

HAB Covid-19 Phased Agency Reopening

This phased plan has been developed to initiate reopening of the Housing Authority of Billings throughout the duration of the COVID-19 emergency. Governor Bullock introduced a directive for the phased reopening of Montana and the Housing Authority of Billings will observe guidance from the Governor in implementation of our agency plan. This plan may be amended if a more restrictive directive is provided by the county, state, or federal government. The Housing Authority of Billings reserve the right to amend this plan at any time to meet needs of the agency.

PHASE 1: effective 4/27/2020

- Maintenance staff will resume addressing regular work order requests.
- Staff will continue to wear face masks when in office common areas.
- Staff will continue to limit time spent outside of their office in common areas.
- Staff hours will remain 8:00a-5:00p unless an alternate schedule has been approved.
- Annual inspections will resume in June for all HAB owned/managed properties (not HCV program).
- Agency lobby will observe limited opening to the public. Restrictions will be placed on hours of operations, number of individuals allowed in the lobby, and personal protective equipment. The lobby will be available to the public from 8:30a – 12:00p. A temporary staff member may be hired to monitor access to the lobby, and ensure the following protocol:
 - All members of the public must wear proper face covering before entering the lobby. The face covering must remain on their face throughout duration of their time in the lobby.
 - No more than three people in the lobby at one time, including the temporary staff person. Furniture from the lobby will be removed to allow for adequate social distancing.
 - The health screening conducted for staff at the beginning of the work day will be administered for every person entering the lobby, before they're allowed to enter.
 - No members of the public will be allowed to use the HAB restroom.
 - The lobby and all surfaces will be properly sanitized after each public interaction.

PHASE 2 (At Governor's Directive)

- Staff will continue to wear face masks when in office common areas.
- Staff will continue to limit time spent outside of their office in common areas.
- Staff hours will remain 8:00a-5:00p unless an alternate schedule has been approved.
- Agency lobby will open to the public. Restrictions will be placed on the number of individuals allowed in the lobby, and personal protective equipment. The lobby will be available to the public from 8:00a – 5:00p. A temporary staff member may be hired to monitor access to the lobby, and ensure the following protocol:
 - All members of the public must wear proper face covering before entering the lobby. The face covering must remain on the duration of their time in the lobby.

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- The health screening conducted for staff at the beginning of the work day will be administered for every person entering the lobby, before they're allowed to enter.
- No members of the public will be allowed to use the HAB restroom.
- The lobby and all surfaces will be properly sanitized after each public interaction.
- Staff should continue to conduct meetings electronically. In circumstances where a face-to-face meeting is necessary, the meeting will be conducted in the large conference room. Client's will be asked to check in at the front desk where they will receive a health screening. The staff members hosting the meeting will be notified of their arrival. The client will be directed to the large conference room exterior door located on N 25th street. Staff will conduct the meeting maintaining an adequate social distance and sanitizing the room before and after the meeting.
- Necessary group meetings will be limited at 10 people and will be held in a place to accommodate adequate social distancing for 10 individuals (including staff).

PHASE 3 (At Governor's Directive)

- Business Operations resume as normal.