



Clarion County Housing Authority

Serving the Housing Needs of Clarion and Forest Counties

Clarion County Housing Authority COVID-19 Action Plan

In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the Pennsylvania Department of Health, the CCHA has adjusted its services and operations to protect staff and the individuals and families we serve from further spread of COVID-19. This plan continues to be modified according to local and national changes. As this plan is updated, it will be posted on the CCHA website, www.clarionhousing.com.

In an effort to slow the spread of COVID-19, all PHA offices and facilities are temporarily closed to the public, including all residents and visitors. This closure includes the Administrative Office at 8 West Main Street and all properties owned and/or operated at the CCHA. The CCHA has suspended all internal and external meetings with very few exceptions. As much business as possible will be conducted by telephone and other electronic means. The CCHA will continue to respond as needed to emergency situations.

Closing our offices does not mean the CCHA is closed. We remain committed to our mission and the individuals and families we serve. CCHA staff are still available to provide the emergency services and essential duties that may arise.

A copy of this plan is posted on our website or can be obtained by contacting our office. This plan and all applicable HUD waivers were communicated with all program participants and residents as developed and/or modified.

COVID-19 Action Plan

1. PHA-Owned and Managed Affordable Housing – Penn Court Apartments, Hillside Apartments, Medardo Estates, Cherry Run Estates, Edenburg Court, Regency Commons)

Applicant Interviews:

- All in-person intake appointments are cancelled and all applicants nearing the top of the waiting lists will be mailed an intake packet and scheduled a phone interview.

Lease Signings for New Tenants:

- Lease signings and initial unit assignments will continue using a contactless move in process.

Inspections and Accessing of Units:

- All routine annual inspections will be postponed until further notice.
- Life and Safety inspections will be conducted by staff as needed.
- Managers entering units will be equipped with appropriate personal protective equipment and the resident will be evaluated prior to entry.

Transfers:

- Reasonable Accommodations/Emergency Transfers will continue as usual, but modified to a contactless process.

Rent Calculations/Certifications:

- Interim recertifications will be conducted as usual, but modified to a contactless process.
- Income changes reported by the resident must be done via mail, email, fax or phone.
- With supporting documentation, a resident may request a financial hardship exemption (Minimum Rent Emergency Waivers), by way of a contactless process.

Resident and Routine Work Orders:

- At this time, maintenance will only be completing emergency work orders.
- Other, non-emergency, work orders will be deferred or scheduled for a mutually safe time for maintenance personnel and the resident.
- Maintenance requests may be made only via phone, fax, or email.

Common Areas:

- All common areas at all properties will be closed until further notice.
- Community rooms and community recreation centers are closed in order to support social distancing as recommended by the CDC and the Pennsylvania Department of Health. This closure also allows maintenance staff to focus on providing additional cleaning measures throughout the buildings.
- Office staff will contribute to the effort by monitoring their own office environments.

Resident Hearings:

- All in-person denial hearings will be completed using a contactless process.
- Applicants may appeal their denial by submitting via fax, email, phone or mail, a written request for a hearing.
- All appeal requests and hearings will adhere to the same timeframes as during pre-

Updated 12/16/20

COVID operations.

Construction:

- Construction work will continue based upon the scope of the work, while adhering to all safety precautions.

2. Section 8 Housing Choice Voucher Program

Applicants to the Housing Choice Voucher Program:

- Intake appointments/briefings will be conducted via mail, email and telephone, until further notice.

Actions affecting on going case management of current participants:

- All in-person appointments are suspended until further notice and correspondence will be through fax, mail, email or phone.

Inspections of assisted units:

- Inspections for participants moving to a new unit and/or entering our program for the first time will continue ONLY for vacant units.
- Occupied new units entering the program will be subject to a landlord inspection resulting in a signed certification that there are no life threatening deficiencies.
- Inspectors will have gloves, shoe covers and masks available for each inspection.
- Annual inspections have been modified to be completed every two years.
- Should there be life threatening or emergency deficiencies, an inspection will be completed on a case by case basis, while implementing all safety protocols.
- Only re-inspections of vacant units will be completed in person. All other re-inspections will be completed using the self-certification process.
- Remote video inspections will be utilized on an as needed basis.

3. PHA employees:

Operational Updates:

- Staff is encouraged to work promoting social distancing and use of personal protective equipment.
- Under unique circumstances, as approved by the Executive Director, remote work, flexible hours, staggered staffing schedules, and weekend and night hours may be approved.

If you need to stay home to care for young children due to daycare and school closures:

- Inform the Executive Director or Director of Housing Management by phone or email.
- Work remotely, if approved to do so.
- If not approved to work remotely, you may use your accrued leave time (any leave).

If you have been advised to quarantine due to potential exposure to COVID-19:

- Inform the Executive Director or Director of Housing Management by phone or email with a suggested quarantine time frame from a healthcare professional.
- Work remotely, if approved to do so.
- If not approved to work remotely, you may be entitled to 10 COVID specific sick days, with pay.
- Employees may utilize their accrued leave time, in excess of the 10 COVID specific sick days, if necessary.

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If you have COVID-19 and need to isolate:

- Inform the Executive Director or Director of Housing Management by phone or email and stay at home until symptoms have cleared.
- If able and approved to, work remotely.
- If you are not able or approved to work remotely, you may be entitled to 10 COVID specific sick days with pay.
- Employees may utilize their accrued leave time, in excess of the 10 COVID specific sick days, if necessary

If you need to stay at home to care for a dependent or a family member who is sick with COVID-19:

- Inform the Executive Director or Director of Housing Management by phone or email and stay at home until symptoms have cleared.
- If able and approved to, work remotely.
- If not approved to work remotely, you may use your accrued leave time (any leave).

If you have a medical condition and your treating physician is recommending that you maintain social distancing:

- Inform the Executive Director or Director of Housing Management by phone or email and stay at home until symptoms have cleared.
- If able and approved to, work remotely.
- If not approved to work remotely, you may use your accrued leave time (any leave).

If you do not want to come to work because you are afraid that you may come in contact with COVID-19 through the workplace:

- Inform your supervisor by phone or email and request leave.
- If approved to, work remotely.
- If not approved to work remotely, you may use your accrued leave time (any leave).

If there are questions or concerns regarding the CCHA COVID Plan, please feel free to call the office at 814-226-8910 or email at ccha@clarionhousing.com .

This PHA COVID-19 Action Plan will be updated on a regular basis. Please visit the PHA's website at www.clarionhousing.com .