

# HARRIETSTOWN HOUSING AUTHORITY

14 KIWASSA ROAD STE 1  
SARANAC LAKE, NEW YORK 12983-2373

LAKE FLOWER APARTMENTS  
ALGONQUIN APARTMENTS  
SECTION 8 RENTAL ASSISTANCE



SARAH A. CLARKIN, EXECUTIVE DIRECTOR  
SClarkin@Harrietstownha.org

**TO: ALL RESIDENTS**  
**FR: SARAH A. CLARKIN, EXECUTIVE DIRECTOR**  
**RE: OUR HEALTH – PREVENT, YET PREPARE**  
**DT: MARCH 17, 2020**

We are in the midst of a health crisis.

During this time, it is critical we all take steps to protect ourselves and each other. This statement applies both to Housing Authority residents and staff.

In the March 5 memo to all of you, I attached a Centers for Disease Control (CDC) flyer on stopping the spread of germs and NYS recommendations for emergency kit items. These remain relevant. While we are increasingly isolating ourselves, to the extent you can, check in on family and neighbors – call, text, knock on doors or windows, listen/look for a response.

In the coming weeks, unless directed otherwise by federal, state, or local agencies, the Housing Authority will scale back its work to minimize exposure of both residents and staff. Changes are listed below.

If you have a job that is impacted by the COVID-19 virus – in other words, you lose your job or your income decreases, be sure to notify the front office immediately so your rent can be adjusted accordingly. You are still responsible for rent.

For your information, here are the current changes:

## ***Changes Applicable to Both Lake Flower High Rise and Algonquin Apartments***

---

- Without exception, all rents shall be left in the drop box located in the foyer of the Lake Flower high rise. They will not be accepted at the front office window.
- Work orders will continue to be designated by the Facilities Manager:
  - Routine work orders will be postponed until further notice;
  - Urgent work orders will be assessed and addressed based on urgency and health of household; and
  - Emergency work orders will be addressed and undertaken pursuant to CDC protection measures.

- The Facilities Manager or Housing Assistant will inform those requesting work orders of the work orders' designation and, if necessary, plans to address. This will occur via phone, email, and/or text.
- Until further notice, regular pest management inspections of units will stop. If you are aware of an infestation, please notify the office and your unit will be treated. Management and treatment of common areas will continue.
- Requests for use of community rooms by groups are not being accepted at this time.
- To the greatest extent possible, communicate with Housing Authority staff by phone or email.

### ***For Algonquin Residents***

---

- At this time, HUD is still requiring recertifications. To the extent possible, communication will occur over the phone, via email, and US mail.
- You are strongly encouraged to prohibit visitors, especially those exhibiting flu-like symptoms, and avoid visiting others.

### ***For Lake Flower High Rise Residents***

---

Given the nature of the high rise, with shared ingress/egress, elevators, and common areas:

- Everyone is strongly encouraged to prohibit visitors, especially those exhibiting flu-like symptoms, from entering the building. Similarly, you are strongly discouraged from visiting others. With visitation comes an increased chance of exposure.
- Staff are wiping down frequently touched areas with a disinfecting solution more often. This includes door handles, elevator buttons, and railings. Do not use any type of spray on the elevator buttons as this may cause a malfunction and short circuitry.
- For the time being, the community room remains open. Please keep a distance of at least six feet between yourself and others. With any change, the room may be closed to use.

The Housing Authority will remain in contact with residents, sharing new information as it arrives.

- ATTACHMENT 1: CHECKLIST FOR INDIVIDUALS AND FAMILIES (2 pages)**
- ATTACHMENT 2: WHAT TO DO IF YOU ARE SICK (1 page)**
- ATTACHMENT 3: CLEAN & DISINFECT (3 pages)**
- ATTACHMENT 4: RECIPE FOR CLEANING & HAND WASHING SOLUTIONS (1 page)**



# Coronavirus Disease 2019 (COVID-19)

## Checklist to Get Ready

### Checklist for Individuals and Families

As a family, you can plan and make decisions now that will protect you and your family during a COVID-19 outbreak. [Creating a household plan](#) can help protect your health and the health of those you care about in the event of an outbreak of COVID-19 in your community. Use this checklist to help you take steps to plan and protect the health of you and your family.

