



# Beverly Housing Authority

137 (Rear) Bridge Street Beverly, MA 01915



Susan Carleton  
*Executive Director*

*Equal Housing Opportunity*

**TO: BEVERLY HOUSING AUTHORITY RESIDENTS**

**FROM: Susan Carleton, Executive Director**

**SUBJECT: Coronavirus Disease 2019 (COVID-19)**

**DATE: March 13, 2020**

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## RESIDENTIAL NOTICE

### A VISO IMPORTANTE – Por favor mande traducir

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The Beverly Housing Authority (BHA) is working closely with the Beverly Health Department, the Massachusetts Department of Public Health (DPH), the Department of Housing and Communities and Development (DHCD), Housing and Urban Development (HUD) and the United States Centers for Disease Control and Prevention (CDC) to ensure we are receiving the latest information. Currently, our focus is on prevention, education and symptom surveillance. The best way to prevent illness is to avoid being exposed to this virus. Below are actions that can be taken to help prevent the spread of respiratory diseases:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
- If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid close contact with other people.
- Stay home if you are sick.
- Clean and disinfect surfaces and things that are frequently touched (like doorknobs and countertops).
- Cover your mouth when you cough or sneeze. Use a tissue or your inner elbow, not your hands.

The symptoms of the coronavirus disease may appear anywhere from 2-14 days after exposure and range from mild to severe. Below is a list of symptoms:

- Fever
- Cough
- Shortness of breath

If you have reason to believe you have been exposed to influenza or coronavirus, call your healthcare provider before visiting a healthcare facility. If you or someone close to you has recently traveled to China, Japan, South Korea, Italy or Iran, be sure to report this information during your call.

This situation is constantly changing, to stay informed of the latest information, please check the following websites regularly:

- US CDC website – [www.cdc.gov](http://www.cdc.gov)
- Massachusetts website – [www.mass.gov](http://www.mass.gov)
- Beverly Health Department website – [www.beverlyma.gov](http://www.beverlyma.gov)

The health and safety of our staff and residents are of the utmost importance to us at the Beverly Housing Authority.

**Administration:**

If you are dropping off recertification documents, please use the white drop off box located at the curb in the circular driveway outside the Beverly Housing Authority office. If you are unable to drop off your documents, please call your coordinator to have a self-addressed stamped envelope mailed to you.

If you have an appointment with a staff member please call the BHA at (978)922-3100 to make other arrangements.

All community room events have been canceled for the foreseeable future.

**Maintenance:**

At this time, we will only be addressing emergency maintenance calls. Public health officials have stated that the virus is thought to spread mainly from person to person between people who are in close contact (within six feet) with one another. When maintenance staff enters your unit please observe social distancing of 6 feet. Also, notify the answering service if you have flu/cold symptoms when calling in an emergency service call.

Cleaning of all common areas will take place daily.

All Inspections scheduled for next week have been canceled and will be rescheduled.

We will continue to update you as we get new information. Please visit our website [www.beverlyhousing.net](http://www.beverlyhousing.net).

**We realize this is an inconvenience for you and thank you for your cooperation.**