



Serving The Community Since 1944

Administrative Offices

One Eddy's Lane
Troy, NY 12180

Phone: (518) 273-3600
Fax: (518) 274-6633

TO: All Tenants of the Troy Housing Authority
FROM: Deborah A. Witkowski, Executive Director
RE: Coronavirus (COVID 19) Precautions Update
DATE: June 10, 2020

Thank you all for your patience and cooperation as we have dealt with this unfortunate Coronavirus (COVID 19) situation. I hope you and everyone in your family has been well.

At the Troy Housing Authority we are working towards a gradual and safe plan back to normal operations. On June 22, 2020 our offices will be open with the following safety precautions:

- Appointments are still strongly encouraged but not required.
- You should not come to the office if you feel sick or have any symptoms of illness.
- Only the person or persons that need to conduct business with Troy Housing Authority staff should come to the office.
- If you arrive to the office and there is someone in the reception area you will need to wait outside until they are out of the reception area.
- You will need to stay at least six feet away from other people and staff will likely initially meet with you behind a clear safety shield.
- If you are taken to an office or conference room you will need to sit at the opposite end of the desk or table.
- Masks or other facial coverings are required and you should bring your own pen to assure all business can be conducted in a contactless manner.

Remember, most of your business with the Troy Housing Authority can still be conducted over the telephone or by mail (including the payment of rent). Also, the Rent Collection Box is a safe and effective way to pay your rent in a contactless manner. Receipts will be sent to you after your payment is processed.

Thank you and stay well.