

Virgin Islands Housing Authority

St. Thomas

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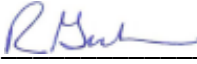
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Office of the Executive Director

MEMORANDUM

TO : ALL VIHA EMPLOYEES

FROM : 
Robert Graham, CPM
Executive Director

DATE : September 1, 2021

RE : **VIHA COVID-19 New Variant "DELTA" Operational Changes Continue**

As you are aware there is a rise in SARS-CoV-2 Delta variant cases within the territory. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform human resources at (340) 715-7314 and contact the Department of Health or your health care provider and **please do not report to work**. The Virgin Islands Housing Authority (VIHA) will keep all medical information confidential and will only disclose it on a need-to-know basis.

Accordingly, VIHA continues to do everything possible to ensure that the health, safety, and well-being of our public housing residents, programs participants, and staff is not compromised during the COVID-19 pandemic. **Thus, the following administrative controls and guidance implemented on Tuesday, August 3, 2021, will continue through Thursday, September 30, 2021.**

- All in-person contact with the public at VIHA facilities throughout the Territory is suspended through September 30, 2021. Other than routine service providers, visitors are prohibited from entering VIHA's facilities, including VIHA's Central and Management Offices, at our various properties on each island.
- All public housing management offices will be closed to the public through September 30, 2021. Site staff will continue to work in the office during regular business hours, and may be reached by e-mail, telephone and/or text message for questions and emergencies. A notice must be placed on the door or window of each office with all important alternative contact information.
- It is MANDATORY that ALL VIHA Employees wear a mask while on VIHA premises; including inside all offices and outside on all site grounds and residential apartments ALL TIMES; whether you are vaccinated or not. Your failure not to adhere to this directive will result in disciplinary action as Insubordination.



If you have a medical condition that prevents you from wearing a mask, please contact our HR Department. Failure to inform the HR Department of this condition and provide the necessary medical documentation, will also result in disciplinary action.

- Only emergency repairs that are critical to health and safety will be addressed. Non-essential repairs will, in most cases, be postponed until further notice.

VIHA continues to take measures to ensure the safety of our employees during this pandemic. Your safety and well being is of utmost importance to us. We appreciate your cooperation in keeping us all safe.

Also remember these recommendations during the workday:

- Avoid using other employees' phones, desks, offices or other work tools and equipment
- Continue to practice good hygiene, including washing your hands frequently with soap and water and using hand sanitizer when soap and water are not readily available.
- Clean frequently touched surfaces, like your headset, keyboard, doorknobs, etc., with disinfectant wipes.

If your department or assigned work site has not provided you with the necessary personal protective equipment (PPE), please call our HR Department and inform them of this situation, so we can immediately rectify it.

Please adhere to the MANDATORY use of Personal Protective Equipment (PPEs) and strict adherence to social distancing and all other precautionary measures as implemented by VIHA.

Please continue to visit www.cdc.gov/nCoV or www.doh.vi.gov for additional information and resources on this serious health crisis.

Please stay safe, healthy and take care of yourself and your families.

