**Boston Housing Authority**

**COVID-19 General Guidance for Site Managers**

**Last Revised March 11, 2020**

1. **General Health Protocols:** See the Boston Public Health Commission’s web site at **www.bphc.org** for all health-related protocols and signage in multiple languages which should be posted in common areas. Please refer residents to this web site if they have health-related questions.
2. **Large Gatherings and Meetings:** Per the City’s guidance, anything over 25 persons should be canceled or held in another format.
3. **General Disinfection Guidance:**

* Staff should wear and use appropriate personal protective equipment, such as gloves, according to existing policies and procedures, as well as following label directions for cleaning products.
* No evidence suggests that building waste needs any additional disinfection. Frequent hand washing, gloves and use of alcohol-based hand sanitizer by staff handling waste can support good personal hygiene practices.
* Have soap and paper towels in bathrooms at all times. Additionally, custodian and facilities staff should ensure that all handwashing sinks are in a state of good repair.
* Have alcohol-based hand sanitizer in common areas, including but not limited to bathrooms, laundry rooms, gyms and playrooms, at all times.
* Pay special attention to cleaning frequently touched surfaces in common areas. Frequently contacted items, such as drinking fountains, faucet handles, door hardware, push plates and light switches, and elevator buttons are to be wiped down regularly with cleaners.
* No special ventilation precautions are recommended for residential or commercial buildings. The spread of COVID-19 or coronaviruses from person-to-person over long distances, such as through HVAC systems, has not been shown. Check working windows and both supply and exhaust ventilation systems for proper operation per usual procedures.

1. **Guidance When Entering Tenant Homes**   
   Encourage staff who need to enter a home, for repairs or other reasons, to do the following:

* Maintenance and other staff who might be entering units should practice extra caution—wearing gloves, washing hands consistently and not touching your face, and keeping a distance of 3-to-6 feet away from residents.
* You may ask these two questions before entering the home: 1. Has anyone in the home had fever, cough and/or shortness of breath? 2. In the 14 days before the visit, has anyone in the home traveled outside the United States or recently had contact with a person suspected or confirmed to be infected with COVID19? IF YES TO INTERNATIONAL TRAVEL, check to see if travel country is on the CDC’s affected geographic areas of widespread/sustained community transmission: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
* If the tenant says yes to both questions and the visit can be postponed, politely ask tenant for their availability to re-schedule in 14 days or when they or the household member are feeling better.
* If the tenant says yes to both questions and the visit cannot be postponed, staff can politely ask that the sick individual(s) do the following:
* Where possible, remain in a separate room with the door closed.
* If a separate room is not available, maintain at least a 6-foot distance from the staff person at all times until they have left the home, AND wear a face mask if available.
* Consider carrying an alcohol-based hand sanitizer for periodic hand hygiene during visit.
* After visit, staff should wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer, if soap and water are not available.

1. **Face Masks:** The Center for Disease Control (CDC) does not recommend the routine use of face masks if you are not sick. Face masks are not needed for general or routine tasks by staff – even those who frequently interact with the public. Remember that people wear face masks for many reasons, including seasonal allergies, pollution or to protect others from a common cold. Some staff may also use face masks or N95 respirators per their organization’s protocol for reasons unrelated to the COVID-19 outbreak. If so, staff should use face masks or N95 respirators as usual. No COVID-19 specific precautions are recommended for interactions with the general public, including people showing no symptoms who visited affected parts of the world.