

# Manhattan Housing Authority – Business Continuity Plan – COVID-19 Novel Coronavirus - Updated March 16, 2020

<b>March 16 to Present: Current State of MHA Policies and Procedures for Business Continuity</b>		
<b>Function</b>	<b>Restriction</b>	<b>Timeline</b>
Administrative Offices	All MHA administrative Offices will be closed to the Public. Meetings with customers, participants, contracts, etc must be conducted via phone or other means of technology with no social interacting.	March 20, 2020 - Indefinite
Travel	All travel is restricted for employees unless otherwise approved by the Executive Director or his/her designee except for critical functions in the maintenance department (emergency work orders, unit turnover & sanitizing of AT & CP)	March 18, 2020 - Indefinite
Teleworking	Employees will report to MHA at their regularly scheduled work hours. Employees who are capable of completing their assigned tasks from home with concurrence from their supervisor will be encouraged to do so in order to improve social distancing and prevent community spread. Please note that confidential information SHALL NOT leave the office for any reason. (See Pandemic Leave Policy directly below.)	March 20, 2020 - Indefinite
Remote Desk Top Access	Employees that have been approved to work from home will have remote desk top installed on their computers. Computer equipment will be issued to employees for use to complete necessary work activities only. Employees will be responsible to take their desktop home and operate using their home based electrical and internet.	March 20, 2020 - Indefinite
Participant	Occupancy Interviews, recertification appts. (if necessary), and new hire interviews will be conducted by phone or other technology unless otherwise approved by the Executive Director or his/her designee. Employees must contact their supervisor for technical difficulties.	March 20, 2020 - Indefinite
Quarantine of Employees	<p>If an employee or family member falls under any of the follow categories, they are required to use pandemic leave and self-quarantine at home for 14-days:</p> <ul style="list-style-type: none"> <li>• Traveled to a state with known widespread community transmission (currently California, New York, and Washington state) on or after March 15</li> <li>• Visited Eagle, Summit, Pitkin and Gunnison Counties in Colorado within on or after March 9</li> <li>• Traveled on a cruise ship on or after March 15</li> </ul> <p>Received notification from public health officials (state or local) that you are close contact of a laboratory-confirmed case of COVID-19).</p>	March 20, 2020 - Indefinite

<b>March 16 to Present: Current State of Pandemic Leave Policy</b>		
<b>Leave Type</b>	<b>Qualifying Use</b>	<b>Leave Coding</b>
Pandemic (Paid)	<p>Pandemic Leave may be granted for the following Coronavirus related circumstances:</p> <ul style="list-style-type: none"> <li>• If an employee or member of household is ill or sick</li> <li>• Employee or member of household has <a href="#">coronavirus symptoms</a> per CDC</li> <li>• Employees allowed to work from home or remotely in order improve social distancing</li> <li>• Supervisor has determined a work plan that involves sending employees home for the time being.</li> <li>• Child care needs related to school or daycare closures</li> <li>• Employee or household/family member has been exposed to the Coronavirus with a positive test</li> <li>• Employees is under quarantine due to the Coronavirus exposure or diagnosis</li> </ul>	<p>Supervisor will be responsible for accurate timesheet recording of time. Employees must communicate with supervisor their circumstances in order to be granted Pandemic Leave. Leave will be coded as “Pandemic Leave” and employees will receive compensation as “Regular Time.” Pandemic Leave cannot be counted toward overtime.</p>

# Manhattan Housing Authority – Business Continuity Plan – COVID-19 Novel Coronavirus - Updated March 16, 2020

---

Medical	Employees shall continue to use medical leave for any medically related injury, disability or appointment not related to Coronavirus circumstances outlined in Pandemic Leave.	Employee responsible for timesheet recording and seeking supervisor approval as normal
Vacation	Employees shall continue to use vacation leave for personal time off not related to Coronavirus circumstances outlined in Pandemic Leave.	Employee responsible for timesheet recording and seeking supervisor approval as normal

