



- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces

**What every American and community can do now to decrease the spread of the coronavirus**

**Patients with COVID-19 have experienced mild to severe respiratory illness.**

**Symptoms\* can include**

**FEVER**



**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**SHORTNESS OF BREATH**



**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**



For more information: [www.cdc.gov/COVID19-symptoms](https://www.cdc.gov/COVID19-symptoms)