

## ANNOUNCEMENT

### REOPENING OF THE HOUSING AUTHORITY OF CHESTER COUNTY

CENTRAL OFFICE AT 30 WEST BARNARD, WEST CHESTER, PA

EFFECTIVE ON NOVEMBER 14, 2022

THE CENTRAL OFFICE OF THE HOUSING AUTHORITY OF CHESTER COUNTY WILL BE REOPENING ON NOVEMBER 14, 2022. HOURS WILL BE 8:30 AM UNTIL 4:30 PM, MONDAY THROUGH THURSDAY. THE CENTRAL OFFICE WILL NOT BE OPEN FOR VISITORS ON FRIDAYS AND THE OFFICE WILL BE CLOSED ON APPROVED HOLIDAYS.

#### THE RULES:

1. ALL VISITORS MUST WEAR A MASK EVEN IF THEY ARE VACCINATED. MASKS WILL BE AVAILABLE AT THE ENTRANCE DOOR.
2. VISITORS DESIRING TO ENTER THE OFFICE MUST TAKE THEIR TEMPERATURE UTILIZING THE MACHINE PLACED AT THE ENTRANCE. THERE WILL BE INSTRUCTIONS ATTACHED TO THE MACHINE. ANYONE HAVING A FEVER WILL NOT BE PERMITTED TO ENTER.
3. NO CHILDREN UNDER 13 YEARS OF AGE WILL BE PERMITTED TO ENTER AT ANY TIME.
4. NO MORE THAN TWO PERSONS AT ANY ONE TIME CAN BE PERMITTED ENTRY. IF THERE ARE ALREADY TWO PERSONS IN THE FRONT DESK AREA, ADDITIONAL VISITORS MUST WAIT OUTSIDE OR RETURN AT A LATER TIME.
5. PRIVATE VISITS WITH STAFF MEMBERS CAN ONLY OCCUR IF AN APPOINTMENT HAS BEEN MADE AND APPROVED PRIOR TO ENTRY TO THE OFFICE.

THE MANDATORY RULES, LISTED ABOVE, WILL BE IN EFFECT UNTIL FURTHER NOTICE. ANYONE NOT FOLLOWING THESE REQUIREMENTS CANNOT BE ALLOWED INTO THE BUILDING. ANYONE VIOLATING THE RULES, ONCE ADMITTED, WILL BE ASKED TO LEAVE AND, FAILURE TO DO SO, WILL RESULT IN LEGAL ACTION FOR YOUR REMOVAL.

THANK YOU.