



To: Tacoma Housing Authority Staff
From: Michael Mirra, Executive Director
Date: March 18, 2020
Subject: Change in Staff Pay Status for Pay Period 3/14/20 – 3/27/20

In response to the COVID-19 pandemic, the Emergency Operations Committee (EOC), in collaboration with Executive Leadership developed an emergency operations plan designed with the health and safety of our staff, residents and clients. The plan was put into a resolution and presented to our Board of Commissioners (BOC). The BOC approved the resolution unanimously.

In addition to addressing the safety & health of our staff, the emergency plan is also designed to maintain our obligations to residents and clients and supports the ongoing recommendations and guidance we receive from the Tacoma-Pierce County Health Department.

The following is a summary of the approved actions in the resolution:

1. Effective 3/14/20 – 3/27/20, we will transition to an emergency staffing structure. This structure will identify essential staff needed to be onsite and non-essential staff.
2. Effective immediately, all non-essential staff are asked to not come into the office. Instead, they will maintain a 40 hour per week pay status and assigned duties/work to be completed offsite. The work will be coordinated through their supervisor.
3. Non-essential staff will be expected to establish a work schedule with their supervisor and be available for any work their supervisor requests of them during that time. If the employee is unable to respond to their supervisor's request within 30 minutes of a phone call, email or text, the employee will be required to use accrued leave for that day.
4. Essential staff will be expected to report to work at a THA office or property, as necessary. Through 3/27/20, the EOC will attempt to limit the amount of time essential staff report in to work to 20 hours or less. If an essential staff is unable to report to work when scheduled, they will be required to use accrued leave for that day.
5. Any staff member who plans to or already is working from home, must complete the 'Emergency Temporary Telework/Alternate Schedule Agreement' and follow the Temporary Emergency Telework/Alternate Schedule Guidelines.

The EOC has established the list below of essential functions required during this national health crisis. The staff, including their back-ups, responsible for maintaining these functions are considered "essential" staff. Remaining staff are considered "non-essential".

Payroll – Pay Rent to Landlords – ID Cards – VO Initial Inspections: PM – Leasing: PM – Unit Turns – Initial Inspections: RA – Contractor Payments – Wage Interviews – PM Move Ins – Emergency Work Orders – Urgent Work Orders – Building Sanitization – Waste Pick-up – IT Support – OpenDoor Support – Security & Tenant Support – CSE Crisis Mgmt – Interims – Finance AP/AR – Public Reception/Phones – Human Resources – Keyholder Connections – 902 Mail Processing – EOC Crisis Mgmt & Staffing Support

As more information develops related to the COVID-19 health crisis, our essential functions may change, which may require adjustments to the essential staffing needs. The EOC will actively monitor any mandatory changes or restrictions placed on the general population and they will continue to keep us all updated through the communication channels.