

CROSBY HOUSING AND REDEVELOPMENT AUTHORITY

COVID-19 Action Plan

Adopted: 3/26/2020

In response to the COVID-19 pandemic, the Crosby Housing & Redevelopment Authority (HRA) has implemented several changes to its current policies and program procedures. These, which together make up the COVID-19 Action Plan, are hereby in place to ensure the health and safety of staff and to whom we serve.

EMPLOYEE BENEFITS

This policy expands Crosby Housing & Redevelopment Authority's (hereafter referred to as the "Agency") current policies in response to the COVID-19 pandemic and is meant to communicate possible changes in our work environment, how employees will be paid now and in light of a possible state mandatory quarantine and to communicate expanded benefits available in the Families First Coronavirus Response Act that was signed into law on March 18th, 2020.

This policy is temporary in nature and nothing under this policy should be construed as permanent or precedent setting. We will be reevaluating and updating this policy as we receive new guidance and/or there are changes to state or federal emergency declarations or mandatory shelter in place orders.

At this time we are considering the HRA and HRA staff as essential so our plan is to keep all staff working. We anticipate direct guidance by either HUD or by the Governor if a state mandatory quarantine is issued. We will implement increasingly aggressive measures to keep employee contact as minimal as possible. For example, a closed (office) door policy.

Families First Coronavirus Response Act

There are two aspects to this expansion: Emergency Paid Sick Leave ("EPS leave") and Emergency Family Medical Leave Expansion ("expanded FMLA"). These expanded leave policies become effective on April 1, 2020, and will remain in place through December 31, 2020. These leave policies will operate in conjunction with our current leave policies.

Emergency Paid Sick Leave ("EPS leave")

Eligibility - EPS leave is available regardless of how long you have been employed by the Agency.

Covered Reasons - You are entitled to EPS leave if you are unable to work or telework because you:

1. are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. have been advised by a health care provider to self-quarantine because of COVID-19 concerns;
3. are experiencing COVID-19 symptoms and seeking a medical diagnosis;
4. are caring for an individual subject to a quarantine or isolation order or advised to self-quarantine because of COVID-19 concerns;
5. are caring for a child because, due to COVID-19 precautions because your child's school or place of care has been closed or your childcare provider is unavailable.
6. are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount of Leave - Eligible full-time employees are entitled to 80 hours of EPS. Part-time employees are entitled to the average number of hours the employee works during a two-week period. This leave will be provided at your regular rate of pay.

Usage of Leave - Unused EPS leave cannot be carried over to the following year, nor is it paid out at termination of employment.

The Agency will not require that you:

- Use other available paid or unpaid leave (including Vacation or Sick Leave) before allowing EPS leave.
- Find a replacement to cover your hours or shift before allowing EPS leave.

Additionally, the Agency will not retaliate against you if you use EPS leave or exercise your rights under the Act.

Emergency Family and Medical Leave Expansion (“expanded FMLA”)

We are currently seeking legal counsel to see if this is applicable to Crosby HRA.

Availability of Benefits

It is current policy that if the Agency closes (such as for inclement weather) that staff will get paid for the time they otherwise would have worked; likewise, if the Agency closes for reasons due to COVID-19, staff will receive full pay for the time the Agency is closed.

In addition, and only temporarily, if the Agency does not have enough work to keep a staff member busy for their full time hours through no fault of their own, that staff member will receive full pay.

Based on our current policies and our interpretation of the new expanded leave, the following benefits are available.

If you or a family member are sick (other than coronavirus related) – Your full accrual balance is available for use.

If you or a family member meet the covered reasons of the Emergency Paid Sick Leave (above) – You are entitled to 80 hours (2 weeks) of Emergency Paid Sick Leave (100% of pay), then your full accrual balance is available for use.

Absence for any other reason – Your full accrual balance of personal, comp and vacation accruals are available for your use.

