

KHC MOR Healthy@Work Tip Sheet

In use during the COVID-19 pandemic.

June 3, 2020

KHC created this Healthy at Work Tip Sheet to help you better prepare for an MOR at your property.

Prior to scheduling an MOR, KHC staff will contact the owner/agent and provide a minimum of 14 days' notice. We recommend that the owner consider the following in preparation for KHC staff to be on site.

1. **Close the management office for the day.** This will prevent residents and visitors from coming in and out of the office creating unnecessary exposure as well as potential problems with social distancing.
2. **Provide a working space-** There may be 1 to 2 individuals from KHC. When possible, we recommend creating a separate workspace from the managers desk. This could mean setting up a table and close the laundry room or use of a community room. Place a sign on the door to notify residents of the closure.
3. **Clean environment** - Ensure that the workspace is clean/sanitized and that there are basic supplies available.
4. **Personal Protective Equipment (PPE)** - for your staff. KHC staff will already have equipment.
 - **Masks.** Masks MUST be worn by KHC staff AND we strongly recommend this for property staff while KHC staff is present. However, if no masks are available please let KHC staff know as we may provide these when necessary.
 - **Gloves.** It will be necessary for KHC staff to handle a large number of files and documents while on site. We recommend that management wear these as well as items will be handed back and forth throughout the day.
 - **Hand sanitizer.** Staff should use this often, especially after touching any surfaces or sharing equipment.
5. **Ready items in Advance** – A complete list of items needed for the MOR is always sent to the owner/agent along with the official Notification letter. These items could be pulled weeks ahead of the review and made available for staff. This helps lesson the time that KHC staff will be on site but also limits the amount of contact needed when these are made ready for staff prior to their arrival.
6. **Notify KHC staff in advance with questions/concerns** - If your staff/residents become ill or show signs of the COVID-19 we ask that you notify us immediately. The sooner that everyone is aware the sooner we can work with you to make other arrangements.

Per [HUD guidance](#), Residents are not required to notify KHC if they have or may have a positive case of COVID-19. However, if you do receive information of a positive case, in coordination with local health officials, communicate the possible COVID-19 exposure to all residents and workers, volunteers, and visitors. This should include KHC staff.

Owners/agents should follow CDC guidelines and the directions given by local health officials. The CDC provides guidance for communities, businesses and schools that can assist housing providers.

Additional Resources:

Information for KHC's partners may be founds on [KHC's external COVID-19 Response page](#).

HUD [Multifamily Information on COVID-19](#).

Governor Beshear's guidance is available at kycovid19.ky.gov, including [Healthy at Work](#) guidelines.