

Buford Housing Authority  
"The Interview"  
April 2020, Newsletter



# "Interview"

A newsletter for the Residents of the  
Buford Housing Authority  
Calendar of Events for April 2020

**LAST DAY TO PAY RENT IS  
WEDNESDAY, APRIL 8, 2020.**

**WORK ORDERS:** Please be sure to continue to submit all work orders to the Buford Housing Authority by calling the office. Due to the COVID-19 epidemic, all work orders will be categorized as non-emergency and emergency work orders. Non-emergency work orders will be completed after the epidemic has past and the risk to exposure has subsided. The Buford Housing Authority will respond immediately to all emergency related work orders. **Again, it is your responsibility under your lease agreement to call in ALL work orders.**

**LOBBY HOURS:** Please be aware that our lobby is **only open for tenants paying rent** from 3/30/2020 through 4/08/2020. We strongly encourage tenants to avoid the lobby and instead utilize our drop box (located to the right of our front door) as well as **PAY ONLINE** ([www.bufordhousing.com](http://www.bufordhousing.com)). This reduces your risk to exposure and as well as potentially exposing others to COVID-19. The Lobby will close after 4/08/2020 until either the next rent payment cycle or State and Federal officials have ruled that the threat has passed. **If you need to drop off any other documentation including paystubs, tax returns, etc. please place this paperwork in the drop box.** If you choose to enter the lobby, please maintain a respectful social distance of six feet from others. Please call the office if you have any questions or if you need any assistance (770-945-5212).





HOUSEHOLD ILLNESS: Should anyone in your household be diagnosed with Covid-19, or if anyone in your household is asked to quarantine at home due to exposure to the Covid-19 virus, or if anyone in your

household is showing symptoms, please notify the office immediately. Such symptoms include fever, continuous coughing and body aches. The BHA wants to be sure and protect our staff that may interact with tenants and limit the possible spread to others.

## It's a Toilet, **NOT** a Trash Can!

**Never flush the following items or put them down any drain.  
Toss them in the trash instead.**



- Baby/Facial/Cleaning Wipes
- Tampons
- Sanitary Napkins
- Medication
- Hair
- Dental Floss
- Cotton Swabs/Balls
- Bandages
- Rags and Towels
- Rubber Items (like latex gloves)
- Fat, Cooking Oil, Grease

- Clothing Labels
- Candy/Food Wrappers
- Syringes
- Cigarette Butts
- Disposable Toilet Brushes
- Kitty Litter
- Aquarium Gravel
- Plastic Items
- Diapers
- Fruit Stickers
- Paper Towels

**Only Flush the 3 P's – Pee, Poop, and Paper (**TOILET** paper)**

### **\*\*ATTENTION TENANTS\*\***

Sewer stoppage or damage caused by tenants flushing any item other than body fluids and toilet paper will be charged actual LABOR charges which is assessed at \$6.00 every 15 minutes and includes time to obtain materials, clean up, and parts.



BLOCKED MAINTENANCE CLOSETS: It is very important that you do not block the maintenance closets. These closets contain your furnace which needs the air filters changed, and also the water heater. If these areas are blocked with furniture, we cannot get into them for repair or maintenance. Also, **do not block wall vents with furniture**. Your furnace and air conditioning systems need circulating air to work properly. SEE PHOTOS BELOW



Page 7 of your lease states:

**6. OBLIGATION OF RESIDENT**

**I agree:**

JJ. To keep my apartment in a manner that is safe. I will not block windows or doors with furniture or other personal articles which would block my escape and that of my family and prevent our using of the windows and doors to escape my apartment in case of fire or other catastrophe. I will not permit furniture or other items to block the doors to the furnace and water heater as this may prevent or hinder Maintenance or firemen from putting out any fires that might occur there. Violation of this portion of the Lease is considered Life Threatening and is a serious violation of my Lease for which I can be evicted.



WORK ORDERS: **DO NOT EMAIL WORKORDER REQUESTS**, they must be phoned in to the office at 770-945-5212. If you email a workorder directly to an employee and they are on vacation or out sick, your request might be missed or delayed. Please call the office with any workorder requests.

RENT CHANGES EFFECTIVE APRIL 1: Please remember new rent amounts will go into effect April 1, 2020 for ALL tenants. Recertification increases are immediate and therefore the standard 30-day delay on increased rent amounts do not apply. Please call the office if you have questions.

