



05/28/2020

Weatherization Assistance Program COVID-19 Exposure Prevention, Preparedness, and Re-Entry Plan

At the time when this plan is being created, Washtenaw County Office of Community and Economic Development (OCED) has reduced capacity to just essential staff working entirely remotely. WASHTENAW COUNTY OCED staff are working to ensure that Weatherization contractors and employees will only begin to visit clients' homes after this COVID Re-Entry plan is approved.

This plan applies to the Washtenaw County Weatherization Assistance Program (WAP), Housing Rehabilitation, and Test & Tune Programs. Staff and contractors are not returning to workplaces, meeting clients in person, or visiting clients' homes until the WASHTENAW COUNTY OCED COVID Re-Entry Plan has been completed and approved.

In order to be safe and maintain operations, WASHTENAW COUNTY OCED Weatherization Assistance Program (WAP) has developed this COVID-19 Exposure Prevention, Preparedness, and Re-Entry Plan as directed by the State of Michigan Executive Order 2020-97. This plan is based on currently available information from Washtenaw County Health Department, the State of Michigan, the Centers for Disease Control (CDC), the Occupational Safety & Health Administration (OSHA), and the Michigan Occupational Safety & Health Administration (MIOSHA). This plan is subject to change based on further information and guidance provided by the responsible agencies and public officials.

I. Responsibilities of WASHTENAW COUNTY OCED Staff

We are asking every one of our employees to help with our prevention efforts to minimize the spread of COVID-19. As outlined below, WASHTENAW COUNTY OCED will institute various housekeeping, social distancing, and other best practices at our workplaces. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19. WASHTENAW COUNTY OCED's Policy is as described below:

On June 15, OCED staff will all return to work, but work remotely. Remote work is expected to continue through the summer, with some staggered scheduled office hours as needed beginning in July. The protocols described below will be in place for any staggered scheduled hours in the office, and/or when the OCED team is working back in the office together, which will not occur until the state reaches Phase 5 and upon approval by the Washtenaw County Health Department.

For those employees who must report to work, each employee must perform a daily online

self-screening and complete the online form prior to entering their workplace or going onsite

Assessment form can be found here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=knkPIIV8TkGMSQYy3TpSgictDoK4iYRChzJ7G4Cd0QJURDVQWIIFFVQzTjUyVVIWRTRKMUs0MVRIUC4u>

ILLNESS OR SYMPTOMS WHILE IN A WASHTENAW COUNTY OCED FACILITY

If an employee becomes sick, or exhibits any COVID-19 symptoms during the day, they must inform their supervisor and immediately leave the workplace. That employee cannot return to work without a doctor's written clearance or in accordance with the CDC guidelines included below. WASHTENAW COUNTY OCED reserves the right to mandate a COVID-19 test.

- COVID-19 symptoms may include:
 - Fatigue
 - Cough
 - Shortness of breath
 - Chills, including repeated shaking with chill
 - Muscle pain
 - Headache
 - Sore throat
 - Diarrhea
 - Recent loss of smell or taste

If an employee is sent home from the workplace because they are sick, or exhibit any of the above symptoms, the supervisor must do the following:

- Supervisor must send home any staff that worked in close contact with the employee exhibiting symptoms
- Staff will be directed to contact their doctor and receive a COVID-19 test.
- Supervisor notifies the Director regarding the area possibly contaminated for thorough cleaning according to CDC guidelines
- Supervisor moves staff to another area if able, until cleaning is completed
- If any staff is uncomfortable being in the workplace the supervisor may give the employee the permission to stay home.
- If the supervisor receives a positive result notification from the employee, the Health Department will begin contact tracing, with assistance from the OCED team. Contact tracing protocol will include inquiring who the employee had exposure to while in the office and 48 hours prior to exhibiting symptoms
- Based on the information provided above, the Health department and/or supervisor informs any other employee(s) regarding in office exposure
- If any staff is symptomatic, start at the beginning again



AT WORK INFECTION CONTROL PROTOCOL:

Employees reporting to work must practice good hygiene and infection control practices, including:

- Frequent and thorough hand washing, at least 20 seconds with soap, or use hand sanitizer if soap and running water are not immediately available
- Avoid touching face
- Adhere to six-foot social distancing and limit the number of people gathering in a common area, such as elevator, restroom, break room and conference room
- Practice respiratory etiquette, including coughing or sneezing into elbow
- Masks must be worn while in an enclosed space
- Masks must be worn while outside if 6 foot distance cannot be maintained
- Do not use other worker's phone, desks, tools or equipment, when possible
- Routinely clean and disinfect surfaces, equipment, and other elements of the work environment
- Practice personal responsibility - notify a supervisor and immediately remove yourself from the workplace if not feeling well or have any of the above described symptoms
- Signage is in place indicating these practices, and 6 foot separations by the elevators and similar areas.

RETURN TO WORK PROTOCOL:

1. CONFIRMED CASE OR EXPOSURE WITH SYMPTOMS:

An employee that has a confirmed case of COVID-19 or suspected but non-confirmed case, can return to work when:

- If at any time a doctor confirms the cause of fever or other symptoms is not COVID-19 and provides the employee with a return to work note; or
- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**; At least 10 days have passed since symptoms first appeared

An employee with laboratory-confirmed COVID-19 who has not had any symptoms should be excluded from work until 10 days have passed since the date of their first positive COVID-19 diagnostic test.

