

TO: ALL HOUSING RESIDENTS

FROM: MELISSA MANISCALCO, EXECUTIVE DIRECTOR

DATE: MARCH 19, 2020

RE: REVISED STAFF HOURS, THA COVID-19 RESPONSE PLAN

WHILE OUR OFFICE WILL REMAIN CLOSED TO THE PUBLIC, **EFFECTIVE MONDAY MARCH 23, 2020** AND UNTIL FURTHER NOTICE THE TEWKSBURY HOUSING AUTHORITY STAFF OFFICE HOURS WILL BE GREATLY REDUCED IN AN EFFORT TO KEEP WITH CDC/GOVERNMENT RECOMMENDATION OF SOCIAL DISTANCING. WE WILL BE CHECKING VOICE MESSAGES SEVERAL TIMES A DAY AND WILL RESPOND AS QUICKLY AS POSSIBLE. OUR STAFF CAN BE REACHED THROUGH EMAIL AT ANY TIME DURING THIS CHANGE.

STAFF EMAIL IS AS FOLLOWS:

MELISSA MANISCALCO, EXECUTIVE DIRECTOR- MMANISCALCO@TEWKSBURYHOUSING.COM

SANDY RICHARDS, TENANT COORDINATOR- SRICHARDS@TEWKSBURYHOUSING.COM

SUSAN HAYES, TENANT/SECTION 8 COORDINATOR- SHAYES@TEWKSBURYHOUSING.COM

SUE GIANNETTI, BOOKKEEPER- SGIANNETTI@TEWKSBURYHOUSING.COM

MAINTENANCE HOURS WILL BE REDUCED TO ½ DAYS TO KEEP COMMON AREAS CLEANED AND WILL ONLY BE RESPONDING TO EMERGENCY WORK ORDER REQUESTS UNTIL FURTHER NOTICE.

IF YOU HAVE A MAINTENANCE EMERGENCY PLEASE CALL 978-804-3525

IF YOU ARE IN NEED OF ASSISTANCE WITH MEDICINE OR GROCERIES DURING THIS TIME PLEASE REACH OUT TO THE SENIOR CENTER FOR ADDITIONAL SUPPORT AT 978-640-4480

TO PROTECT OUR ELDER POPULATION, MARKET BASKET WILL NOW BE HOLDING SENIORS ONLY SHOPPING HOURS EVERY TUESDAY, WEDNESDAY AND THURSDAY FROM 5:30AM-7:00AM FOR THOSE WHO ARE AGED 60 AND OLDER.

AS WE HAVE STRESSED THIS SITUATION REMAINS FLUID AND CAN CHANGE AT ANY TIME. WE WILL CONTINUE TO UPDATE YOU AS SOON AS WE HAVE NEW INFORMATION

PLEASE STAY SAFE AND HEALTHY DURING THIS TRYING TIME FOR ALL.....