


North Andover Housing Authority

One Morkeski Meadows
North Andover, MA 01845



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MEMO

To: All Residents of North Andover Housing Authority
From: Maggie Cleary, Executive Director 
Date: 3/16/2020
Subject: **CHANGES due to COVID-19**

The rise of the COVID-19 Coronavirus is impacting all of us in Massachusetts and requires us to make some immediate changes to our lives. The North Andover Housing Authority's primary concern is for the health and safety of those we serve. In order to preserve everyone's health and to comply with Governor Baker's Emergency Orders while continuing essential operations, we are taking the following steps immediately:

- North Andover Housing Authority's administrative office at 1 Morkeski Meadows will be **closed to the public immediately**. Our staff will still be available by phone at 978-682-3932 or by email. Email addresses are available at www.northandoverha.com.
- Paperwork should be mailed or left in the mail slot at the office, where it will then be distributed to the appropriate staff member.
- Our maintenance staff will only be addressing **EMERGENCY health and safety work orders only** at this time. However, **you should still call in all work orders to the office**, so we have a record of them for when the COVID-19 situation has been resolved. When calling in a work order, please specify if you have been sick with flu-like symptoms.
- We will postpone all unit inspections, as well as scheduled interior construction jobs.
- **All community rooms will be closed**. You should only go to the community rooms to access laundry equipment (and mailboxes at some locations).
- We recommend that residents practice social distancing and remain 6 feet away from other individuals. If you are an individual with significant health issues, we recommend self-isolating in your unit.

We realize this situation is unprecedented and appreciate your patience and compliance during this time. We will continue to update you as the situation evolves. Please contact us with any questions. Thank you for your cooperation.