

## ATTENTION – CLIENTS

RE: Urgent Announcement regarding Coronavirus (COVID-19) and our office operations.

The safety of our residents, clients and staff are the utmost importance to Hagerstown Housing Authority (HHA).

At this time our offices will remain open and operational during our normal business hours Monday – Friday 8:00 am – 4:30 pm. To help ensure the well-being of our clients and staff, the following changes to our operations are effective immediately and will remain in effect until further notice:

At this time our office will **no longer allow Walk-In Mondays.**

All meetings with Housing Staff will be **by appointment only.**

If you need to speak with your Housing Specialist, you may **call or email** them.

If you need to provide documentation, you may **mail or email the necessary documentation.**

Please understand that we as an agency, are closely monitoring the rapidly changing COVID-19 situation. HHA is taking these measures not only to ensure the safety and health of our staff and clients, but to ensure that we can continue to stay open and provide the much-needed service to our community. Please check out our Facebook page and our website [www.hagerstownha.com](http://www.hagerstownha.com) for any updates or changes.

We apologize for the inconvenience and appreciate your understanding.

Hagerstown Housing Authority