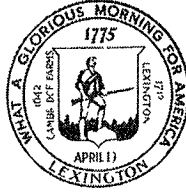


L I X I N G T O N H O U S I N G A U T H O R I T Y  
ONE COUNTRYSIDE VILLAGE, LEXINGTON, MASSACHUSETTS 02420 2576

CAILEEN B FOLEY, EXECUTIVE DIRECTOR



TEL 781 861 0900  
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**FOR YOUR IMMEDIATE ATTENTION**

March 12, 2020

To: Residents of Lexington Housing Authority  
From: Caileen Foley, Executive Director

RE: Office closure to the public starting March 16-20

Dear Residents,

Due to the Coronavirus, the Lexington Housing Authority office will be closed to the general public starting Monday March 16 through Friday March 20. We will re-evaluate the situation at that time and extend the closure if necessary.

Maintenance staff will respond to work orders on a case by case basis and prioritize emergencies.

Please call the office if you have an issue to report, and someone will get back to you. Maintenance will also continue to clean touch points - door handles, railings, etc.

If you have an administrative issue, please call the office at 781-861-0900 and the answering service will take your message. Staff will get back to you within 24 hours. You can also email any issues to [cfoley@lexingtonhousing.org](mailto:cfoley@lexingtonhousing.org).

We understand that there will be questions, concerns, and further planning necessary, and we are committed to addressing them. We are in an unprecedented situation, and we must take action to keep our community safe and healthy, and to begin to control the spread of the Coronavirus.

If you are house bound, isolated, or are concerned that your needs will not be taken care of, please call the office at 781-861-0900 and we can help set up services.

Please continue to practice good hygiene habits - wash your hands, clean frequently touched surfaces and minimize your interactions with the general public. As always, if you are not feeling well please call your doctor immediately.

If you have any questions, please call the office at 781-861-0900.

2020年3月12日

致：列克星敦房管所的居民

来自：列克星敦房管所

**主题：从3月16日至20日起关闭办公室**

亲爱的居民，

由于新型冠状病毒，列克星敦房管所的办公室将从3月16日星期一至3月20日星期五不对公众开放。我们将在那时重新评估情况，并在必要时延长关闭时间。

维护人员将根据具体情况对工单做出响应，并确定紧急情况的优先级。

如果您有问题要报告，请致电办公室，然后有人会与您联系。维护人员还将继续清洁接触点-门把手，栏杆等。

如果您有管理上的问题，请致电 781-861-0900 与办公室联系，接听服务将接听您的消息。工作人员会在 24 小时内与您联系。您也可以将任何问题通过电子邮件发送至 [cfoley@lexingtonhousing.org](mailto:cfoley@lexingtonhousing.org)。

我们了解这将带来一些问题，疑虑，也需要进一步的计划，我们致力于解决并回答这些问题。我们处在前所未有的境地，我们必须采取行动，以确保我们社区的安全和健康，并开始控制冠状病毒的传播。

如果您身处家中，与世隔绝，或者担心自己的需求得不到满足，请致电 781-861-0900 与办公室联系，我们可以帮助您联系需要的服务。

请继续使用良好的卫生习惯-洗手，清洁经常触摸的表面，并尽量减少与公众的互动。与往常一样，如果您感觉不适，请立即致电医生。

如有任何疑问，请致电 781-861-0900。