



**Salisbury Housing Authority**

23 Beach Rd.

Salisbury, MA 01952

Phone: 978 462 8600 Fax: 978 463 3512

March 17, 2020

Dear Residents,

In response to recent developments relating to the COVID-19 outbreak we are taking further actions to preserve the health and safety of our staff and residents while complying with Governor Baker's emergency order. The office will be taking the following steps effective immediately:

- The office of the Salisbury Housing Authority will be closed to the public until further notice. Staff will still be working and can be contacted by calling the office or by email. All staff email addresses can be found at [www.salisburyhousing.org](http://www.salisburyhousing.org).
- If you have a loss of income due to COVID-19 please let the office know as soon as possible. You can email income information directly to [crystal@ipswichhousing.com](mailto:crystal@ipswichhousing.com).
- Any paperwork or rent payments can be left in the office drop box. The drop box is located on the office front door. The drop box will be checked daily.
- Maintenance staff will only be responding to emergency work orders. All other work orders will be delayed until further notice.
- Maintenance will be sanitizing high traffic public areas daily. Residents should also sanitize areas such as door handles and washers/dryers before and after use.
- If you become sick with flu-like symptoms please **stay in your unit** and call your healthcare provider. Please also notify the office before any staff enters your unit.

Your patience and cooperation during this difficult time is appreciated. If you have any questions or concerns please do not hesitate to reach out.

Sincerely,

Kate McGuire  
Executive Director