PARKING: If your development has numbered parking spaces, please make sure you park in your assigned numbered space first and a blank parking space only if necessary. DO NOT PARK IN ANOTHER APARTMENT'S SPACE. If you have guests over it is your responsibility to make sure they do not park in your neighbor's numbered space. If your vehicle is photographed in someone else's numbered space, you can be charged a \$20 parking fine for EACH OCCURANCE.



Your lease states:

**6. OBLIGATION OF RESIDENT**

- F. .... If I live in a development where the parking spaces are assigned, I will park only in my assigned parking space or another unmarked parking space. I will not park in the assigned parking space of another resident nor will I allow my family or guests to do so. My parking in another's assigned parking space or my family or guests doing this will be considered a serious violation of my Lease.

NOTICE: This will inform you that Maintenance personnel will be going door to door during the month of June on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> to replace furnace filters. Please be aware that during the month your furnace filters may be changed, and this is your NOTICE that Maintenance personnel will be coming into your apartment. **Please make sure your maintenance closet is not blocked with furniture or other personal belongings.**



SATELLITE DISHES: Beginning April 1<sup>st</sup>, 2020 satellite dishes will be removed. This notification came out a year ago in the April 2019 newsletter and as of now most all satellite contracts should have expired. If you are currently under contract with a satellite provider, and have provided required documentation to the office, your dish may remain until your current contract ends all other satellite dishes will be removed.



Buford Housing Resident Association Easter Egg Hunt

UNLIMITED resident children ages 1-13

When: Saturday, April 4th from 11 am – 2 pm

Where: The empty lot next to the office at 690 South Church St., Buford. Free hotdogs, chips and drinks are provided for attending resident children.

**ALL PAGES OF YOUR STATE AND FEDERAL TAX RETURNS MUST BE TURNED INTO THE OFFICE AS PART OF THE REQUIRED DOCUMENTATION TO COMPLETE YOUR RECERTIFICATION**  
**To include all W-2s and any 1099s.**



TAXES: If you or anyone in your household files taxes you will need to bring your completed tax documents to the office along with your W-2 forms and any 1099 documents as certification of your 2019 income. State and Federal taxes are required documentation to complete your recertification. If you have any questions, please call the office.



# In the community Prevent the Spread

# COVID-19 Information and Guidance

COVID-19, also known as coronavirus disease 2019, is a new virus that causes fever, cough, and shortness of breath. **While 80-85% of individuals infected with COVID-19 appear to have mild illness, the virus can cause severe illness including pneumonia in high risk populations like older adults and people who have chronic medical conditions.**

The virus that causes COVID-19 is able to be passed person-to-person through respiratory droplets when an ill individual coughs or sneezes. The virus can also survive for a limited time on commonly touched surfaces. **At this point, there is no vaccine to prevent COVID-19 but you can take steps to help prevent spread of COVID-19 in your community.**

The symptoms  
of COVID-19  
include:



Fever

Cough



Shortness  
of Breath



## Stay home when you are ill.

Isolating yourself while you are ill can help prevent the spread of COVID-19 and more common illnesses, like influenza.



## Practice social distancing to prevent the likelihood you will come in contact with someone who is ill.



## Wash your hands.

Use soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.



## Regularly clean and disinfect commonly touched surfaces.

Regularly clean and disinfect commonly touched surfaces like counters, tabletops, doorknobs, bathroom fixtures, phones, toilets, etc. with a diluted bleach solution or use a cleaner with a label that claims it can kill human coronaviruses. Make sure to follow the instructions on the label.

*To create a bleach solution, use 1 tablespoon bleach to 4 cups of water. Make fresh daily.*



**Continued on back**

**If you traveled to an area with ongoing COVID-19 transmission or have been in contact with an individual with COVID-19, and develop a fever, shortness of breath and a cough, please contact your medical provider for instructions.**

# In the community Prevent the Spread

# COVID-19 Guidance

Continued from front



**Avoid touching your eyes, nose and mouth with unwashed hands.**



**Cover your cough or sneeze with a tissue then throw the tissue in the trash.**

Use your elbow or arm if tissues are not available.



**Do not wear face masks unless you are ill or caring for someone who is ill.**

The health department does not recommend the general public use masks to prevent the spread of illnesses unless caring for a person that is ill or cleaning up after a person who is ill. Remove your mask and gloves carefully and immediately wash your hands.



**Follow travel related recommendations and restrictions.**

You can get updated travel restrictions at [www.cdc.gov/travel/notices](http://www.cdc.gov/travel/notices).

