



# Greater Dayton Premier Management

Enhancing Neighborhoods • Strengthening Communities • Changing Lives

Dear Residents, Landlords and Community Stakeholders,

In an effort to help mitigate the spread of the COVID-19 (Coronavirus), GDPM has temporarily modified our procedures to continue serving our residents and keeping our community safe. During this crisis, we will continue providing services by email and telephone as well as our website. Call **937-910-7500** or **937-910-5400** or visit [www.gdpm.org](http://www.gdpm.org).

## FREQUENTLY ASKED QUESTIONS

### IS GDPM CURRENTLY CLOSED FOR BUSINESS?

While our office doors are closed, we will remain available to our residents. All essential business will continue to be done through email, online and by telephone. Due to the voluminous number of calls, we have enlisted the services of a call center to assist staff in answering calls and questions between the hours of 1:00 pm and 5:00 pm Monday through Friday.

### APPLICATIONS:

The HCV waiting list is currently closed, however, our office is accepting applications for Public Housing which are available on our website or you may pick up a copy outside our main entrance facing the parking lot. Mail or place completed applications in our drop box located on the front of the building located at 400 Wayne Avenue, Dayton, OH. Appointments for new applicants are not being scheduled at this time, but will resume when our office reopens to the public.

### HOW DO I GET MY APPOINTMENT RESCHEDULED?

All postponed appointments will be rescheduled once GDPM returns to normal business.

### MY VOUCHER IS GOING TO EXPIRE, WHAT DO I DO?

All vouchers are being extended until this crisis is over.

### HOW DO I REPORT AN INCOME CHANGE?

Visit our website at [www.gdpm.org](http://www.gdpm.org) and click on the *Income Change* link.

### HOW DO I REQUEST A REASONABLE ACCOMMODATION?

Visit our website at [www.gdpm.org](http://www.gdpm.org) and click on the *Reasonable Accommodations, and Domestic Violence/Stalking/Sexual Assault/Dating Violence Requests* link.

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#### EXECUTIVE OFFICE

Jennifer N. Heapy  
Chief Executive Officer

Elaine Letton  
Senior VP of Programs

Lisa McCarty  
Chief Financial Officer

Kiya Patrick  
VP of Strategic Development

400 Wayne Avenue, Dayton, Ohio 45410  
Main: 937-910-7500 | Fax: 937-222-3554 | TDD: 937-910-7570  
[www.gdpm.org](http://www.gdpm.org)





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## **HOW ARE VOUCHER TERMINATIONS AND HEARINGS BEING HANDLED?**

All terminations in process are being postponed. Hearings will be scheduled once GDPM returns to normal business.

## **WILL I CONTINUE TO RECEIVE MY UTILITY ALLOWANCE?**

Yes, utility allowances will still be paid.

## **WILL RENT CONTINUE TO BE PAID TO THE LANDLORD DURING THE CLOSURE?**

Yes, rent payments will be paid during the closure.

## **WHAT IF I HAVE A MAINTENANCE ISSUE?**

If you currently reside in GDPM property and have an emergency maintenance issue, call the work order number at **937-222-4229** or **937-278-5828**.

## **ADDITIONAL QUESTIONS AND INFORMATION:**

We encourage anyone who has any issues that cannot be resolved by using the procedures described above, to call **937-910-7500** or **937-910-5400** during the hours of **1:00 p.m.** and **5:00 p.m.** Monday through Friday or visit our website at [www.gdpm.org](http://www.gdpm.org).

## **WHAT CAN I DO TO PROTECT MYSELF, MY FAMILY AND FRIENDS?**

The best source is the Center for Disease Control. They provide the most up-to-date information from the experts. See <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

We remain committed to our residents, landlords, employees and the community. I personally appreciate your patience and understanding while we stay in place during this crisis.

Sincerely,

Jennifer N. Heapy, Chief Executive Officer

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# CORONAVIRUS DISEASE 2019



Dayton &  
Montgomery  
County

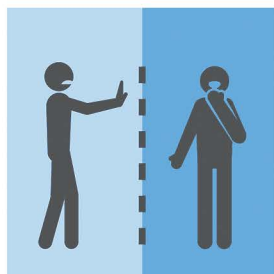
There are confirmed cases of COVID-19 in Ohio. Please continue to protect yourself from all infectious diseases by using these precautions.

## PREVENTION

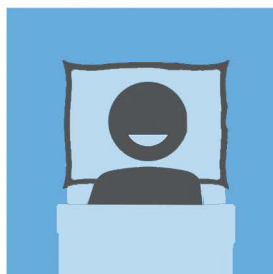
For additional information visit [coronavirus.ohio.gov](https://coronavirus.ohio.gov).



STAY HOME  
WHEN YOU ARE  
SICK



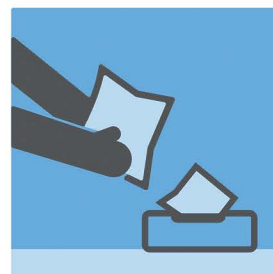
AVOID CONTACT  
WITH PEOPLE  
WHO ARE SICK



GET ADEQUATE SLEEP  
AND EAT WELL-  
BALANCED  
MEALS



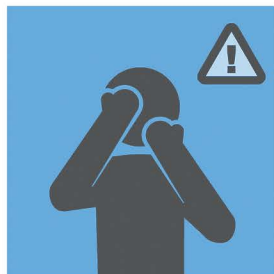
WASH HANDS OFTEN  
WITH WATER AND SOAP  
( 20 SECONDS  
OR LONGER)



DRY HANDS WITH  
A CLEAN TOWEL  
OR AIR DRY  
YOUR HANDS



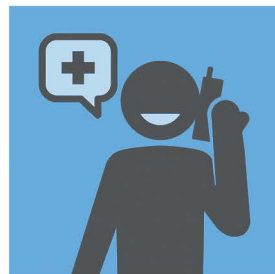
COVER YOUR MOUTH  
WITH A TISSUE OR  
SLEEVE WHEN  
COUGHING OR SNEEZING



AVOID TOUCHING  
YOUR EYES, NOSE,  
OR MOUTH WITH  
UNWASHED HANDS  
OR AFTER  
TOUCHING SURFACES



CLEAN AND DISINFECT  
“HIGH-TOUCH”  
SURFACES OFTEN



CALL BEFORE VISITING  
YOUR DOCTOR



PRACTICE GOOD  
HYGIENE HABITS

## CLEAN ALL “HIGH-TOUCH” SURFACES EVERY DAY

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

03-10-20