



TO: Owners and Management Agents of properties with Low-Income Housing Tax Credits, HOME Rental and/or Housing Trust Funds
FROM: Kansas Housing Resources Corporation Housing Compliance Division
SUBJECT: Physical Inspection Procedures related to COVID-19

Thank you for your patience as we've delayed physical inspections in response to the COVID-19 pandemic. Our team is currently resuming inspections, and we've implemented a number of precautions to protect the health and safety of residents, management agents, and KHRC employees. Please review the following procedures, which will be followed at each inspection.

1. A pre-visit questionnaire (below) will be sent to the owner/agent via Procorem upon confirmation of the upcoming physical inspection. The questionnaire should be completed and returned along with the requested rent roll and property profile form.
2. KHRC recommends limiting the number of staff attending the inspection.
3. Social distancing of at least six feet should be maintained throughout the entire inspection.
4. Face masks shall be worn by inspectors inside buildings including resident units, offices, and common spaces for the duration of the inspection.
5. Properties may require other safety precautions but should notify KHRC inspectors prior to arrival. KHRC inspectors will provide face masks and hand sanitizer for themselves while conducting the inspection. If other protective equipment is required, it will need to be discussed prior to the inspection day, and potentially be provided by the property.
6. If a resident fails any of the health screening questions (see below), the unit will be noted as a COVID-19 symptom unit on the inspection's selected units rent roll. A new unit will be selected for the inspection.
7. Residents who actively have COVID-19 will be identified as Active COVID-19 units. They will be noted as such on the inspection's selected units rent roll and will not be inspected. A new unit will be selected.
8. KHRC inspectors will be required to complete the KHRC health questionnaire prior to arrival to ensure they are healthy.

We care about you and your residents' health and safety and appreciate your attention to these procedures.

Pre-Site Visit Questionnaire

1. Does the property have any active COVID-19 cases that you are aware of? If so, how many? (Please note that KHRC should be notified of any new active cases that arise between now and the scheduled inspection.)

2. What Personal Protection Equipment (PPE) will be utilized by your staff?

3. Please share any additional information that KHRC should be aware of:

Owner Representative Who Completed Form:

Title:

Date:

Health Screening Questionnaire

KHRC inspectors will provide the selected unit list upon arriving at the property. It is suggested that management attempt to contact each of the selected residents via phone to complete the Health Screening Questionnaire prior to setting out on the inspection. Should management be unable to contact the resident of the selected unit via phone, the questionnaire will be completed upon arriving at the unit but prior to entering. Please encourage residents to wear a mask if they are home when their unit is being inspected. Tenants and staff must maintain a minimum distance of six feet from KHRC staff. As a reminder, residents *do not need* to be home during the inspection.

1. Do you currently have a fever?
2. Do you currently have a cough?
3. Do you currently have shortness of breath?
4. Do you currently have any other symptoms related to COVID-19?
5. Have you traveled outside the United States or Kansas within the last two weeks?
6. Have you had contact with anyone who has tested positive for COVID-19?

KHRC reserves the right to cancel inspections at any point as our team deems necessary to protect the health and safety of our staff, housing partners, and community members.