



Mark Reid
Executive Director

125 Preston St. • P. O. Box 3188
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March 18, 2020

All Residents of the Jackson Housing Authority,

As you aware, the coronavirus (COVID-19) is a serious and deadly epidemic that has now made its way to Tennessee. Following guidelines from the Tennessee Department of Health, Jackson-Madison County Regional Health Department, and other authorities, the Jackson Housing Authority has enacted changes in our daily practices to protect our residents and employees.

If you call in a work order, be sure to let the maintenance clerk know if you or a member of your household is sick. This puts the Housing Authority employees on alert before they go in to make repairs. Also, **our central office (125 Preston Street) will be closed to all visitors until further notice, effective immediately.** If you have anything to drop-off, there will be a drop-off box at the door. If you need to contact us, please call at 731-422-1671.

If the Jackson Housing Authority must temporarily close, you can still contact central office staff and site management during normal business hours (8 a.m. to 5 p.m.) via telephone. Only emergency work orders will be addressed. You can call in all emergency work orders at 731-424-9840.

Reported illnesses have ranged from mild symptoms to death. The Jackson Housing Authority reaffirms that it is imperative that everyone take every precaution to protect themselves and their families and friends from contracting this deadly disease. Below is information about virus from the Center for Disease Control:

Symptoms

- The following symptoms may appear 2-14 days after exposure.
 - Fever
 - Cough
 - Shortness of breath



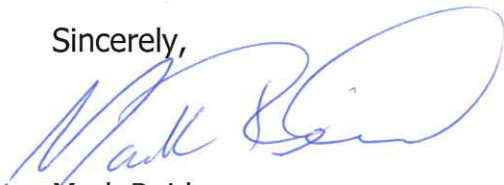
731-422-1671 • Fax 731-425-4605 • TDD 731-424-4587

Here are some precautionary methods to use daily to prevent the spread of the virus:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- If you or a family member is sick do not send them to school and/or work; stay home.
- Do not shake hands.
- Wipe down surfaces daily with Clorox and/or bleach (even toys).
- Wipe down cellphones and other items that you handle frequently with Clorox wipes daily.
- Avoid large groups, maintain 6 feet of space between you and others

We thank you and appreciate your understanding and patience. The Jackson Housing Authority is committed to doing what is best for our residents and employees.

Sincerely,



Mark Reid
Executive Director