<b>Current Closures of Public Housing Sites, Offices and Common Areas</b>		
Apartment Towers & Carlson Plaza	Closed to the public. Doors will remain locked 24/7 to discourage entry by persons other than residents. Residents who have visitors or caregivers/case managers will be required to allow their visitors in the building and ensure they exit the building when they leave their apartment. However, we are asking residents to limit their visitors and ensure they are informed about the health status of people visiting them (i.e. if the visitor is showing any symptoms of the virus, has traveled, etc.).	Indefinite
Administrative Offices	Doors will be closed to the public. Provisions will be made for the public to access and submit applications for our programs, pay rent, call in maintenance needs, etc. Contact with the public and/or residents will be made by appointment only, and only upon approval by the Executive Director or his/her designee and only after careful screening of the visitor.	Tentative Date of April 3, 2020
Maintenance Staff	Will respond to emergency work orders only to include washers/dryers, stoves and refrigerators. Sanitizing and trash will be completed daily (M-F) at AT and CP buildings with unit turnover as time allows. Hand sanitizers will be installed in common areas of the ground floor of AT & CP upon receipt of purchase.	Tentative Date of April 3, 2020
Section 8 Department staff	Will implement biennial inspections and no new briefings or requests for tenancy will be processed until further notice. No inspections will be completed at this time at any site unless approved by the Executive Director or his/her designee. Annual and interim recertifications shall be completed by mail, phone, fax or email.	Tentative Date of April 3, 2020
Public Housing Staff	No inspections will be completed at this time at any site unless approved by the Executive Director or his/her designee. Annual and interim recertifications shall be completed by mail, phone, fax or email. Rent collection will be by mail or secure drop box. Applications will be mail, fax, email or secure drop box. MHA will install application boxes outside of the door for access to applications.	

# Manhattan Housing Authority – Business Continuity Plan – COVID-19 Novel Coronavirus - Updated March 16, 2020

---

<b>Future "If Then" Protocol Plans for employees and supervisors *Subject to change</b>	
<b>IF</b>	<b>THEN</b>
An employee is on Pandemic Leave....	<p>MHA will remain open for business with modified operations by department based on individual needs and impact of # of employees on Pandemic Leave.</p> <ul style="list-style-type: none"> <li>• Employees on Pandemic leave should communicate with their supervisors regularly. Employees will be notified of the expected communication guidelines.</li> <li>·IF the employees work can be completed remotely, they may work from home if possible.</li> <li>·IF the employee’s work cannot be completed remotely, they will continue to be granted Pandemic Leave.</li> </ul>
A COVID-19 Case is confirmed within a 30 mile radius of Manhattan and a Public Health Emergency is declared by the County, then ...	<ul style="list-style-type: none"> <li>• MHA will continue to close the administrative Offices to the public and will continue to operate with significantly modified operations.</li> <li>· Team members identified as ESSENTIAL will work from home if possible.</li> <li>· Team members identified as CRITICAL will come to their designated work location on an assigned rotation as determined by their supervisor, as well as work from home when needed.</li> <li>· Team members identified as NON-ESSENTIAL will receive Pandemic Leave and will not be allowed to report to work, unless reclassified or trained to be in an ESSENTIAL or CRITICAL role. <ul style="list-style-type: none"> <li>▪ Each Supervisor will provide staff with Essential and Critical functions that must continue. Supervisors will also inform employees what classification they fall under their responsibilities.</li> </ul> </li> </ul>
An employee tests positive for COVID-19, then...	<ul style="list-style-type: none"> <li>• The employee must notify Human Resources as soon as possible.</li> <li>• MHA has a duty to notify the organization if a positive result is confirmed on our team.</li> <li>• Employees name will not be revealed to/by the organization.</li> <li>• Employee will be granted pandemic leave and will be required to stay home for no less than 14 days after diagnosis.</li> <li>• Team members who test positive must be certified by healthcare officials as “clear” before returning to work.</li> </ul>
A member of an employee’s household, or someone the employee has been in contact with tests positive, then...	<ul style="list-style-type: none"> <li>• Employee must contact Mandy Thomas as soon as possible. 785-776-8588 ext 305 or 785-410-0194</li> <li>• Employee must quarantine at home for at least 14 days, and work remotely if possible</li> <li>• If after time away caring for a family member, the employee tests positive for COVID-19 then the 14 day period resets.</li> </ul> <p>Each situation will be evaluated on an individual basis and will require open communication between the employee and HR.</p>

# Manhattan Housing Authority – Business Continuity Plan – COVID-19 Novel Coronavirus - Updated March 16, 2020

---

## **Guidance for Manhattan Housing Authority Employees regarding the COVID-19 Coronavirus**

Although for many this disease appears to cause only flu-like symptoms, for others it can pose a serious risk. The Centers for Disease Control and Prevention (CDC) has issued guidance recommending that all employers consider how best to decrease the spread of COVID-19 so we are providing this information given the significant number of identified and projected cases of COVID-19 across Kansas and the severity of risk posed to the public.

