**Weatherization Program COVID-19 Protection Plan**

**Background**

Governor Inslee declared a state of emergency under the Stay Home, Stay Healthy Proclamation 20-25 and prohibited non-essential business. Based on this proclamation the WA Department of Commerce (Commerce) interpreted low-income weatherization services to be deemed non-essential and therefore on March 19th requested all agencies to suspended client services. On June 8th Commerce provided guidance (Policy Memo 20-3) for local weatherization agencies to resume in-home weatherization services.

**Plan**

Community Action Council of Lewis, Mason & Thurston Counties’ Weatherization Program COVID-19 Protection Plan is based on the guidance received from Commerce as part of Policy Memo 20-3. Commerce’s Weatherization COVID-19 Protection Plan Guidance document is in turn based on the guidance and recommendations of the WA Governor’s office, WA Departing of L&I, WA Department of Health, and the WA state weatherization network. If/when new guidance is received from any of these sources, Community Action Council of Lewis, Mason & Thurston Counties (hereafter referred to as “agency”) will have the ability to update this plan based on the new guidance. This plan will remain in place until guidance is received from Commerce that protection plans are no longer required.

**Community Action Council of Lewis, Mason & Thurston Counties Requirements of Contractors**

Agency shall require all contractors performing work on Commerce funded Wx project to have a signed Wx COVID-19 Protection Plan in place. A copy of their plan must be available for inspection by agency staff and state and local authorities any time a contractor is on the job site of an agency funding Wx project.

Agency staff will work with contractors on a project by project basis to ensure that they have the protection plan, tools, materials, and PPE in place to complete the project.

A client’s request to postpone any work to be performed by contractors due to health safety concerns will be granted.

If agency staff determine that specific weatherization activities and/or measures on the scope of work cannot be accessed or completed according to Community Action Council of Lewis, Mason & Thurston Counties’ Weatherization Program COVID-19 Protection Plan, agency staff shall have the option to defer the identified measure(s) and/or project until they can be accessed and/or completed according the Community Action Council of Lewis, Mason & Thurston Counties’ Weatherization Program COVID-19 Protection Plan.

Agency staff shall monitor employee contractor with these requirements utilizing random checks documented with a checklist (See Exhibit A).

**Requirements of Agency Staff**

General

A copy of this plan must be available for inspection by state and local authorities any time agency staff is on the job site of a Community Action Council of Lewis, Mason & Thurston Counties-funded Wx project.

Community Action Council of Lewis, Mason & Thurston Counties will seek to educate all agency Wx staff, in the language they understand best, about this plan.

Until at least Phase 3 of WA Phased Approach Plan, Community Action Council of Lewis, Mason & Thurston Counties will prioritize projects without vulnerable individuals (such as those the meeting the CDC High Risk Category) living in the home and/or projects where measures can be performed that limit contact and potential exposure to the vulnerable individuals (e.g. roofing repairs, attic work with exterior accesses, etc.).

Agency staff shall seek to limit the time that staff or contractors are on a Wx job site and in contact with the physical home or its occupants. This can be accomplished by revising audit/inspection practices, scopes of work, and contractor scheduling.

If agency staff determine that specific weatherization activities and/or measures on the scope of work cannot be accessed or completed according to Community Action Council of Lewis, Mason & Thurston Counties’ Weatherization Program COVID-19 Protection Plan, agency staff shall have the option to defer the identified measure(s) and/or project until they can be accessed and/or completed according the Community Action Council of Lewis, Mason & Thurston Counties’ Weatherization Program COVID-19 Protection Plan.

Agency staff shall monitor compliance with these requirements utilizing random checks documented with a checklist (See Exhibit A).

**Client Interaction**

Clients will be required to sign a COVID-19 Protection Plan Permission to Proceed form (See Exhibit B) and be given a copy of this plan.

Client communication intakes, assessments, and client education will be performed via mail, email, phone, or video conferencing whenever possible. Electronic signatures will be allowed including a photo of a physical signature sent digitally.