**The following websites offer reliable information for COVID-19:**

**Centers for Disease Control**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**Georgia Department of Public Health**

<https://dph.georgia.gov/novelcoronavirus>

**Gwinnett, Newton and Rockdale County Health Departments**

<https://gnrhealth.com/covid-19-info>



**For more information visit**  
[www.gnrhealth.com/covid-19-info](http://www.gnrhealth.com/covid-19-info)

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# How to prevent the spread of: **CORONAVIRUS DISEASE 2019** (COVID-19)

## INFECTION PREVENTION STEPS

- ✓ **Wash your hands often** with soap + water.
- ✓ **Avoid touching** your **eyes, nose + mouth** with unwashed hands.
- ✓ **Cover** your **cough or sneeze** with a tissue, then **throw the tissue** in the trash.
- ✓ **Avoid close contact** with people **who are sick**.
- ✓ **Get a flu shot!**
- ✓ **Clean + disinfect frequently touched objects and surfaces** such as counters, door knobs, desks, keyboards, tablets and phones.

**Keeping hands clean is one of the most important things we can do to stop the spread of respiratory illnesses like flu and COVID-19.**



### PROPER HANDWASHING TIPS

- Wash hands thoroughly with soap + warm water.
- Wash for 20-30 seconds or sing "Happy Birthday" two times through.
- Soap and warm water are the best way to clean your hands, but if they aren't available, use an alcohol-based hand sanitizer, that contains at least 60% alcohol.

### HOW TO USE HAND SANITIZERS

- Apply the sanitizer to the **palm of one hand** (follow label directions on how much to use).
- Rub hands together.
- Rub the sanitizer over **all the surfaces of your hands + fingers** until your hands are dry.

For more information: [dph.georgia.gov/novelcoronavirus](https://dph.georgia.gov/novelcoronavirus)  
[cdc.gov/coronavirus/2019-ncov/index.html](https://cdc.gov/coronavirus/2019-ncov/index.html)



# At Risk Groups Older Adults

# COVID-19 Guidance

Older adults, especially those with existing medical conditions (like heart disease, diabetes or lung disease), are at higher risk of getting very sick from COVID-19. Anyone that may be at a higher risk for serious illness from COVID-19 should take actions to reduce the risk of getting sick.



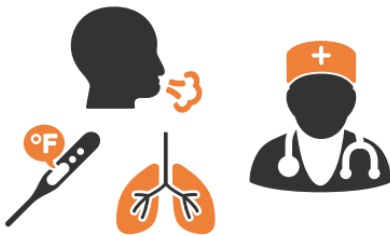
## Have Necessary Supplies Ready

- Ask your healthcare provider about receiving extra necessary medications in case you need to stay home for longer than usual.
- Have over-the-counter medicines and supplies (tissues, etc.) to treat fever and other symptoms.
- Have enough groceries and supplies on hand in case you need to stay home for an extended period of time.



## Take Everyday Steps to Prevent Germs

- Follow preventative steps against germs (see back).
- Avoid crowds, especially in close environments.
- Avoid non-essential travel, including air travel, but especially avoid travel on cruise ships. Visit <https://wwwnc.cdc.gov/travel/notices> for up-to-date notices.



## Have a Plan if You Get Sick

- Watch for symptoms and warning signs of COVID-19 and call your doctor if you experience fever, cough, shortness of breath.
- Talk to your healthcare provider about monitoring symptoms.
- Have a communication plan to keep in contact with others if you become ill and need to ask for assistance.
- Know who can provide care if your regular caregiver is ill.