#### PLAN AND PREPARE

Get up-to-date information about local COVID-19 activity from public health officials

Create a [household plan of action](#).

- Consider members of the household that may be at greater risk such as [older adults and people with severe chronic illnesses](#).
- Ask your neighbors what their plan includes.
- Create a list of local organizations you and your household can contact in case you need access to information, healthcare services, support, and resources.
- Create an emergency contact list including family, friends, neighbors, carpool drivers, healthcare providers, teachers, employers, the local public health department, and other community resources.
- Choose a room in your house that can be used to separate sick household members from others.

Take everyday [preventive actions](#):

- Wash your hands frequently
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- [Clean and disinfect](#) frequently touched objects and surfaces Be prepared if your child's school or childcare facility is temporarily dismissed or for potential changes at your workplace.

#### TAKE ACTION

## TAKE ACTION

In case of an outbreak in your community, protect yourself and others:

- Stay home and speak to your healthcare provider if you develop fever, cough, or shortness of breath
- If you develop emergency warning signs for COVID-19 get medical attention immediately. In adults, emergency warning signs\*:
  - Difficulty breathing or shortness of breath
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face
  - \*This list is not all inclusive. Please consult your medical provider for any other symptom that is severe or concerning.
- Keep away from others who are sick
- Limit close contact with others as much as possible (about 6 feet)

Put your household plan into action

- Continue to practice [everyday preventive actions](#)
- [If someone in the household is sick](#), separate them into the prepared room
- [If caring for a household member, follow recommended precautions and monitor your own health](#)
- Keep surfaces disinfected
- Avoid sharing personal items
- If you become sick, stay in contact with others by phone or email
- Stay informed about the local outbreak situation
- Notify your work if your schedule needs to change
- Take care of the emotional health of your household members, including yourself

Take additional precautions for those at highest risk, particularly older adults and those who have severe underlying health conditions.

- Consider staying at home and away from crowds if you or a family member are an older adult or have underlying health issues
- Make sure you have access to several weeks of medications and supplies in case you need to stay home
- When you go out in public, keep away from others who are sick and limit close contact with others
- Practice good hand hygiene

Take the following steps to help protect your children during an outbreak:

- Notify your child's school if your child becomes sick with COVID-19
- Keep track of school dismissals in your community
- Discourage children and teens from gathering in other public places

## TAKE ACTION

In case of an outbreak in your community, protect yourself and others:

- Stay home and speak to your healthcare provider if you develop fever, cough, or shortness of breath
- If you develop emergency warning signs for COVID-19 get medical attention immediately. In adults, emergency warning signs\*:
  - Difficulty breathing or shortness of breath
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face
  - \*This list is not all inclusive. Please consult your medical provider for any other symptom that is severe or concerning.
- Keep away from others who are sick
- Limit close contact with others as much as possible (about 6 feet)

Put your household plan into action

- Continue to practice [everyday preventive actions](#)
- [If someone in the household is sick](#), separate them into the prepared room
- [If caring for a household member](#), follow recommended precautions and monitor your own health
- Keep surfaces disinfected
- Avoid sharing personal items
- If you become sick, stay in contact with others by phone or email
- Stay informed about the local outbreak situation
- Notify your work if your schedule needs to change
- Take care of the emotional health of your household members, including yourself

Take additional precautions for those at highest risk, particularly older adults and those who have severe underlying health conditions.

