

### NEICAC:Policy for Weatherization Personnel on Client Property

It is our intention to have one adult from the client's family on the property at all times during any Weatherization Program activities. The client may choose to have a relative, friend, or neighbor serve as their representative. These alternatives are not always possible. The client may choose to permit work to be done on their home in their absence. This will require written permission; at the very least it will need to say "NEICAC" somewhere on it in order to comply with this policy. If permission is granted to work in their absence, that note must be posted outside the client's home. Inside an enclosed porch is acceptable for this purpose. It can not be left inside on a counter or table. As all personnel have cell phone communication with them the client may leave a number to directly contact them. At all times the decision to permit access must be left to the client. Minor children of the client's household or otherwise can not fulfill these responsibilities. There will never be a minor and a NEICAC employee on the property at one time alone. Failure of NEICAC personnel to comply with this policy will result in disciplinary action.