



**E-mail MEMO:
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WX-2020-1**

MEMO

TO: Agency Directors and Weatherization Coordinators
FROM: Steve Divan, Weatherization Program Coordinator
RE: Infectious Disease Field Protocol Requirements
DATE: August 13, 2020

Greetings,

As we return to Weatherization work due to COVID-19, we recognize there are many unknowns regarding how to best perform work while protecting everyone's safety. Everything is subject to change as we move forward and learn more. All documents and protocols will need to be refined as we continue to learn. OHCS will notify Local Agencies of required emergent changes via additional Policy Memos.

We also want to acknowledge managing the risk associated with restarting Weatherization work is the responsibility of the Community Action Agency. OHCS is not requiring Agencies to rush into restarting. Rather, OHCS is encouraging all Agencies to be cautious as they move forward, ensuring they are taking all necessary precautions to minimize risk.

Weatherization Contractors and Agency staff are required to enter client homes to install energy conservation measures, perform audits, inspections, and other weatherization work as needed. Due to this, each agency must develop a written field protocol to protect their staff/contractors and clients. As the scope of work for Agency staff is different than that of a Contractor, Contractors may have a separate field protocol as long as it meets minimums listed in this Memo. This Memo includes required minimum measures that must be contained in each agencies written protocol to prevent the spread and/or contraction of infectious diseases.

A copy of the Agencies field protocol must be submitted to OHCS. Agencies may add additional precautions as needed. The protocol applies to both contractor and agency staff. To document compliance, a signed and dated checklist for both Agency staff and Contractors must be included in the file.

Additional costs for PPE and time associated with Infectious disease protections are an allowable H&S expense. Costs associated with COVID safety protocols must be tracked as H&S- COVID in OPUS.



Minimum Required Measures to be included in infectious disease protocols:

1. Field staff shall complete a health self-assessment prior to going out in the field. The results do not have to be documented, only included in the Agency/Contractor protocol.
2. Screening Households for known or suspected health conditions prior to each visit. If the client indicates a household member has been exposed or is experiencing symptoms, the visit must be postponed. The results do not have to be documented, only included in the Agency/ Contractor protocol.
3. Prohibit handshaking and maintain social distancing (6') whenever possible.
4. Require PPE be worn as recommended by [OSHA](#) and the [CDC](#) whenever agency or contractor staff are inside the clients home.
5. Minimize the number of contractor/Agency staff interacting with client whenever possible.
6. Offer all clients a face covering for use during the home visit.
7. Daily disinfection of equipment and tools used in the field.
8. Require frequent handwashing with soap and water or hand sanitizer.
9. Disinfection of all interior touch surfaces at the end of each visit/work day.

Suggested Inventory for Agency/Contractor staff:

1. OSHA/CDC approved face coverings
2. Gloves
3. Tyvek Suits
4. Booties
5. Paper towels
6. Hand soap/Sanitizer
7. Cleaners
8. Client face masks

Deferral due to infectious disease:

1. Agencies will allow clients to defer weatherization due to any infectious disease concerns without penalty.
2. Vulnerable/High-risk clients may be deferred until conditions are safe for a home visit.
3. When the client is ready for work to proceed, the job shall be moved to the top of the queue for completion of work.
4. Agencies may defer a project if a client will not follow safety protocols.



Training requirement:

1. All agency field staff shall successfully complete the COVID-19 workplace Safety 2020 training. The training can be reached [here](#).
2. Proof of completion must be printed and kept in the employee file to verify compliance.
3. Although not required, contractors are allowed and encouraged to complete the course.

If you have any questions, please contact me at (503) 986-0979.

Best regards,

Steve Divan
Weatherization Program Manager

Superseded by WX Memo 21-1