



Governor Kim Reynolds
Lt. Governor Adam Gregg
San Wong, Director

IOWA WEATHERIZATION PROGRAM NOTICE 20-04

TO: Executive Directors and Weatherization Coordinators

FROM: Bill Brand, DCAA Administrator and Gwen Howe, Bureau of Weatherization

DATE: June 24, 2020

RE: Re-opening the Weatherization Program

Effective Immediately:

This Program Notice provides guidance to agencies for re-opening the Weatherization Assistance Program in a phased manner designed to protect the health and safety of weatherization staff and clients and prevent the spread of COVID-19. The provisions of this Notice are in addition to any other local, state, or federal rules or guidance the agency may be subject to.

Step 1:

Agencies must verify, in writing, to the state the estimated need for personal protection equipment with assurance that the need can be met. Agency must provide assurance that the contractors are also equipped with PPE.

Agencies must notify all contractors of the new policy. Contractors must verify, in writing, to the agency that they are equipped with necessary PPE and agree to follow the policy. This verification must be in the contractors' files.

Agencies must verify, in writing, to the state that all job-site personnel have viewed the video at <https://www.youtube.com/watch?v=quwzg7Vixsw> on proper donning, removal and disposal of PPE.

Agencies must verify, in writing, to the state that at least one weatherization staff member has taken the training *COVID-19: Workplace Safety* provided by Energy Smart Academy. Document that the training was provided to all job-site personnel.

All verifications in Step 1 should be directed to Gwen Howe Gwen.Howe@iowa.gov

Step 2:

After all parts of Step 1 are documented, submitted to and accepted by the state, energy auditors may complete in-home work following program guidance. Auditors must complete a minimum of two audits before the next step of allowing crews and contractors to return to work.

Upon completion of the two initial audits, auditors must contact either Robert Freese or Chris Bracy to discuss issues with audit protocol.

Step 3:

Crews and contractors are allowed to return to work on the jobs that were in process when the program was suspended. When that work is completed, the program coordinator should contact DCAA staff to discuss issues with job-site protocol.

DCAA strongly recommends that agencies with multiple crews stagger the start time of each crew to reduce the size of any group. This allows each crew to load needed materials and leave before the next crew comes in.

If necessary, DCAA will schedule a meeting with program coordinators to review any needed changes in protocol.

Step 4:

After all issues have been resolved, agencies will be allowed to fully resume the weatherization program.

This policy will be included in the Iowa Weatherization Policies and Procedures Manual Section 2000 when it is next updated.

IOWA WEATHERIZATION EMERGENCY HEALTH PREPAREDNESS POLICY

In order to be safe and maintain operations, DCAA has developed this Public Health Emergency Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the state of Iowa at all weatherization agencies and jobsites. These policies will remain in effect until further notice from DCAA.

This Plan is based on currently available information from the CDC and OSHA for Covid-19, and is subject to change based on further information provided by the CDC, OSHA, DOE and other public officials. DCAA may also amend this Plan based on operational needs.

Responsibilities of Weatherization Managers and Supervisors:

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Job-site employees must be provided with training on proper use of PPE including how to remove it and clean it to avoid contamination of self and others. The YouTube video at <https://www.youtube.com/watch?v=quwzg7Vixsw> is for medical personnel, but gives good practices for proper use of PPE. The practices shown in the video are required of all job-site personnel.

Each agency must have at least one person take the training *COVID-19: Workplace Safety* provided by Energy Smart Academy. Go to <https://wap.litmos.com/account/login/> to take the four hour class. The course is free to weatherization personnel. Whoever takes the course at the agency level must provide training to the crews, contractors, auditors and QCI at their agency.

Managers and supervisors must document with monthly reports the number of short term deferrals because of COVID. Managers must document immediately to the state if staff or contractors have COVID symptoms.

Attachment 1 to this policy is a simple checklist to help remind everyone to follow proper protocol. This checklist is required in all client files.

Responsibilities of Weatherization Employees and Contractors:

All weatherization employees are asked to help with prevention efforts while at work. As set forth below, the DCAA has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these practices.

Employees must report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. Contractors must report to the agency if they are experience signs or symptoms of COVID-19. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor.

