



March 13, 2020

## ANNOUNCEMENT REGARDING COVID 19

### ATTENTION HOUSING CHOICE VOUCHER PARTICIPANTS:

In light of the ever-changing COVID 19 situation, our office will be closed to the public beginning March 13, 2020 and for up to 2 weeks. We will make a determination before March 27, 2020, about any further closures. We will still be available by telephone during normal business hours.

Based on the guidelines from the State of California and the Center for Disease control, Benicia Housing Authority (BHA) is doing our part to help stop the spread of COVID-19, as well as other infectious diseases including influenza. Nearby counties are reporting that they are now seeing cases of COVID-19 that represent community spread. Between our Voucher programs, public housing, senior housing and other BHA managed properties, we have approximately 40% of households that include elderly or disabled high risk members. The steps we are taking will help protect their health and minimize the risk of spreading the illness in our communities.

Beginning today, most business will be conducted via email, telephone and mail.

- Regular interactions will be restricted to phone, or email
- ALL INSPECTIONS ARE CANCELED THROUGH APRIL 7, 2020.  
SCHEDULED INSPECTIONS FOR APRIL 8, 2020 ARE NOT CANCELED AT THIS TIME.

- Documents will be accepted via email, phone or local drop box;
- For Interim Changes, please download forms from our website at [www.beniciahousingauthority.org](http://www.beniciahousingauthority.org) and return via email (as instructed on our website), mail or drop box.

We did not take this decision lightly and recognize that this may cause some confusion to our participants and applicants. Please continue to check our website for updates. For additional information, please visit the CDC's coronavirus disease information page at [www.cdc.gov/coronavirus/2019-ncov/](http://www.cdc.gov/coronavirus/2019-ncov/).

Thank you for your cooperation in this matter!

Benicia Housing Authority