If the HRA cannot operate at full capacity – Essential staff and Backups to Essential Staff will continue to provide limited services and meet unchanged reporting and other deadlines working from office or remotely depending on regulations in place. All staff will receive 100% of pay for regularly scheduled hours.

INTERNAL – STAFF-TO-STAFF INTERACTIONS

Office Protocols

- Staff will refrain from entering other offices, instead relying on phone, email or instant messenger to communicate.
- Bills and other items that would normally be picked up by during weekly office visits instead will be scanned over. Items that cannot be scanned will be dropped off by staff returning to Brainerd after hours.
- Maintenance staff scheduling may be adjusted/staggered to reduce the number of staff in an area at a time.
- Additional cleaning and sanitizing will be done on the copy machine, door handles, mail boxes, etc.

RESIDENTS/TENANTS

Office Closure

There is no public entry into the main office building. Staff will continue to serve the public through telephone, e-mail, U.S. Mail, some online resources, and a system of document exchange using door postings and drop box.

Work Orders/Maintenance Requests

Work orders and maintenance requests should be reported by calling the office at 218-546-5088 during regular business hours or calling the after-hours/weekend dispatch line at 218-232-1419. Maintenance staff will assess work orders on a case-by-case basis. Non-emergency work orders may potentially need to be rescheduled. Prior to dispatching maintenance staff, residents will be asked if they or anyone in the household has flu-like symptoms or has had exposure to the CORVID-19 virus. Staff may need to wear personal protective equipment while conducting their work.

Closure of Common Areas

The following common areas are being closed: : mail waiting area, community dining room, Edgewood sitting area, all lounge/TV areas, pool table area, game/puzzle areas, and the small lounge/sitting areas by the elevators on each floor. The laundry room and the smoking area have not been closed, however residents are reminded to practice social distancing while in these two excluded areas.

Activities & Building Events

All events and activities in the building have been canceled until further notice. This includes morning and afternoon coffee, BINGO, sing-a-long service, the monthly dance band, and daily congregate dining. LSS Dining and the Meals-on-Wheels program will be in contact with their participants to arrange for delivery service.

Cleaning & Sanitizing

Maintenance staff will be doing extra cleaning and sanitizing of high-traffic areas repeatedly each day. Residents are asked to do their part by practicing frequent handwashing, covering coughs and sneezes, limiting time out of their apartments if they are sick, and maintaining safe social distancing when around others.

Annual Recertification Appointments

All in-person appointments for recertifications are canceled. Residents will complete recertification packets that are provided to them via mail or door posting and then return them via mail, drop box, or email scan. Residents may connect with office staff if they have questions on how to complete the packet or what documentation to provide.

Guests & Visitors

Residents are asked to refrain from having unnecessary guests at this time. This does not include PCA's, social workers, mental health workers, and other essential service providers. Any visitors with fever, cough, sore throat or other flu-like symptoms are not permitted to visit. As all common areas are closed, service providers and critical visitors should proceed directly to the apartment of the resident they are visiting.

Locked Front Doors

To reduce the number of unnecessary visitors, the secure front doors in both buildings will be once again locked. Residents will need their key fob to re-enter the building. Residents should contact the office if they need an additional fob to provide to a service provider.

Rent Payments

Rent payments are still due timely and may be placed in the drop box or mailed in. Residents wishing to enroll in automatic payment are encouraged to contact the office.

Drop Boxes

There is a drop box near the front door nearest to the office.

Email Addresses

Residents with email access are encouraged to make contact with office staff using email. To facilitate this contact, email addresses are posted on informational postings.

Rent Payments

Rent payments are still due timely and may be placed in any one of the three available drop boxes or mailed in. Residents wishing to enroll in automatic payment are encouraged to contact the office.

Drop Boxes

There are three (3) drop boxes residents may use to submit documents or other items, as requested. They are located in front of the main office building, by the Service Coordinator's office door, and next to the Maintenance office door.

Email Addresses

Residents with email access are encouraged to make contact with office staff using email. To facilitate this contact, email addresses are posted on informational postings.