### 1. GENERAL INFORMATION ABOUT COVID-19

- ***Do not report to work if you feel sick, have the symptoms of COVID-19 listed in the bullet below or have been exposed to someone with the virus.***
- ***Call your doctor if you have the following symptoms: \* Fever \* Cough \* Difficulty breathing***
- ***Call before visiting your doctor and follow their instructions for seeking care. This gives them the opportunity to take steps to keep others from getting infected or exposed.***

Ascension Online Care:  
Healthcare.ascension.org/coronavirus  
Use the code HOME for \$20 visit,  
valid through March.

- **CDC.GOV:** Keep informed by visiting the CDC (Centers for Disease Control) website.
- **PROTECT YOURSELF** and others:
  - WASH YOUR HANDS FOR 20 SECONDS.
    - *Frequent hand washing is still the #1 recommended best way to protect yourself.*
  - Avoid touching your face, eyes, nose, and mouth.
  - Avoid close contact with people who are sick.
  - Cover your cough or sneeze with a tissue; then throw tissue in the trash.
    - If no tissue is available, use elbow instead of hands.
  - Clean & disinfect commonly touched objects & surfaces frequently.

### 2. MHA RESPONSE

- **MHA PROCEDURES:** MHA is enacting procedures to help protect employees and prevent the spread of this virus.
- **DEPARTMENT PLANS:** Each supervisor will inform employees of their specific plans regarding workforce shortages, work-from-home or isolation options, and essential employee instructions.
  - **LIMIT FACE-TO-FACE:** Departments should limit face to face meetings & large gatherings as much as possible. Use Skype or Zoom Meetings when necessary to facilitate meetings.
  - **CLEAN ENVIRONMENT:** Each department will establish a process to increase the frequency of cleaning and sanitizing commonly touched surfaces.

### 3. IF YOU SUPERVISE EMPLOYEES

- **ISOLATE OR REMAIN OFF WORK:** Encourage employees to isolate themselves at work (if possible). We reserve the right to make an employee stay home if they are experiencing any symptoms that could be related to this virus/if they have been exposed to someone who has the virus or suspected symptoms.

# Manhattan Housing Authority – Business Continuity Plan – COVID-19 Novel Coronavirus - Updated March 16, 2020

---

#### 4. IF AN EMPLOYEE IS ILL OR REPORTS A CONFIRMED CASE OF COVID-19

Supervisors should contact HR (and not coworkers/colleagues) if they have any questions or need guidance on how to proceed if an employee is demonstrating the symptoms listed for this virus.

##### • **GENERAL GUIDANCE:**

- Require employees to remain isolated or off work for the time frame recommended by the CDC/KDHE according to their risk level, including after travel to affected areas.
- Do not tell employees they have to test negative to COVID-19 in order to return to work. That is not direction supported by CDC recommendations.

• **PANDEMIC LEAVE:** Allow employees to use pandemic leave if time is needed for reasons related to this virus for self or family in the same household, subject to operational continuity requirements.

• **NOTIFICATION:** MHA will make every effort to notify anyone who might have been exposed if an employee tests positive for the virus.

• **COMMUNICATION:** Supervisors need to be careful in communications with employees during this pandemic.

- *Employees have a reasonable expectation to privacy of all medical information and any leaves of absence or accommodations they receive.*
- *Employers must not provide names of those infected or whether anyone is on Family and Medical Leave Act (FMLA) leave or is receiving any ADA accommodations unless there is a business need to provide this information, such as to a specific manager of an employee who is infected.*

##### • **Sample Communication HR will send out:**

○ We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform Mandy Thomas at 785-776-8588 ext 305 and contact your health care provider. MHA will keep all medical information confidential and will only disclose it on a need-to-know basis.

**THE BOARD OF COMMISSIONERS HAS AUTHORIZED THE EXECUTIVE DIRECTOR TO AMEND THE PANDEMIC PLAN AS NEEDED TO EFFECTIVELY RESPOND TO CURRENT CONDITIONS AS NEW INFORMATION AND/OR NEW ORDERS ARE ISSUED BY LOCAL, STATE AND/OR FEDERAL OFFICIALS. ADDITIONALLY, THE EXECUTIVE DIRECTOR HAS THE AUTHORITY TO ENACT AND SUSPEND PANDEMIC LEAVE AS REQUIRED OR NECESSARY, AND WILL ADVISE EMPLOYEES OF SUCH ENACTMENT OR SUSPENSION.**