- Consider staying at home and away from crowds if you or a family member are an older adult or have underlying health issues
- Make sure you have access to several weeks of medications and supplies in case you need to stay home
- When you go out in public, keep away from others who are sick and limit close contact with others
- Practice good hand hygiene

Take the following steps to help protect your children during an outbreak:

- Notify your child's school if your child becomes sick with COVID-19
- Keep track of school dismissals in your community
- Discourage children and teens from gathering in other public places

**If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.**

## Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

## Separate yourself from other people and animals in your home

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

## Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

## Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

## Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

## Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

## Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

## Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

## Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

## Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

**FEVER**

**COUGH**

\*Symptoms may appear 2-14 days after exposure.

**SHORTNESS OF BREATH**

If you have been in China or in close contact with someone with confirmed COVID-19 in the past 2 weeks and develop symptoms, call your doctor.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)



# Coronavirus Disease 2019 (COVID-19)

## Clean & Disinfect

### Interim Recommendations for US Households with Suspected/Confirmed Coronavirus Disease 2019

#### Background

There is much to learn about the novel coronavirus that causes [coronavirus disease 2019 \(COVID-19\)](#). Based on what is currently known about the novel coronavirus and similar coronaviruses that cause SARS and MERS, spread from person-to-person with these viruses happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. On the other hand, transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.

#### Purpose

This guidance provides recommendations on the cleaning and disinfection of households where [persons under investigation \(PUI\)](#) or those with confirmed COVID-19 reside or may be in self-isolation. It is aimed at limiting the survival of the virus in the environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on household settings and are meant for the general public.

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.



#### General Recommendations for Routine Cleaning and Disinfection of Households

Community members can practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks) with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

#### General Recommendations for Cleaning and Disinfection of Households with People Isolated in Home Care (e.g. Suspected/Confirmed to have COVID-19)





- Household members should educate themselves about COVID-19 symptoms and preventing the spread of COVID-19 in homes.
- Clean and disinfect high-touch surfaces daily in household common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks)
  - In the bedroom/bathroom dedicated for an ill person: consider reducing cleaning frequency to as-needed (e.g., soiled items and surfaces) to avoid unnecessary contact with the ill person.



- As much as possible, an ill person should stay in a specific room and away from other people in their home, following [home care guidance](#).
  - The caregiver can provide personal cleaning supplies for an ill person's room and bathroom, unless the room is occupied by child or another person for whom such supplies would not be appropriate. These supplies include tissues, paper towels, cleaners and EPA-registered disinfectants (examples at [this link](#)   ).
  - If a separate bathroom is not available, the bathroom should be cleaned and disinfected after each use by an ill person. If this is not possible, the caregiver should wait as long as practical after use by an ill person to clean and disinfect the high-touch surfaces.
- Household members should follow [home care guidance](#) when interacting with persons with suspected/confirmed COVID-19 and their isolation rooms/bathrooms.



## How to clean and disinfect:

### Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water
    - [Products with EPA-approved emerging viral pathogens claims](#)   are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
    - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or Use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)   ) that are suitable for porous surfaces.

### Clothing, towels, linens and other items that go in the laundry





- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. [Clean hands](#) immediately after gloves are removed.
  - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
  - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
  - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag

- - As much as possible, an ill person should stay in a specific room and away from other people in their home, following [home care guidance](#).
  - The caregiver can provide personal cleaning supplies for an ill person's room and bathroom, unless the room is occupied by child or another person for whom such supplies would not be appropriate. These supplies include tissues, paper towels, cleaners and EPA-registered disinfectants (examples at [this link](#)  ).
  - If a separate bathroom is not available, the bathroom should be cleaned and disinfected after each use by an ill person. If this is not possible, the caregiver should wait as long as practical after use by an ill person to clean and disinfect the high-touch surfaces.
- Household members should follow [home care guidance](#) when interacting with persons with suspected/confirmed COVID-19 and their isolation rooms/bathrooms.

---

## How to clean and disinfect:

### Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water
    - [Products with EPA-approved emerging viral pathogens claims](#)   are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
    - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or Use products with the EPA-approved emerging viral pathogens claims (examples at [this link](#)  ) that are suitable for porous surfaces.