Prior to beginning a project, agency staff will discuss the plan with clients and verbally establish a plan regarding the following items:

* How to effectively communicate during the course of the project, with an emphasis on remote communication
* How to conduct Daily Health Symptom Surveys
* How to maintain social distancing requirements while agency staff and contractors are at the home
* Establish access by agency staff and contractors to a hand washing station and bathroom facilities while on the job site
* How to assist with disinfecting the home before, during, and after work is performed
* Establish if the client has a need for cleaning supplies, PPE, and/or masks
* Maintaining a visitor log of all visitors coming to the home during the course of the weatherization project (audit to final inspection) and maintain for 4 weeks. (See Exhibits C, C.1, C.2)

**COVID-19 Site Supervisor**

A site-specific COVID-19 Supervisor shall be designated for every Wx job site to monitor the health of agency employees on the job site and enforce the COVID-19 Safety Plan for agency staff. The designated COVID-19 Supervisor will be present at all times during construction and weatherization activities being performed directly by agency staff. The COVID-19 Supervisor shall be responsible for conducting any required safety trainings and conducting the health symptom survey for any other agency staff going to the job site.

**COVID-19 Safety Training**

In an effort to educate all agency Wx staff about how to prevent the transmission of the coronavirus, all agency Wx staff shall successfully complete the Online COVID-19: Workplace Safety offered by the Building Performance Center.

A Safety Stand-Down/toolbox talk/tailgate training will be conducted on all job sites on the first day of returning to work, and weekly thereafter, and any time agency staff goes to a weatherization project job site (e.g. client’s home or multifamily dwelling). Attendance will be communicated verbally, but the trainer will sign in each attendees as part of the job site checklist (See Exhibit D). Purpose of the training shall be to explain the protective measures in place for all workers. At a minimum it shall include the following topics.

* Wx work,
* Any applicable Job Hazard Analysis (Exhibit E) required for the work to be performed that day,
* PPE check,
* Daily Health Symptoms Survey and
* How to maintain safety protocols, including Sanitation and Cleanliness

**Social Distancing**

Social distancing of at least 6 feet of separation must be maintained by every worker on the worksite at all possible times. In instances where the 6 feet separation cannot be maintained, the Job Hazard Analysis shall be in place and thoroughly reviewed by all workers performing the work prior to commencing those times.

Workers shall maintain 10’ social distancing from any occupants/clients in the home. Efforts shall be made to minimize on-site contact with the Wx clients as much as possible. Occupants of the home will be asked to separate themselves physically from the areas where agency staff are conducting work. This may mean staying outside or leaving the home while work is being performed inside the home and remaining inside the home while work is being performed outside the home.

Gatherings of any size will be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.

Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained.

Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.

To the extent practical allow only one trade/subcontractor at a time on a job site and maintain 6-foot separation social distancing for each member of that trade. If more than one trade/subcontractor must be on the job to complete the job, then at a minimum all trades and subcontractors will maintain social distancing policies in accordance with this guidance.

**Personal Protective Equipment (PPE) – Employer Provided**

Agency shall provide agency staff with cloth face coverings and personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed. Disposable PPE shall not be reused from one client’s home to another.

Masks, in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, will be worn at all times by every employee on the worksite.

* Workers shall wear appropriate PPE (i.e. respirators), as required for the Wx task performed. Social distancing considerations do NOT supersede existing worker safety rules.
* Determine minimum required mask type, for specific tasks according to the level or transmission risk and other controls, see Appendix A of the DOSH Directive 11.80 – Annual Fit-Testing, Respiratory Protection and Face Coverings during COVID-19 Pandemic (Updated May 22, 2020)
* Ensure non-disposable PPE is cleaned and disinfected before next use (e.g. clean and disinfect after each use and keep sterile). For more information on proper PPE handling, donning, and doffing refer to Online COVID-19: Workplace Safety Training. For disinfectants, use EPA-approved products, see list at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Appropriate eye protection will be worn at all times by every employee while on worksite.

