

# MEMO

This is an important notice. Please have it translated.  
Este é um aviso importante. Queira mandá-lo traduzir.  
Este es un aviso importante. Sirvase mandarlo traducir.  
Ceci est important. Veuillez faire traduire.  
Đây là một bản thông cáo quan trọng.  
Xin vui lòng cho dịch lại thông cáo này.  
本通知很重要。请将其译成中文。  
លេខកំណត់ព័ត៌មាន សូមមេត្តាបកប្រែជូនផង

**TO: All Residents & Staff**  
**FROM: Benjamin Gold, Executive Director**  
**DATE: 3/16/20**  
**Re: Coronavirus/COVID-19**

**Effective Monday, March 16, 2020 and until further notice.**

The Leominster Housing Authority office will be closed to all walk-in traffic.

There is a drop off box by the front door if you need to drop off any documents.

All rental payments must be mailed with the coupon to the following address:  
Leominster Housing Authority  
P.O. Box 413  
Leominster MA 01453

All Residents should prepare in case the government issues a stay in place order. Please contact your family members, service providers (PCA, Homemakers, Nurses) and make the necessary arrangements. If you have a PCA or homemaker who assists you please contact them as soon as possible. Please make sure you have all of your medications. Check on prescription medicine to allow for ample time to obtain a refill or ensure you do not run out. It is highly recommended that you have two weeks of food and provisions.

Our Maintenance staff will continue to sanitize all high traffic areas. Including elevators, Mailboxes railings etc. They will be increasing the frequency of sanitizing.

**Allencrest and Sterling Residents** – Your lease renewal paperwork will be mailed to you at the end of March with a self-addressed stamped envelope. Please mail signed documents back.

## Contact Numbers in case of emergency

Leominster Board of Health  
978-534-7533

Lunenburg Board of Health  
978-582-4146

Sterling Board of Health  
978-422-3025

West Boylston Board of Health  
774-261-4075

Contact 911

Red Cross  
(978) 537-3339

Thank you for your cooperation.

Benjamin Gold  
Executive Director

