

WESTFIELD HOUSING AUTHORITY

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DANIEL J. KELLY PHM

Executive Director

April 29, 2020

To: All Westfield Housing Authority Residents

Re: COVID-19 - **UPDATE**

Just an update as to office procedures during this still unprecedented time:

- All in person meetings or appointments have been cancelled effective immediately. These meetings will be rescheduled at a later date.
- The administrative offices are still closed to the public until further notice.
- Mail or email any required documents requested of you to the office to the attention of whomever you need to reach.
- There is a drop box at our door for rent payments (checks/money orders) or for anything you need to drop off. There will be no penalties for rent not paid on time due to this situation. If you call ahead between 9 am and 1 pm, someone can meet you at the door.
- Maintenance will only be responding to emergency/urgent work orders effective immediately until further notice Call the emergency number (413) 214-1244 for all urgent/emergency only work orders, not the office.
- Please exercise personal precautions and ensure frequent handwashing, sanitization of communal spaces and limit interactions with other residents where possible. We are sanitizing common areas every day.

**Very important - only have people come to your apartment that are essential, home health, visiting nurses, etc. A no visitor policy is strongly recommended.**

We thank you in advance for your cooperation in this unusual and unprecedented circumstance. Please avoid gatherings of any size!

Very truly yours,

Daniel J. Kelly  
Executive Director