



Pennsylvania Interfaith Community Programs, Inc.
Adams County Housing Authority
Turning Point Interfaith Mission
40 E. High St. Gettysburg, PA 17325
Phone (717) 334-1518 Fax (717) 334-8326
TDD/TTY Relay Service: 1-800-654-5984
www.adamscha.org

March 13, 2020

To Residents and Program Participants:

Your safety, health, and well-being are of the utmost importance to us. We understand that there are many concerns around the COVID-19 pandemic and we want to assure you that we are doing all that we can to protect our clients and limit the community spread of the virus. We are committed to doing our part to keep you healthy and will continue to communicate any changes in service to you as quickly as possible. In addition to our existing policies, we are also taking the following measures:

Steps to Limit Exposure

At our main offices:

- The main office lobbies at 40 East High Street will remain open to drop off paperwork and rent payments, but there will be no walk-in services and the reception areas will be closed indefinitely
- There will be increased frequency and deep cleaning of hard surfaces in common areas – countertops, doorknobs, elevator buttons, and the like.
- Increased frequency of phone, email, and mail communication will be utilized to limit face-to-face interactions
 - Recertifications and other required updates are still obligatory, unless otherwise notified
 - **If you are a participant in the voucher program, please notify your voucher caseworker ASAP of any income updates.**
 - **If you are a resident of a subsidized housing complex, please notify your property manager ASAP of any income updates.**

At our housing complexes:

- All Supportive Service activities will be suspended indefinitely
- Rent rebate sessions already scheduled for March and April will be postponed
- Community room rentals and events will be suspended indefinitely
- There will be increased frequency and deep cleaning of hard surfaces in common areas – countertops, doorknobs, elevator buttons, and the like.
- Any public restrooms will be closed until further notice
- Routine pest control will be postponed until further notice
- The maintenance on-call services should only be used for emergency situations
- Additional signage will be posted on how to prevent the spread of infection.
- If you feel ill, stay home, and let your property manager know you are feeling sick by (texting, calling, or emailing). Separate yourself from other residents and pets.
 - If you need to leave your unit to go to a doctor, please wear a mask over your nose and mouth (or in the absence of a mask, use a scarf or handkerchief) and disposable gloves. Discard these items upon return and/or wash immediately.
 - Any co-residents should use a face mask and or gloves when in the same room as you.
 - Do not use public transportation, ride sharing, or taxis.
 - Do not enter any public areas in the building.
- Before leaving to go to the doctor, call ahead to let them know if you may have been exposed to a virus.

Preventing a pandemic is everyone's job. Help prevent the spread of infection by doing the following:

- Wash your hands frequently – especially after touching doorknobs or pushing elevator buttons – and follow proper hand-washing procedures:
 - Using warm water and soap, wash hands for 20 seconds.
 - Use hand sanitizer with at least 60-95% alcohol.



This institution is an equal opportunity provider and employer.





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- Cover your coughs and sneezes with a tissue and discard immediately in a lined trashcan and wash your hands immediately afterwards following the steps noted above.
- Do not share personal items (dishes, utensil, cups, bedding, towels, etc.)
- Clean all high-touch surfaces every day.
- Stock up on medications, non-perishable foods, and cleaning supplies in case of quarantine or limited availability

We are monitoring information from the World Health Organization (WHO) and the Center for Disease Control for updates as well as the Commonwealth of Pennsylvania Department of Health. We will continue to be proactive and transparent in our communication to avoid panic, misinformation, and ensure your expectations are managed.

Preventing a pandemic from affecting our building is everyone's responsibility and we thank you all for doing your part in preventing the spread of disease.

If you need more information, we recommend the following resources for the most up to date news and developments related to COVID-19 pandemic:

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>
- <https://www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx>

Sincerely,

Stephanie McIlwee
Executive Director

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