Gloves will be worn at all times by every employee while on worksite. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves.

If appropriate PPE cannot be provided, the worksite will be shut down. Agency shall confirm necessary supply of PPE and materials are available to complete the Wx job prior to starting any job.

**Sanitation and Cleanliness**

Soap and running water shall be abundantly provided on all job sites for frequent handwashing. Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.

When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.

Post notification (See Exhibit F), in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

Disinfectants will available to workers throughout the worksite and cleaning supplies will be are frequently replenished.

Frequently clean and disinfect high-touch surfaces on job sites and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the job site shall be shut down until such measures can be achieved and maintained.

If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet. Home should be decontaminated using the following procedures:

* Disinfect (pre and post Wx work) EPA-approved disinfectant (see link below) all touched surfaces in client home (e.g. sink faucet where workers will wash hands, doorknobs, phones, ceiling where exhaust fan is installed.)
* Wipe down every surface you touch in client’s home.
* All surfaces must be cleaned after used/worked on/touched.
* Tools must not be shared, unless absolutely necessary. If sharing is necessary, disinfect the tool between users.
* Wash your hands often, such as after using a shared tool.

Steps for Safe & Effective Disinfectant Use from the US EPA

* Step 1: Check that your product is EPA-approved: Find the EPA registration number on the product. Then, check to see if it is on EPA’s list of approved disinfectants at: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
* Step 2: Read the directions: Follow the product’s direction. Check “use sites” and “surface types” to see where you can use the product. Read the “precautionary statements.
* Step 3: Pre-clean the surface: Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.
* Step 4: Follow the contact time: You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.
* Step 5: Wear gloves and wash your hands: For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.
* Step 6: Lock it up: Keep lids tightly closed and store out of reach of children

**Employee Health/Symptoms**

Agency will have policies (See Exhibit G) which encourage employees to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they will seek medical attention and inform their employer.

Employees will be instructed to inform their supervisors if they have a sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee will follow the isolation/quarantine requirements as established by the State Department of Health.

All agency weatherization staff doing in-home work will be screened using a Daily Health Symptoms Survey (See Exhibit H) prior to going to a home by taking their temperature and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.

* Survey should be conducted remotely if possible (e.g. phone, text, email).
* Thermometers used shall be ‘no touch’ or ‘no contact’ to the greatest extent possible. If a ‘no touch’ or ‘no contact’ thermometer is not available, the thermometer will be properly sanitized between each use.
* Any worker with a temperature greater than 100.4°F or any symptoms of COVID-19 shall not report to work or will be sent home immediately when symptoms present.
* Documentation that Daily Health Symptoms Survey was completed shall be kept, but no documentation of medical information shall be kept.

Agency staff will check in and screen clients prior to arriving at the home to ensure they do not have any COVID-19 symptoms (fever over 100.4°F, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell) (See Exhibit H). If any client has a temperature greater than 100.4°F or any symptoms of COVID-19 visits by agency staff and any contractors scheduled to go to the client’s home will be cancelled.

Employees will be instructed to report to their supervisor if they develop symptoms of COVID-

19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the employee will be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.

Failure of employees to comply will result in employees being sent home during the emergency actions.

Employees who do not believe it is safe to work shall be allowed to remove themselves from the worksite and employers will follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.

Any employee coming to work on a job site in Washington from any state that is not contiguous to Washington will self-quarantine for 14 days to become eligible to work on a job site in Washington.

If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

**Technical Requirements**

The following diagnostic tests may (per Agency discretion) be performed while this plan is in place

* Blower door test
* Pressure pan test
* Zonal test

**Job Site Visitors**

Clients and contractors will be strongly encouraged to limit visitors to their homes during the course of the Wx project, especially during times when agency staff or contractors are present at the home.

A daily attendance log (See Exhibits C, C.1, C.2) of all agency staff, contractor workers, and visitors to the job site will be kept by each respective party (agency, contractor, client) and retained for at least four weeks. The log will include the name, phone number, and email address (if available).