

WATERTOWN HOUSING AUTHORITY
EQUAL HOUSING OPPORTUNITY

55 WAVERLEY AVENUE
WATERTOWN, MASSACHUSETTS 02472-3613

[617] 923-3950 – Office
[617] 923.3961 – Maintenance

[617] 923.3954 – Leased Housing
[617] 923-2466 - FAX

Dear Residents,

On Tuesday, March 10th, 2020 Governor Baker declared a state of emergency in Massachusetts because of the COVID-19 pandemic.

Watertown Housing Authority's top priority is the health and safety of its residents. WHA and its partners, the Massachusetts Department of Public Health (DPH), Department of Housing and Community Development (DHCD), Watertown Health Department and the Federal Center for Disease Control and Prevention (CDC), are coordinating to ensure that Massachusetts residents are educated and informed correctly.

The attached flyer highlights the importance of common-sense hygiene and social distancing. Please make sure to wash your hands with hot water and soap **for at least 20 seconds**. Focus on receiving *accurate* information and facts from resources such as the Massachusetts DPH website, not your neighbor from across the hall.

WHA is strongly discouraging all non-essential social interaction amongst residents, especially any residents over 60 with a pre-existing condition. This is a developing and evolving situation, and we want all residents to stay aware, check for updates and take it day-by-day.

Sincerely,



Michael Lara
Executive Director

Keeping the workplace safe

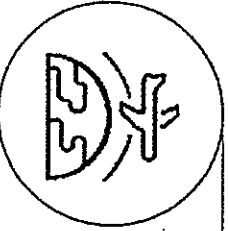
Encourage your employees to...

Practice good hygiene



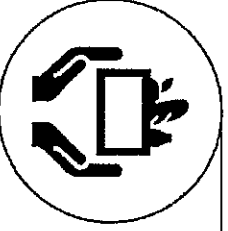
- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



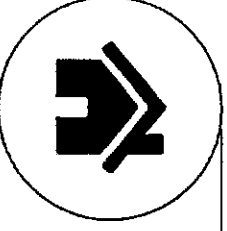
- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus

Keeping the school safe

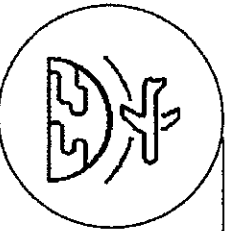
Encourage your faculty, staff, and students to...

Practice good hygiene



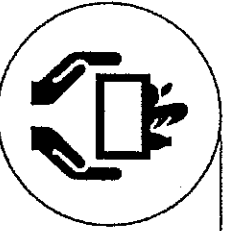
- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Consider rearranging large activities and gatherings



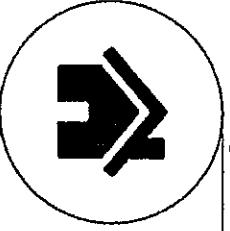
- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



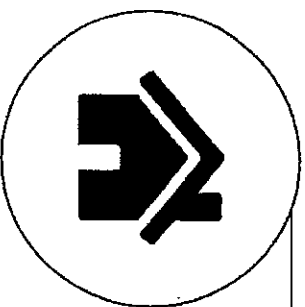
- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus

Keeping the home safe

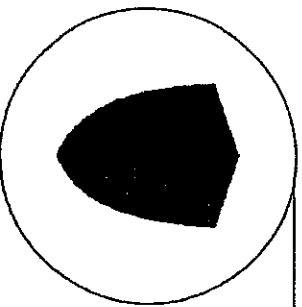
Encourage your family members to...

All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

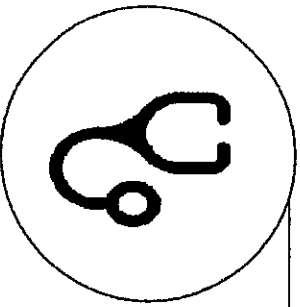
Households with vulnerable seniors or those with significant underlying conditions



Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

Households with sick family members



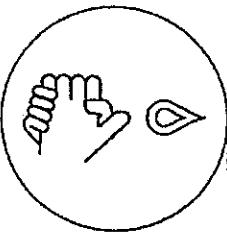
- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

What every American and community can do now to decrease the spread of the coronavirus

Keeping commercial establishments safe

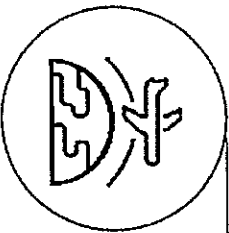
Encourage your employees and customers to...

Practice good hygiene



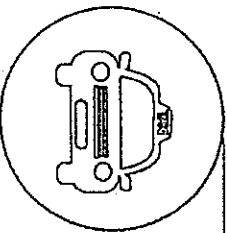
- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Avoid crowding



- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

For transportation businesses, taxis, and ride shares



- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces

What every American and community can do now to decrease the spread of the coronavirus