



## VA WEATHERIZATION ASSISTANCE PROGRAM

### Information Notice 03-2020

**TO:** ALL WEATHERIZATION SUB-GRANTEES  
**FROM:** NANCY PALMER, HOUSING PROGRAMS MANAGER /[np](#)  
**DATE:** 05/21/2020  
**SUBJECT:** Safety Protocols for Restarting In-home Weatherization Services during the COVID-19 Pandemic  
**EFFECTIVE DATE:** Immediate

#### PURPOSE

This document serves to provide guidance to organizations on COVID-19 related safety protocols, as Weatherization field employees (crew members, auditors, QCI's) prepare to re-enter client's homes. Along with this notice, there is a pre-entry questionnaire for clients, as well as a checklist to assist employees before, during and after Weatherization field work. Because of the contagious nature of COVID-19, these efforts are to ensure the safety of both employees and clients, as well as their co-workers and families.

#### SAFETY PROTOCOLS - Arrival at the property / Contact with Household Members

An intake worker, auditor or crew member must conduct a pre-screening interview before entering a client's home. Included with this policy is a short **risk assessment questionnaire** that asks questions related to the wellness of household members and exposure of household members to the COVID -19 virus. The questions are based on CDC recommended strategies for employers.

If it appears the risk level is high, postpone entering the home for the meeting, audit or job for a period of a minimum of fourteen days. Be sure to note a follow-up date in the client file. Rescreen the client when the postponement ends. Once determined safe, prepare for entry in the home using the following safety protocols. Included with this notice is a checklist with actions that should be undertaken by crews before, during and after each Weatherization job.

#### BEFORE WORK

- Check the health status of the crew members. If anyone is feeling ill, they should not be working and should be sent home. Employees should answer the risk assessment questionnaire, and if necessary, follow instructions to either self-isolate, or seek medical attention.
- Ensure that all crew members are dressed with appropriate Personal Protective Equipment (PPE) which includes:

- Tyvek suit
- Gloves
- N 95 Mask
- Respirator (when appropriate)
- Protective goggles
- Shoe coverings/booties

- Conduct a meeting to prioritize measures (exterior measure vs. interior measures).
- Sanitize all tools needed for the weatherization job according to CDC regulations before bringing them into the home.
- Wash hands or sanitize using alcohol-based hand rubs containing at least 60% alcohol.
- Provide a mask for homeowners to wear if they do not already have one.

**DURING WORK:**

- Avoid handshakes.
- Maintain the recommended social distancing of 6 feet.
- Isolate the homeowner to one area of the home, if necessary. Crews are encouraged to use lead-safe style protection, i.e., using poly to section off rooms in home while working.
- Designate drivers for each vehicle.
- Re-sanitize tools during work day as needed, sanitize any new tools being introduced into the home during the work day.
- Avoid sharing tools/equipment whenever feasible.
- Wash/sanitize hands frequently during the day, after returning from lunch and breaks.
- Cover coughs and sneezes.
- If client signatures are needed consider disposable pens or sanitizing items after use. If possible, use digital signatures via PDF Expert and sanitize iPad afterwards.
- Fill out daily COVID-19 safety checklist, ensuring all protective measures are being followed.

**AFTER WORK:**

- Wash/sanitize hands at the end of work day before leaving the work site.
- Sanitize ALL tools and equipment before returning them to work vehicles.
- Sanitize commonly touched surfaces within or on the cab the work truck i.e. steering wheel, door handles, etc..
- Properly dispose of Tyvek suit, mask, and other disposable PPE. Sanitize goggles, work gloves, boots.
- Immediately washing work clothes upon returning home at the end of the work day is advised.

**Resource links:**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.energy.gov/covid-19-hub>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.osha.gov/Publications/OSHA4000.pdf>

<https://nascsp.org/wp-content/uploads/2020/04/COVID-Considerations-for-Fieldwork.pdf>



## VA WEATHERIZATION ASSISTANCE PROGRAM COVID-19 CREW CHECKLIST

To be completed and signed by Crew Supervisor each day and placed in client file. Information should be kept confidential.

**Property Address:** \_\_\_\_\_

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### **Before client contact:**

- Check the health status of the crew members. If anyone is feeling ill, they should not be working and should be sent home. Employees should take a risk assessment quiz, and follow instructions to either self-isolate, or seek medical attention.
- Conduct a meeting to prioritize measures (exterior measure vs. interior measures)
- Ensure that all crew members are dressed with appropriate PPE, this includes:
  - Tyvek suit
  - Gloves
  - N95 Mask
  - Respirator (if appropriate)
  - Protective goggles
  - Shoe coverings/booties
- Designate drivers for each vehicle.

### **Before work begins:**

- Complete client COVID-19 Screening Questionnaire prior to Weatherization work beginning?
- Provide masks for household members at home to wear, if they do not already have them.
- All tools needed for the weatherization job should be sanitized according to CDC regulations before bringing them into the home.
- Wash hands or sanitize using alcohol-based hand rubs containing at least 60% alcohol.

**During work on-site:**

- Avoid handshakes. Cover coughs and sneezes.
- Maintain the recommended social distancing of 6 feet.
- Isolate homeowner to one area of the home, if necessary. Encourage using lead-safe style protection (using poly to section off rooms in home while working).
- Re-sanitize tools during work day as needed, sanitize any new tools being introduced into the home during the work day.
- Avoid sharing tools/equipment whenever feasible.
- Wash/sanitize hands frequently during the day, after returning from lunch and breaks.
- If client signatures are needed consider disposable pens or sanitizing items after use. If possible, use digital signatures via PDF Expert and sanitize iPad afterwards.

**At the end of each work day:**

- Wash/sanitize hands at the end of work day before leaving the work site.
- Sanitize ALL tools and equipment before returning them to work vehicles.
- Sanitize commonly touched surfaces within or on the cab the work truck i.e. steering wheel, door handles, etc.
- Properly dispose of Tyvek suit, mask, and other disposable PPE. Sanitize goggles, work gloves, boots.

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Crew Supervisor Signature

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Date

# VIRGINIA WEATHERIZATION ASSISTANCE PROGRAM

## CLIENT RISK ASSESSMENT CHECKLIST

CLIENT NAME: \_\_\_\_\_

CLIENT ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

1. Has anyone in the household tested positive for COVID-19?  Y  N

If so, how long ago? \_\_\_\_\_

2. Is anyone in your household experiencing fever, cough or shortness of breath in the last two weeks?  Y  N

3. Has anyone in your household been in contact with someone who has had a fever, cough or shortness of breath in the last two weeks?  Y  N

4. Has anyone in your household been in contact with someone who has tested positive for COVID-19 in the last two weeks?  Y  N

**Client must read and sign below:**

I understand these questions are asked for the safety and protection of my household and the Weatherization Assistance Program workers because of the COVID-19 pandemic. I have answered these questions honestly and to the best of my ability. If the answer to any question is YES, the job must be deferred for at least fourteen (14) days.

I understand that any day weatherization personnel come to my home for the energy audit, weatherization work or inspections, I will be asked these same questions each time.

I understand that the workers will consistently and properly wear personal protection equipment (PPE) at all times while they are working in and around my home for my protection and theirs. If I do not have a face mask, one will be provided to me and I agree to wear it while the weatherization employees are on my property.

**CLIENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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DATE FOR DEFERRAL FOLLOW UP, if necessary (minimum of 14 days) :

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