



Red Wing Housing & Redevelopment Authority

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March 16, 2020

To: All HRA Staff

From: Randal Hemmerlin, Executive Director

Re: Office operations through March 27, 2020

In response to the COVID-19 outbreak and current school closings throughout the state of Minnesota, the Red Wing HRA will be implementing changes to our office and staff policies as outlined below:

Maintenance:

Maintenance staff are essential to operations within the Towers and other housing units. We want to be mindful of our interaction with residents as much as possible. Effective immediately, maintenance will only be going into units for emergency work orders, anything that could cause harm to residents or property, such as water damage, fire damage...etc. Once we feel it is safe to do so, maintenance will complete non-emergency work orders. Maintenance staff will still continue cleaning common areas and completing turn overs as per usual. The resident volunteers will suspend assisting staff with cleaning the common areas of the upper floors effective immediately.

Social Services:

Social Services will suspend face-to-face meeting with residents unless it is absolutely necessary. This decision is up to Jessica and Grace's discretion. All social activities within Jordan Towers will be cancelled for the rest of the month. This includes resident group activities such as bingo, cards, exercise group...etc. A notice to the tenants will be going out today to inform them. A notice will also be posted in each entryway asking visitors to stay away if they are feeling ill. Dining at the Sailstad room has been suspended through the end of the month. If a tenant still wants their lunch meal, Semcac staff will deliver outside of their units. Resident Volunteers will suspend hours for the rest of the month effective immediately.

HRA Office:

Effective today, March 16, 2020, the Red Wing HRA office will be closed to the public. We are requesting all activities be conducted through phone calls or emails to staff. A notice will be posted on the door instructing applicants and residents on how to contact staff. Any face-to-face contact will be done by appointment only. We will still have staff available for normal business hours of Monday through Friday from the hours of 9:00 am to 3:30 pm.

Staff:

If an employee is unable to work due to the school closing or daycare issues, they may vary shifts to meet their regularly scheduled hours. For instance, working later hours in the day so someone is allowed to be home to care for children. If you feel you need to stay home or are unable to work, sick time may be used. If you do not have enough leave, you may be granted an extension of hours up to one week. Please see your supervisor for assistance in this matter. All meetings and trainings for the next 2 weeks will be cancelled, including staff meetings. Please consider using teleconferences if necessary. We ask that you maintain a clean working area and common areas such as copy room, break room, and restrooms. If you have appointments that you will have come to the office, please be the one to let them in.

If you have any questions or concerns please see your supervisor, Corrine or Randal.