

Supervisors: Please print and post for any staff that may not have ready access to email. Thank you.

Dear KCKHA Staff:

Given the ongoing developments related to the spread of Coronavirus (COVID-19) the following is the most relevant information related to what steps KCKHA staff can take immediately. KCKHA will rely on the guidance and direction of public health authorities in addressing this rapidly evolving situation.

Recommended Strategies to Prevent Transmission:

[Public Health Department – Wyandotte County](#) is providing regular updates on the Novel Coronavirus (COVID-19), including emphasizing the importance of extra hygiene measures and staying home if you or your family members are sick or showing symptoms. These precautions are similar to those for the flu. To protect yourself and others, please follow these important health guidelines:

- Wash hands often using warm water and soap for at least 20 seconds, especially after touching shared objects such as door handles.
- Avoid touching your face, eyes and nose.
- Cover your cough or sneeze with a tissue and then discard.
- Clean touchable surfaces in the workplace daily with cleaning wipes and use an alcohol-based hand sanitizer with at least 60% alcohol. **Purchasing has ordered additional Lysol, disinfectant wipes and hand sanitizer. However, supplies are limited and we are doing our absolute best to keep supplies on hand.**
- Employees who have a fever, cough or flulike symptoms must stay home until they are well and have no symptoms.
- Consider home preparedness and stocking up on extra groceries, medicines and other supplies that you may need if you have to be home for an extended period.
- Avoid unnecessary close contact with others (generally within 6 feet).
- If you have questions or need guidance related to you or your families health, contact your health care provider.

The Center for Disease Control (www.cdc.gov) offers Novel Coronavirus Fact Sheet posters in [English](#), [Spanish](#), and [multiple languages](#). Please print/post for staff, tenants and visitors to your office.

Implementing Social Distancing

Public Health Officials are recommending that employers maximize social distancing and teleworking options to the extent possible. This is not mandatory as many businesses and industries do not have a choice but to have employees physically come to work which is the situation with many of our staff. Given our necessity to be at work, we would like to enhance social distancing with staff and to limit interactions with others by maintaining a 6 foot distance between people. As with many other

agencies, we have business functions that must continue and we serve people that cannot just wait for this to be over. However, to the extent that we can, we want to start thinking of ways to implement social distancing and still provide quality interactions with staff and the public.

Guidance Regarding our Residents

In the event you become aware that a resident is suspected or confirmed to have contracted COVID-19 notify the Property Manager. They should immediately contact the local public health department at (913) 321-4803 before taking any action involving the resident, occupants, the apartment unit and its contents. Further, staff must cooperate with public health authorities and follow their instructions and guidance in dealing with incidents involving Coronavirus.

In the event staff becomes aware that a resident is suspected or confirmed to have contracted COVID-19, staff is instructed to avoid direct contact with the affected resident, occupants, the apartment unit, and its contents. Staff should not enter the affected unit until notified by public health authorities that it is safe to do so.

Any work to sanitize an affected apartment unit and common areas for Coronavirus, including the removal, transport, and disposal of contaminated materials, will be performed by certified hazmat contractors under the direction of public health authorities.

All crisis communications and statements to the media will be directed by and through the KCKHA Executive Director to ensure the accuracy of information and to appropriately address public concern.

Posters are being placed to advise residents to stay home and not frequent common areas if they are ill.

Guidance Regarding Resident Inquiries

Given the nature of this issue, staff may receive inquiries from residents about Coronavirus. KCKHA staff are not public health experts, and therefore should direct residents to public health authorities for more information. Only information on COVID-19 distributed by public health authorities should be posted or provided to residents about Coronavirus, unless specifically directed by public health authorities.

Ongoing Monitoring and Preparation

KCKHA will continue to monitor the situation and will keep you informed regarding the latest information and guidance from public health authorities and industry resources. In the meantime, we are continuing to review our policies and procedures considering this guidance in the event the situation gets worse.

For more information on flu and coronavirus, you can visit these websites:

www.wycokckh.org

www.cdc.gov

www.kdheks.gov

www.who.int/

We appreciate your cooperation in keeping KCKHA a healthy workplace. Please do not hesitate to reach out to your supervisor for policy questions.

KCKHA Strategies to combat COVID-19

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