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever of 100.4 degrees Fahrenheit or higher;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If exposed to someone with the COVID-19 virus, self-quarantine for 14 days. If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, light switches and doorknobs. Dirty surfaces should be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean shared spaces such as trailers and break/lunchrooms periodically (at least once per day).
- Disinfect shared surfaces (door handles, counter tops, machinery controls, etc.) on a regular basis.

Pre-Audit Protocol:

- Conduct a pre-audit screening checklist by phone with the client to gather and document as much information about the house as possible:

- Remodeling
- Cold or problem areas
- Missing siding, windows, doors
- Holes in interior walls or ceilings
- Attic and basement access location
- Explain to the client that by answering the health questions, client eligibility will not be effected.
- In pre-audit screening ask health questions to include (but not limited to) (document answers using Attachment 1):
 - Has anyone in the household tested positive for COVID-19? If so, how long ago?
 - Is anyone in your household experiencing fever, cough or shortness of breath in the last two weeks?
 - 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?
- If a client has indicated any of these health issues, note it and defer the audit for 30 days.
- Note whether the client has traveled outside the area or state in the last two weeks. This allows the agency to know if the client has traveled to an area that has had an outbreak.
- CDC guidance states that persons with asthma, autoimmune conditions and elderly are at risk. Given this guidance, are you comfortable with the program coming into to your home.
- Arrange for the auditor to make initial contact with the client by phone once they are at the job site.
- Ask if the client has a face mask to use while WAP staff are in the home. Offer to provide one if client does not have one.
- Ask the client to make sure the attic access is readily accessible to the auditor if possible
- Prepare a packet of all paperwork requiring client signature for auditor to give to client. Include a clean pen for the client to use for signing.

Auditor Job Site Protocol:

- Call client when auditor arrives on job site. Explain that auditor will be wearing required PPE and ask about use of Tyvek suit or gown.
- Upon arrival at the job site, auditor must don required PPE. A minimum of gloves, N-95 mask with goggles that seal to the face or other face covering with a face shield. Use of full PPE suit/gown is only required if the client requests or the staff person prefers.
- PPE must remain in place until ready to leave the site.
- Complete all outside work before entering the home (drawings, measurements, check basement/crawlspace and attic if accessible from outside, etc.)
- Maintain social distancing (minimum 6') from client. Ask the client to remain in one area of the home to ensure social distancing.
- Leave the packet of paperwork for the client for signature – go over the paperwork after audit is complete.
- The blower door should be used to clear the house before beginning the audit.
 - Open windows and doors
 - Ensure the clients and auditor are clear of the blower door stream
 - Pressurize the house – this will bring all fresh air into the house
 - Close windows and doors and begin the audit.
- Run the blower door in pressurization mode and document the mode on the audit.

- Perform audit including installing required measures and completing all required tests, making note of everything that needs to be included on the packet of forms that the client has.
- Finish audit with client (maintain social distancing) – going over each form. The client can mark items needed on the H&S forms and then sign OR auditor may explain what will be included on the forms and then ask for client signature and complete the form later.
- Clean all surfaces in the house you have touched including switches and door knobs using disinfectant wipes and/or spray.
- Remove and dispose of PPE using proper protocol after leaving the house.
- Clean and disinfect tools and equipment used for the audit. (Consult manufacturer for proper cleaning methods)
- Clean and sanitize hands
- Document proper use of protocol on Attachment 1

Crew/Contractor Job Site Protocol:

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), agencies will provide to their employees:
 - Gloves: Gloves should be worn at all times while on-site. 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. Gloves should not be shared.
 - Eye/face protection: Eye and face protections must be worn at all times on the job site. This type of protection will be one of two methods:
 - N95 mask (or better) with goggles that seal to the face or
 - Other type of face covering (see description below) with face shield

A face covering is a cloth, bandana, or other type of material that covers a person's nose and mouth. The CDC lists five criteria for "cloth face coverings": the face covering should: fit snugly but comfortably against the side of the face; be secured with ties or ear loops; include multiple layers of fabric; allow for breathing without restriction; and be able to be laundered and machine-dried without damage or change to shape.