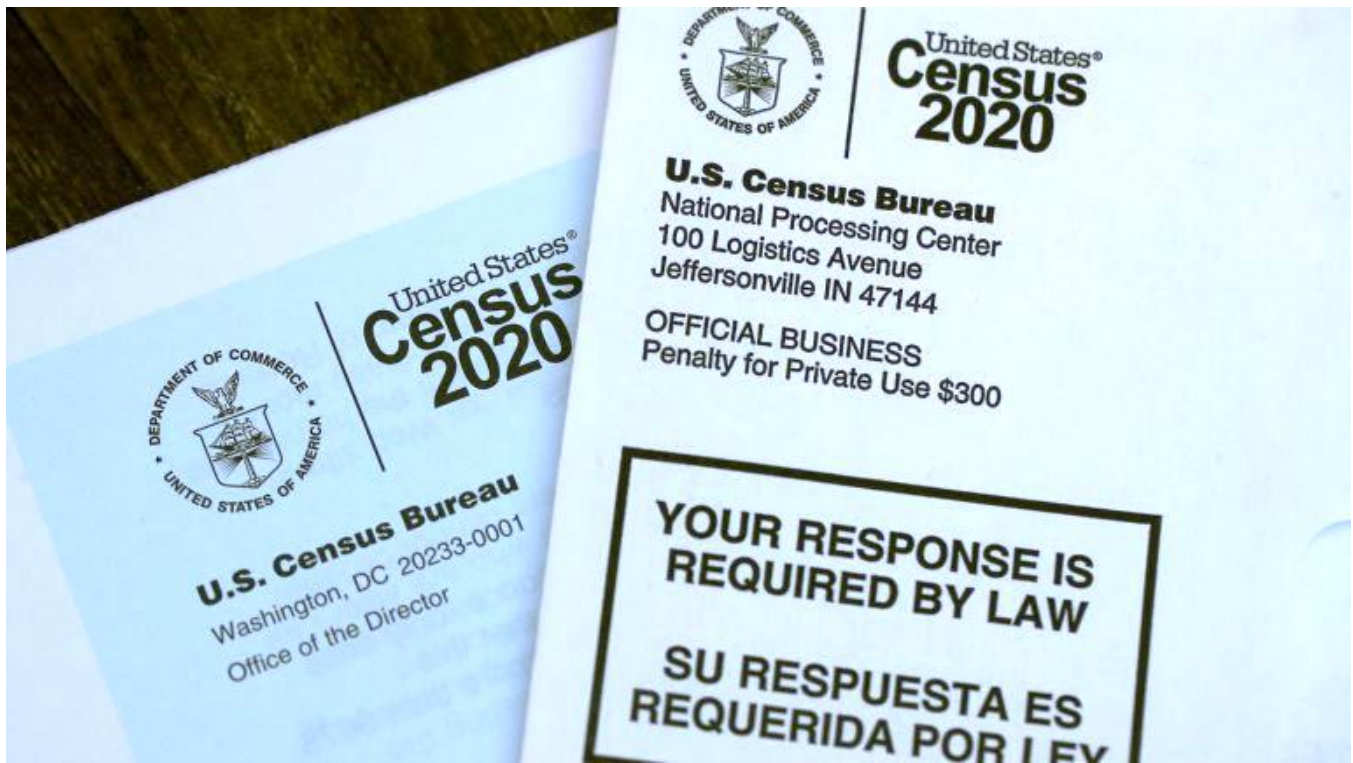
## For Families and Caregivers

- Know what medications your loved ones take and see if you can help keep a supply on hand.
- Monitor food and medical supplies and create a back-up plan.
- Have a supply of non-perishable foods to minimize store trips.
- If you know someone living in a care facility, monitor the situation and ask about the facility's outbreak plans and protocols.



For more information visit  
[www.gnrhealth.com/covid-19-info](http://www.gnrhealth.com/covid-19-info)

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**Your response is required by law.**

귀하의 응답은 법에 의해 요구됩니다.

ردك مطلوب بموجب القانون

Răspunsul dumneavoastră este cerut de lege.

**Su respuesta es requerida por ley**

Ваш ответ требуется по закону.

# Did you know?

If you fail to respond to the multiple mailed requests from the 2020 Census Bureau, you will receive a visit to your home from a Census Official. That's right, if you don't respond someone will come to your door!

It's easy to respond. The best and fastest way is to go online to [my2020census.gov](https://my2020census.gov), enter your Census ID located on your invitation, answer a few simple questions and you're done. If you do not respond online, you will receive a questionnaire via US mail in a few weeks. Whichever way you choose, it's easy! So, do it now! We all count in 2020!





# TO OUR NEW STAFF!

NEW MAINTENANCE STAFF: We are very excited to introduce two new maintenance staff members. David Johnson and Julian Shaw.

David Johnson comes to Buford Housing Authority with over 40 years' experience in the Maintenance, HVAC/Refrigeration and Electrical fields. David enjoys spending time volunteering with his fellow motorcyclist with veteran related charities.

David was hired as the Maintenance Supervisor, a new position here at BHA and he is excited about streamlining the maintenance department, so our team is more productive.



Julian Shaw comes to Buford Housing Authority with over 13 years of apartment maintenance experience. He has an Associates in Computer Networking. In his leisure time he likes to spend time with family. His hobbies include playing video games and doing computer repairs.

We are very fortunate to have these two outstanding additions to our team. Please welcome them as you see them in your neighborhood.