



To: KHRC Staff, Partners, and Stakeholders
From: Ryan Vincent, Executive Director
Date: March 20, 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.

In accordance with Governor Kelly's directive to state employees, we are implementing the following additional measures to safeguard community health:

- **Effective Monday, March 23, essential KHRC staff will work from home for a two-week period, ending Friday, April 3.** Our *program operations and essential services will continue without interruption, even while our physical office is unstaffed.*
- **Essential staff will be available by phone and email during regular office hours as usual.** Feel free to reach out to our team for support, recognizing that staff priorities may shift as needed in response to our changing situation.

The following measures remain in place:

- **The KHRC office in Topeka remains 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 remains 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.

These guidelines are fluid and may evolve as the situation develops. Please [monitor our website](#) for current updates.

Please note:

- Our regular office hours are 8 – 5 Monday through Friday. We are closed on weekends and major holidays.
- If you are a tenant experiencing an emergency health or safety issue, please call 911. For other housing-related health or safety concerns, please reach out to your property manager or landlord, or dial your property’s emergency maintenance number.
- If you are dealing with a tenant concern, please call 785-217-2060.
- For weatherization inquiries, please call 785-217-2048.

At this time we are proceeding with the Kansas Housing Conference as scheduled on August 26-28. We will continue to follow the situation and will adjust if necessary as the date approaches. Please refer to our [conference website](#) for more information.

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](#)

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.