

CIHA COVID-19 Messaging

KILKICH FACEBOOK ANNOUNCEMENT

Posted March 13, 2020

Dear Kilkich Residents,

As with other Tribal programs and facilities, CIHA operations will be limited for the next two weeks in compliance with public health protocols to slow the spread of the coronavirus.

CIHA's office and maintenance buildings will be closed. If you have a maintenance emergency during this time, please contact Scott Felton directly at (541) 297-5581.

Other staff members will be accessible by email and phone on a limited basis. Staff email addresses are available at www.coquilleiha.org. If you call the office, please leave a voice mail and staff will respond as they are able. Feel free to use the secure drop box by the front door for paperwork.

Inspections and other appointments will be rescheduled when the office reopens.

Thank you for your patience and understanding. I hope you and your family are able to stay safe and well through this.

Anne Cook

BOARD AND STAFF EMAIL (forwarded to Brenda and Mark J.)

Sent March 13, 2020

Dear CIHA Board and Staff,

As with other Tribal programs and facilities, CIHA operations will be limited for the next two weeks in compliance with public health protocols to slow the spread of the coronavirus.

CIHA's office and maintenance buildings will be closed to the public. CIHA staff will work Monday, March 16th to implement planned procedures to maintain essential services during the shutdown. Scott Felton will remain available to respond to emergency maintenance calls. Other staff will be available by email and phone on a limited basis. Work schedules will be staggered to limit contact.

I'll be in touch soon regarding the Board meeting.

Anne

CIHA COVID-19 Messaging

OFFICE VOICEMAIL

Enabled March 16, 2020

Thank you for calling the Coquille Indian Housing Authority. Our office is currently closed in compliance with public health protocols to limit the spread of the coronavirus.

If you have a maintenance emergency, please contact Maintenance Coordinator Scott Felton at (541) 297-5581. Otherwise, please feel free to leave a message in the general voicemail box, or if you know your party's extension, you may enter it now. Someone will return your call when the CIHA office reopens.

Thank you for your patience and understanding.

OFFICE FRONT DOOR SIGN

Posted March 16, 2020

The Coquille Indian Housing Authority office is temporarily closed in compliance with public health protocols to limit the spread of the coronavirus.

Please feel free to use the secure drop box to the left of this door for correspondence or payment by check or money order. No cash, please.

Applications and program information are available at www.coquilleiha.org.

Thank you for your patience and understanding.

EMAIL AUTO RESPONSE

Enabled March 16, 2020

CIHA Closed

The Coquille Indian Housing Authority office is closed in compliance with public health protocols to limit the spread of the coronavirus. I will respond to your message when the CIHA office reopens.

Thank you for your patience and understanding.

Revised March 23, 2020

Auto Response - Out of Office

CIHA COVID-19 Messaging

The Coquille Indian Housing Authority office is closed in compliance with public health protocols to limit the spread of the coronavirus. I will be working limited hours until the office reopens and will respond to messages as I'm able.

Thank you for your patience and understanding.

KILKICH DOOR TO DOOR FLYER

Delivered March 16, 2020

The Coquille Indian Housing Authority office is temporarily closed in compliance with public health protocols to limit the spread of the coronavirus.

If you have an inspection or other appointment scheduled during the closure, staff will contact you to reschedule when we are able to reopen. If you have a maintenance emergency during this time, please contact Maintenance Coordinator Scott Felton directly at (541) 297-5581.

Please feel free to use the secure drop box by the office front door for correspondence and payments by check or money order. (No cash please.) Staff will respond to email and voice mail messages when the CIHA office reopens.

Thank you for your patience and understanding.

MHAP MAILER

Mailed March 16, 2020

The Coquille Indian Housing Authority office is temporarily closed in compliance with public health protocols to limit the spread of the coronavirus.

Rent receipts may be submitted electronically by emailing a photograph of your receipt to traceymueller@coquilleiha.org. Subsidy payments will be mailed within three business days of electronic submission.

BILLING STATEMENTS INSERT

Mailed March 16, 2020

Your statement is being mailed early this month because the CIHA office is temporarily closed in compliance with current public health recommendations.

CIHA COVID-19 Messaging

Payment is due on your normal due date. If the office has not reopened by then, please feel free to leave payment by check or money order in the secure drop box to the left of the front door. No cash please.

Thank you for your patience and understanding.