



**To:** KHRC Staff, Partners, and Stakeholders  
**From:** Ryan Vincent, Executive Director  
**Date:** March 13, 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 ensure our community's health while continuing to provide essential services to Kansans.

We're continuing to follow everyday 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, 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.

Additionally, we're taking extra precautions to promote a healthy workplace and conduct our business safely and responsibly:

- **Keep common areas and personal spaces clean.** We're taking extra precautions to ensure our office spaces are clean. As supplies allow, we encourage our staff to wipe down their workspaces often, taking special care to clean commonly touched surfaces such as door handles and light switches.

- **Monitor and limit travel.** Going forward, our team is minimizing non-essential travel, including travel to conferences and training events.
- **Take personal precautions during essential travel.** At this time all of our essential physical inspections, monitoring and site visits, and Management Occupancy Reviews (MORs) are continuing as scheduled. Out of an abundance of caution, we are welcoming our staff to take personal safety precautions while conducting visits if they choose to do so. Precautions could include wearing gloves or wiping down common surfaces before touching them. These precautions are intended not to alarm housing partners and residents, but to protect the health of our community.
- **Practice social distancing.** When possible, we encourage our team to conduct business remotely via email, phone, and web-based conferencing tools rather than through in-person meetings.
- **Avoid large public gatherings.** We discourage our team members from attending large public events. At this time our upcoming public events, including our Housing Tax Credit Stakeholder Meetings and the Kansas Weatherization Assistance Program public hearing in April, will continue as scheduled, as will the Kansas Housing Conference in August. We are monitoring the situation as these dates approach and will adjust as necessary. Modifications could include hosting public meetings online or canceling events altogether.

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.