



To: KHRC Staff, Partners, and Stakeholders
From: Ryan Vincent, Executive Director
Date: March 16, 2020
Subject: Our Response to the Coronavirus Outbreak

The health and safety of our employees, families, housing partners, and stakeholders is our top priority. We have been closely monitoring developments associated with the spread of the novel coronavirus (COVID-19) and are following the guidance of public health authorities to protect our community's health while continuing to provide essential services to Kansans.

As of today, we have implemented the following additional measures to safeguard community health:

- **The KHRC office in Topeka will be closed to the public until further notice.** Our team will continue to perform their essential business functions and our operations will continue, but our office will remain closed to visitors. If you need assistance, please contact us by phone or email.
- **All travel, in-person meetings, and site visits are suspended.** At this time we have indefinitely suspended all employee travel, including physical inspections, monitoring or site visits, and Management Occupancy Reviews (MORs). Desk audits and file reviews conducted remotely will continue as scheduled. We will not be hosting live, in-person meetings through the end of April. This includes our Housing Tax Credit stakeholder meetings and the Weatherization Assistance Plan public hearing. Stay tuned for more information on participating in these events remotely.

We're continuing to follow disease prevention strategies as outlined by the Centers for Disease Control and Prevention (CDC), and we encourage you to join us in these efforts:

- Stay home if you are sick or experience cold or flu-like symptoms or are caring for an ill family member.
- Avoid close contact with those who are sick.
- Cover your nose and mouth when coughing or sneezing with a tissue or the crook of your arm.
- Wash hands often with soap and water.
- Avoid touching your eyes, nose, or mouth.
- Keep common areas and personal spaces clean.

- Practice social distancing, avoiding public spaces or gatherings and remaining at least six feet away from others.

Additional information and resources are available from our public health partners:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [Kansas Department of Health and Environment \(KDHE\) COVID-19 Resource Center](#)
- [CDC guidelines for stopping the spread of germs](#)
- [CDC coronavirus fact sheet](#)
- [CDC guidelines for minimizing the spread of coronavirus](#)

These guidelines are fluid and may evolve as the situation develops. Please monitor our website for current updates.

We share your concerns and your commitment to public health and safety. Thank you for helping us ensure community health while we unlock home for Kansans.

