

## MANAGER'S MEMORANDUM

TO: GHI Board of Directors

FROM: Eldon Ralph, General Manager

DATE: December 16, 2020

SUBJECT: Addendum for **GHI REGULAR OPEN SESSION** Board Meeting on December 17, 2020.

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### **GHI Open Session**

6h. Finance Committee's Recommendation re: Prince George's CB -16-2020 – (Attachments #10a – 10b)

In the original Manager's memorandum dated December 10, 2020, it was stated that the Finance Committee would discuss CB-16-2020 on December 10, 2020.

The Finance Committee agrees that CB-16-2020 applies to members on the COVID-19 deferral program and recommends that GHI confirm their present financial status to determine if they are still negatively affected financially by COVID-19. The Committee recommends that GHI request legal counsel to advise whether deferring the rent is the same as not raising the rent.

This item is on the agenda for discussion and action.

**Suggested motion: I move that the Board of Directors direct the Manager to request GHI's legal counsel to advise whether the deferment of co-op fees for members financially affected by COVID-19 is the same as not raising the co-op fees for those members in 2021.**

6j. GHI Member COVID-19 Petition dated December 14, 2020 (Attachment #15)

Attachment #15 is a COVID-19 petition that 29 members submitted to the Board of Directors.

GHI's management staff met on December 15<sup>th</sup> to discuss the petition and offer the following comments for the Board to consider during its deliberations on this item:

1. Staff is cognizant of the rising number of COVID-19 diagnoses and deaths throughout America and do understand and share the concerns expressed by the members who signed the petition. We really appreciate the adjustments that members have made since March 20, 2020 to protect staff e.g., restricting visits to the

Administrative Building, wearing protective equipment during maintenance work in their homes etc.

2. After the state/county-imposed 'lockdown' was lifted, GHI staff resumed full operations on June 8<sup>th</sup>. Over the past six months, staff has provided normal services without interruption, by adhering to the safety protocols that a COVID-19 employee task force established. Based on the State/County COVID-19 mandates that currently exist, we recommend that normal services should continue to be provided; this mode of operation will enable completion of the Homes Improvement Program by April 2021, allow members to obtain permits for improvements, facilitate home resales and keep the maintenance work order backlog to a manageable level. Of course, individual members have the option of not requesting routine maintenance work in their homes at this time.
3. The well-being of our staff and members remains our number one priority; staff will continue to be vigilant in following the safety guidelines and operational practices recommended by the CDC and our public health officials, and adhere to the following procedures:
  - Prescreen employees each day - all employees must have their temperatures checked and complete a health questionnaire at the start of each business day.
  - All persons entering the Administration Building must wear a face covering.
  - All employees and contractors performing work on behalf of GHI must wear face coverings.
  - All employees have been provided with the appropriate personal protective equipment to perform their jobs in a safe manner.
  - All employees have been given hand sanitizers and anti-bacterial disinfectant cleaners and wipes. Five hand-sanitizer stations have been installed in different locations of the Administration Building.
  - The custodial cleaning contract for the Administration Building has been expanded to include regular cleaning and disinfection of surfaces throughout the workday.
  - No more than one person is permitted in a GHI vehicle at a time.
  - At the discretion of department heads, administrative staff are allowed to work remotely where possible and on a rotational schedule.

- Employees must adhere to strict social distancing guidelines, i.e., maintain a distance of 6 feet between persons, no in-person meetings, no more than 3 people at a time in the kitchen.
  - Management and staff conduct internal meetings regularly via video-conferencing rather than in-person
  - If an employee tests positive for the coronavirus, employees will receive a notice of workplace exposure to a communicable disease. This will notify employees of the reported case, not disclosing the employee's name. A designated member of the management staff will conduct contact tracing with GHI members and staff for possible exposure. Employees and members who have been in close contact with the infected employee will be notified directly by management. Those employees will be paid for this time off in accordance with the Family First Coronavirus Response Act (FFCRA).
4. Until further notice, we request that members should only visit the Administration Building in the event of an emergency. Members should communicate with staff by email or telephone. Also, we suggest that members be informed that staff will not provide maintenance service to a unit, if a member does not wear a face covering and observe social distancing protocols, while the work is being performed.
  5. The COVID-19 employee task force will continue to meet monthly to review staff's performance in following the procedures that were established and recommend any adjustments that are necessary.
  6. Staff supports and will adopt the recommendation in the petition to provide administrative leave to any employee who is required to quarantine pursuant to a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis beyond December 30, 2020, if the current federally mandated pay for quarantining is not extended.

This item is on the agenda for discussion.