

March 23, 2020

Dear Pinal County Housing Authority Owners/Landlords:

The Pinal County Housing Authority (PCHA) is committed to doing everything we can to ensure the health and well-being of our program participants and vendors. We want to keep you informed about the presence in Pinal County of the novel coronavirus known as COVID-19.

To help prevent the further spread of the COVID-19 virus, we are no longer having face-to-face interactions with the public; however, at this time our office remains open during normal business hours for document pick up and drop off. Our program staff will be teleworking from their homes and will be available by phone and email. These procedures are subject to change as more information is released to us by the governing powers. Please be patient with us during this time.

We will not be conducting annual inspections during this time; however, we may conduct an initial inspection for new moves and eligibility lease-ups only in instances where units are vacant.

We know the COVID-19 virus is causing great concern and want you to know that we share that concern. PCHA is taking the situation very seriously and is closely monitoring developments. We will adjust our operations further as needed and will keep you informed of any additional changes we may make to protect our residents. For more information, please refer to our website <https://www.pinalcountyyaz.gov/housing/Pages/Home.aspx>.

We are taking extra measures, including frequent sanitation of common areas in PCHA's buildings and asking residents to call or email rather than visit our offices in person. The following actions are designed to help keep our program participants, staff, partners, vendors, and communities safe.

Pinal County Housing Authority will continue to make HAP payments. We encourage you to reach out to us with any questions or concerns. Thank you and be safe to stay healthy.

Staying home if ill

- PCHA has instructed all staff who are ill, or have an ill family member, not to come to work until they have been symptom-free for at least three days.

Social distancing

- PCHA is reducing person-to-person contact by asking staff whose jobs enable them to perform their work online from home to do so.
- PCHA is postponing non-essential meetings and encouraging staff to conduct meetings as much as possible by telephone or online.



- PCHA is asking residents to conduct business with PCHA by phone, email or the website to reduce opportunities for the virus to spread.
- PCHA is ensuring adequate staffing to respond to an increase in residents who contact us by phone, email, or fax.

Sanitation

- PCHA has instructed staff on additional personal sanitation practices to ensure they are not transferring viruses to themselves or others.
- PCHA is now cleaning common areas of buildings at least daily, sanitizing door handles, intake desk area, bathrooms, and other frequently touched surfaces.

Everyone can help prevent the spread of disease by doing the following:

- Wash your hands frequently
- Maintain social distancing
- Avoid touching eyes, nose and mouth
- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing
- If you have fever, cough and difficulty breathing, seek medical care early.

PCHA Contact:

Section 8/ HCV Program

Case Manager: Karolin Ojeda- karolin.ojeda@pinal.gov (520) 866-7205
 Section 8 Inspector: Monia Valencia- monia.valencia@pinal.gov (520) 866-7210
 Landlord Rent Increase: Angie Saucedo- angie.saucedo@pinal.gov (520) 866-7214
 Fax: (520) 866 7222

Public Housing Program

Case Manager: Cristina Staley- Cristina.staley@pinal.gov (520) 866-7228
 Senior Case Manager: Angie Saucedo- angie.saucedo@pinal.gov (520) 866-7214
 ROSS Heather Haynes- heather.haynes@pinal.gov (520) 866-7211
 Fax: (520) 866 2902

Support Staff

Section 8/Public Housing: Marshell Williams- Marshell.williams@pinal.gov (520) 866-7203
 Maintenance Work orders: Crystal Miranda- crystal.miranda@pinal.gov (520) 866-7220
 Admin Specialist to Director: Carrie Fike- carrie.fike@pinal.gov (520) 866-7219
 Fax: (520) 866 7235

Sincerely,



Adeline M. Allen, Housing Director

Any person with a disability who require special accommodation so that they can fully utilize housing programs and other services, may request a reasonable accommodation from the Housing Authority in order to make housing programs and or services accessible to the needs of the disabled person(s).