### Clothing, towels, linens and other items that go in the laundry

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. [Clean hands](#) immediately after gloves are removed.
  - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
  - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
  - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag

liner that is either disposable (can be thrown away) or can be laundered.

---

## Hand hygiene and other preventive measures

- Household members should [clean hands](#) often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Household members should follow normal preventive actions while at work and home including recommended [hand hygiene](#) and avoiding touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one's nose, coughing, or sneezing
    - After using the restroom
    - Before eating or preparing food
    - After contact with animals or pets
    - Before and after providing routine care for another person who needs assistance (e.g. a child)

---

## Other considerations

- The ill person should eat/be fed in their room if possible. Non-disposable food service items used should be handled with gloves and washed with hot water or in a dishwasher. [Clean hands](#) after handling used food service items.
- If possible, dedicate a lined trash can for the ill person. Use gloves when removing garbage bags, handling, and disposing of trash. [Wash hands](#) after handling or disposing of trash.
- Consider consulting with your local health department about trash disposal guidance if available.

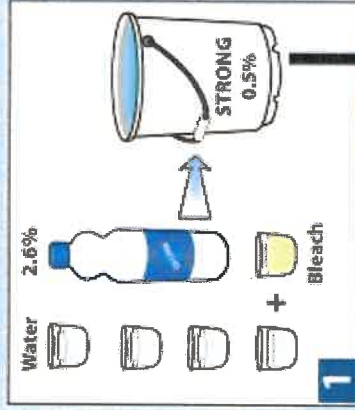
## Additional Resources

- [OSHA COVID-19 Website](#) 
- [CDC Home Care Guidance](#)

Page last reviewed: March 6, 2020

## Making cleaning solution from 2.6% liquid bleach

Use the **STRONG** chlorine water to clean floors, latrines, tables, and mats touched with blood, vomit, poo-poo, pee-pee, spit, or sweat. Make new **STRONG** chlorine water every day.



Mix 4 parts water with 1 part household bleach (2.6% chlora) every day.



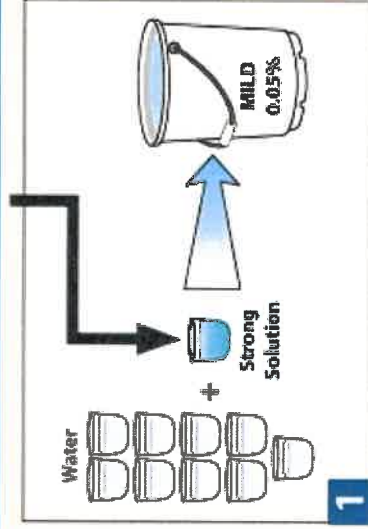
Pour **STRONG** chlorine water onto clean cloth.



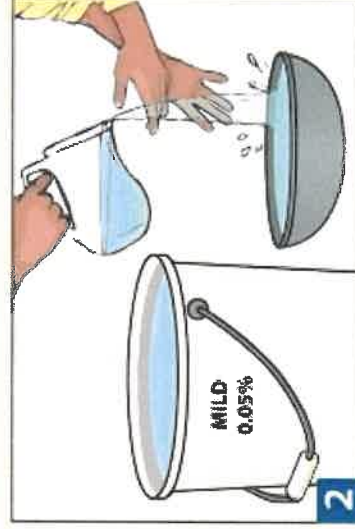
Put soaked cloth on top of spill. Let sit for 15 minutes. Then clean up and throw in waste bag.

## Making hand washing solution from liquid bleach

Use the **MILD** chlorine water to wash hands. Make new **MILD** chlorine water every day.



This **MILD** solution can be made from mixing 1 part **STRONG** solution with 9 parts water every day.



Use the **MILD** chlorine water to wash hands.



Do **NOT** drink chlorine water.  
Do **NOT** put chlorine water in mouth or eyes.