 - Suit/gown Use of full PPE suit/gown is only required if the client requests or the staff person prefers.
- Agencies are not allowed to provide PPE to contractors unless the contractor reimburses the agency for the cost of equipment provided.
- Upon arrival at the job site, crew/contractor don PPE. A minimum of gloves, face mask and face shield or goggles that seal to the face. Use of full PPE suit/gown if the client requests or the staff person prefers.
- PPE must remain in place until ready to leave the site.
- Limit the number of staff on the job site to no more than three at any one time. Limit the staff inside the home to no more than one when possible.
- Ensure all vehicles and crew members are equipped with hand sanitizer with at least 60% alcohol and disinfecting wipes.
- Since using hand sanitizer on dirty hands is not effective, a hand cleaning station is recommended including water, soap, paper towels and trash sack. Hand cleaning station could simply be a source of water, soap and paper towels.
- Prioritize the completion of all exterior work first, including accessing the attic for insulation if possible, and then address the interior work in the client home.
- Prohibit handshaking, maintain social distance of at least 6 feet.

- Clean and disinfect frequently used tools and equipment on a regular basis. (Consult manufacturer for proper cleaning methods) This includes other elements of the jobsite where possible. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as trailers at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Clean all surfaces in the house you have touched including switches and door knobs using disinfectant wipes and/or spray.
- Remove and dispose of PPE using proper protocol after leaving the house.
- Clean and disinfect tools and equipment used for job.
- Clean and sanitize hands.
- Document proper use of protocol on Attachment 1

QCI Protocol:

- Call client when auditor arrives on job site. Explain that auditor will be wearing required PPE and ask about use of Tyvek suit or gown.
- Upon arrival at the job site, QCI must don required PPE. A minimum of gloves, N-95 mask with goggles that seal to the face or other face covering with face shield. Use of full PPE suit/gown is only required if the client requests or the staff person prefers.
- PPE must remain in place until ready to leave the site.
- Maintain social distancing (minimum 6') from client. Ask the client to remain in one area of the home to ensure social distancing.
- Complete all outside work before entering the home.
- Limit the number of people inside the home to the QCI only. Any contractors/crew members must remain outside.
- The blower door should be used to clear the house before beginning the inspection.
 - Open windows and doors
 - Pressurize the house – this will bring all fresh air into the house
 - Close windows and doors and complete the inspection.
- Run the blower door in pressurization mode and document the mode on the inspection form.
- Complete inspection including all required tests
- Clean all surfaces in the house you have touched including switches and door knobs using disinfectant wipes and/or spray.
- Finish inspection with client (maintain social distancing) – going over measures installed and any findings.
- Remove and dispose of PPE using proper protocol after leaving the house.
- Clean and disinfect tools and equipment used for the inspection. (Consult manufacturer for proper cleaning methods)
- Clean and sanitize hands
- Document proper use of protocol on Attachment 1

Attachment 1

COVID-19 Pandemic/Infection Disease Checklist

Client Information

WX File Number: _____ Date: _____
 Client Name: _____
 Address: _____
 Phone: _____

CHECKLIST:	ACTION:
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Pre-audit Checklist	
<input type="checkbox"/> Has anyone in home tested positive for COVID19 <input type="checkbox"/> Is anyone in home experiencing fever, cough or shortness of breath in last two weeks <input type="checkbox"/> Has anyone in home been in contact with someone who has a fever, cough or shortness of breath in last two weeks <input type="checkbox"/> Client requests a short term deferral <input type="checkbox"/> Has client traveled to an area with high infection rate <input type="checkbox"/> Does the client have or want a face mask <input type="checkbox"/> Ready packet of paperwork	<p>If client answers yes to any of the questions, defer audit for at least 30 days.</p> <p>Date for follow-up: _____</p> <p>Consider deferral for 30 days</p> <p>Notify auditor if client requests mask</p> <p>Give to auditor</p>
Jobsite Checklist	
<input type="checkbox"/> Used proper PPE as required <input type="checkbox"/> Proper social distancing maintained <input type="checkbox"/> Limited number of staff in the home <input type="checkbox"/> Cleaned all surfaces in house you have touched <input type="checkbox"/> Used hand sanitizer properly <input type="checkbox"/> Properly disposed of PPE <input type="checkbox"/> Disinfected tools used at jobsite <input type="checkbox"/> Disinfected work vehicle and shop area	