



TOOELE COUNTY HOUSING AUTHORITY

66 West Vine, Tooele, Utah 84074
(435) 882-7875 • Fax (435) 882-7894

IMPORTANT NOTICE CONCERNING COVID-19

Date: March 18, 2020

To: Tooele County Housing Authority (TCHA) housing Choice Voucher participants and Landlords

Re: Changes in communications due to COVID-19

From: TCHA Executive Director, DeAnn Christiansen

Due to concerns regarding COVID-19 our office will be closed to the public until further notice. However, you may contact us via phone (435)882-7875 ext. 0 or email our general email address at housingtc@xmission.com.

- In most cases, case managers are able to respond to phone calls, voicemails and emails within one business day.
- Housing Quality Inspections (HQS) are cancelled until further notice.
- Paperwork such as changes of income can be either emailed or placed in our drop box located by the entrance to our office at 66 West Vine Street, Tooele, Utah 84074.
- Recertifications will still be scheduled. Each will be handled on an individual basis and therefore may be completed via email and/or by using our secure drop box to deliver any forms, check stubs, documents, identification, etc. Some recerts may still be done by appointment. If you submit original documents, they will be returned to you at a later date. We need your absolute help in completing your recert in order to retain your housing.
- You are encouraged to submit required documents via our secure onsite drop box located at 66 West Vine, Tooele, Utah near the building entrance.
- Please be aware our office hours have not changed. Although the office is closed to the public, we will continue to receive and answer phone calls and emails M-F 8:30 am-5:00 pm excluding federal and state holidays.

Public Health Directives

In an effort to reverse the spread of COVID-19, officials have directed that the public avoid any unnecessary contact with others. To protect TCHA clients, partners and staff, and the rest of our community, it is essential that everyone follow all directives and guidance from the following agencies:

Public Health Directives for Utah Department of Health website <https://coronavirus.utah.gov/>
Center for Disease Control and Prevention (CDC) for COVID-19 updates visit
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>