



March 31, 2020

Attention all Lower Elwha Housing Authority tenants,

I apologize for being closed the last 2 weeks, we were unexpectedly closed and didn't find out until the weekend. As you may or may not know our staff was exposed to the Coronavirus and all were on a 14 day quarantine.

Due to COVID-19 the Lower Elwha Housing Authority will be closed to the public until further notice. For all calls please press 0 and leave a message so we can return your call as soon as we can.

Limited staff will be in office taking calls beginning April 1, 2020 from 10:00am to 2:00pm on Mondays, Wednesdays and Fridays.

In case of an emergency you may call my cell number at 360-457-4849 and I will try to assist you, as always homebuyers and home owners will be charged for any repairs.

Any correspondence with Housing will be done by mail, please make your payments by check or money order, put in an envelope and tape the envelope closed (do not lick the envelope) place address and stamp then mail. Beginning March 31<sup>st</sup> you may put your payment in an envelope with your name on it and slide it through our front door during normal business hours, please call ahead so we can be watching for you. Recertifications will be mailed to you. If you have a change of income please provide documentation, if you can't make a copy mail original and we will send it back to you so we can make adjustments to payments.

**Waste Connections-Olympic Disposal Announcement: Effective immediately, garbage drivers will be instructed to not service any waste outside of your cart or container that is not properly secured in either a sealed bag or container that can be disposed of without opening.**

**PUD: Please call them and make arrangements if you will be unable to make your payment.**

If you need light bulbs or copies of documents you may put in request and we will put them outside for you to pick up during normal business hours.

Until the COVID-19 pandemic is over we will try to keep our distance from staff, tenants and community members to insure that all remain safe from the Coronavirus. Please stay home, wash hands often, clean surfaces and practice social distancing.

Sorry for any inconvenience this may cause.

Sincerely,  
Janet L Hren

Assistant Executive Director

**P.S.**

**Here are some receipts for homemade hand sanitizer and lotion.**

**Hand sanitizer: 1/3 cup Aloe Vera gel, 2/3 cup rubbing alcohol (at least 60% or higher) mix together and put in portable bottle. You could add aroma oils to give it scent.**

**Hand lotion: Mix honey, brown sugar and coconut oil together to make a paste, rub over hands and rinse with warm water.**