



## **DHA + KHA ARE ASKING FOR YOUR HELP IN PREVENTING THE SPREAD OF COVID-19**

The world health community and DuPage and Kendall Housing Authority continues to monitor closely the emergence of the COVID-19 also named "coronavirus disease 2019". At this time, no one knows how severe this outbreak will be. Given this uncertainty, we are taking proactive steps to address a number of concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, clients, landlords and visitors. We also want to ensure the continuity of business operations in the event of a pandemic.

We are not closing our office at this time, but in an effort to reduce the transmission of communicable diseases we are asking the following of our clients and landlords:

- ✓ **Only visit our office for scheduled appointments.** Submit documents, letters and other correspondence by email, fax, mail by USPS or via our afterhours drop box. We have attached employee emails and our main contact information. A majority of issues and concerns can be handled by phone or email.
- ✓ **If you have a scheduled appointment and feel ill or consider your health at risk by the COVID-19 virus,** contact your Program Specialist for alternative ways to complete your recertification paperwork. Our office is offering temporary accommodations to those who fall into this category. It is critical that you do not report to your schedule appointment while experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Please see attached employee directory.
- ✓ **"Pick Up" folder Temporarily Suspended** - All items that are usually available for "pick up" at our front desk, will be mailed via USPS, emailed or Fax during this unpredictable period. Please confirm your contact information with your Program Specialist when requesting documents
- ✓ **Annual Inspections postponed for April** – All initial (new move-in's), reinspection's and 24-hour violation inspections will be conducted.
- ✓ **Be patient with our staff!** – Naturally this will increase phone calls and emails. Our staff will remain diligent in returning your questions and concerns. We will get back to you within 48 business hours and are operating with "all washed-hands on deck!"

We will continue to evaluate our cleaning and disinfection practices and reduce the risk and vulnerability to our staff and clients. As we receive more information, we will send it to you as soon as possible. You can log into your Rent Café account or visit our website for the most current information at [www.dupagehousing.org](http://www.dupagehousing.org) We want to thank you for your patience and understanding as we work through this situation together.

## DHA Employee Directory

Name	Title	Direct Dial	Email Address
April Wisch	Portibility Coordinator	(630) 593-8210	awisch@dupagehousing.org
Areli Franco	Certification Specialist	(630) 593-8227	afranco@dupagehousing.org
Brandon Ejupi	Accountant	(630) 593-8212	bejupi@dupagehousing.org
Candice Vaughn	Program Specialist	(630) 593-8220	cvaughn@dupagehousing.org
Christine Celeste-Wade	Finance Manager	(630) 593-8231	cwade@dupagehousing.org
Cristine Diaz	Program Coordinator - KHA	(630) 593-8218	cdiaz@dupagehousing.org
Dan Moore	Inspector	(630) 593-8222	dmoore@dupagehousing.org
Dominque Edmond-Jordan	Lead Contract Specialist	(630) 593-8228	djordan@dupagehousing.org
Gail Winfield	Intake Coordinator	(630) 593-8211	gwinfield@dupagehousing.org
Hayden Perkins	Certification Specialist	(630) 593-8223	hperkins@dupagehousing.org
Isabel Diaz-Gallegos	Contract Specialist	(630) 593-8204	idiaz@dupagehousing.org
James Stafford	Compliance Specialist	(630) 593-8209	jstafford@dupagehousing.org
Jennifer Lesh	Program Specialist	(630) 593-8220	jlesh@dupagehousing.org
Jerry Lowman	Inspector	(630) 593-8221	jlowman@dupagehousing.org
Kenneth Coles	Executive Director	(630) 593-8207	kcoles@dupagehousing.org
Kristin Sartore	Program Manager	(630) 593-8208	ksartore@dupagehousing.org
Lisa Howe	Compliance Manager	(630) 593-8225	lhowe@dupagehousing.org
Malinda Smith	Program Manager	(630) 593-8202	msmith@dupagehousing.org
Mario Carrasco	Program Manager	(630) 593-8206	mcarrasco@dupagehousing.org
Nicole Glynn	Human Resource Manager	(630) 593-8216	nglynn@dupagehousing.org
Randy Ridgeway	Lead Inspector	(630) 593-8205	rridgeway@dupagehousing.org
Rosa Avila	Program Specialist	(630) 593-8203	ravila@dupagehousing.org
Sandra Rosario	Program Specialist	(630) 593-8227	srosario@dupagehousing.org
Scott Lamantia	Program Coordinator - DHA	(630) 593-8229	slamantia@dupagehousing.org
Shaquille Artis	Inspector	(630) 593-8214	sartis@dupagehousing.org
Susan Martin	Sr. Administrative Assistant	(630) 593-8207	smartin@dupagehousing.org
Terry Politis	Program Specialist	(630) 593-8215	tpolitis@dupagehousing.org

To know which Specialist is assigned to your tenant, or which inspector is assigned to your town/city, log into the Landlord Housing Rent Café through our website, [www.dupagehousing.org](http://www.dupagehousing.org)

**MAIN CONTACT - PHONE:** (630) 690-3555    **EMAIL:** [INFO@DUPAGEHOUSING.ORG](mailto:INFO@DUPAGEHOUSING.ORG)    **FAX:** (630) 690-0702