2. EXPOSURE BUT ASYMPTOMATIC:

An employee that has knowingly been exposed to a person with a confirmed case of COVID-19 or suspected but non-confirmed case can return to work when:

- Fourteen (14) days have passed with no symptoms

EMPLOYEE ASSISTANCE PROGRAM:

Employees who have exhibited symptoms, been diagnosed with COVID-19, or are impacted emotionally by this pandemic are reminded of the WASHTENAW COUNTY Employee Assistance Program Policy and its partnership with LifeWorks who offers free, confidential support, <https://lifebalance.lifeworks.com/>. You may reach them 24 hours a day by using this log-in information for more resources on how to manage life right now.
Username: Washtenaw Password: government

II. OCED Client Intake Procedures

Remote Intake Procedures

WASHTENAW COUNTY OCED will facilitate remote application procedures for all programs when feasible. The following methods will be utilized:

- United States Postal Service
- Telephone
- Text
- Video Conferencing
- Email
- Facsimile
- Docusign or other online forms

In-Person Intake Procedures

When it is once again safe for clients to enter WASHTENAW COUNTY OCED facilities or when OCED employees may visit a client outside of their home, a specific best practice protocol will be used.

For example:

1. Visitors will be asked to perform the following self-assessment prior to an in-person appointment the visitor will also receive an additional assessment after entering the building for their scheduled appointment, e.g. at the front desk:

Do you or anyone within your household present with any of the following:

- Have a temperature of 100.4 degrees Fahrenheit or higher?
- Have symptoms of COVID-19? (which may include)
 - Fatigue
 - Cough
 - Shortness of breath
 - Chills, including repeated shaking with chill
 - Muscle pain



- Headache
- Sore throat
- Diarrhea
- Recent loss of smell or taste
- Know that I have tested positive for COVID-19?
- Know that I have been exposed to someone with a confirmed case of COVID-19?

Should a visitor answer **yes** to any of the above questions they will be asked to reschedule their appointment to a future date as provided for within CDC guidance.

2. OCED employees shall avoid gatherings or meetings of any size in which people cannot maintain six feet of distance from one another.
3. OCED employees shall limit in-person interaction with clients to the maximum extent possible, and avoid any such interaction in which people cannot maintain six feet of distance from one another.
4. OCED employees will be provided with personal protective equipment such as gloves, face shields, and face masks as appropriate for the activity being performed.

III. WASHTENAW COUNTY OCED WAP Energy Auditor and WAP General Insulation Contactor and HVAC Contactor Responsibilities

Household Assessment

All clients of WASHTENAW COUNTY WAP receiving a residential WAP visits will be asked to perform the following self-assessment for all occupants of the residence prior to any OCED contractor visiting their home..

Washtenaw County OCED staff will contact clients by phone when a project is being assigned to a contractor to verify that a residence is safe and that clients are well enough to visit and also to inform clients of the Household Assessment procedure:

1. All occupants will be asked to perform the following self-assessment prior to contractors and staff entering the residence for their scheduled inspections and Weatherization work:

Do you or anyone within your household present with any of the following:

- Have a temperature of 100.4 degrees Fahrenheit or higher?
- Have symptoms of COVID-19? (which may include)
 - Fatigue
 - Cough
 - Shortness of breath

- Chills, including repeated shaking with chill
- Muscle pain
- Headache
- Sore throat
- Diarrhea
- Recent loss of smell or taste
- Know that I have tested positive for COVID-19?
- Known exposure to someone with a confirmed case of COVID-19?

Should any occupant within the residence answer 'yes' to any of the above questions they will be asked to reschedule their appointment to a future date as provided for within CDC guidance.

Inspection and Contractor Field Work Procedures

When WAP program contractors are working at a client's home each Contractor employee must complete and submit a daily self-assessment:

Assessment form can be found here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=knkPIIV8TkGMSQYy3TpSgictDoK4iYRChzJ7G4Cd0QJURDVQWIIFFVQzTjUyVVIWRTRKMUs0MVRIUC4u>

1. Contractors shall contact homeowners at most one day prior to visiting their home to help clients perform a wellness self-assessment to help determine if the home is safe to visit. The contractor should repeat a wellness check with clients immediately prior to entering a client home.
2. Contractors shall limit in-person interaction with clients and patrons to the maximum extent possible, and avoid any such interaction in which people cannot maintain six feet of distance from one another. Whenever possible meet with clients outside the residence. Avoid gatherings of any size in which people cannot maintain six feet of distance from one another.
3. Contractors shall provide personal protective equipment (PPE) such as gloves, face shields, and face masks as appropriate for the activity being performed. WASHTENAW COUNTY WAP staff and contractors will be required, at a minimum to wear a face mask at each residence. WASHTENAW COUNTY WAP staff and contractors will properly dispose of or sanitize all PPE at the completion of each home visit. All WASHTENAW COUNTY WAP staff and contractors vehicles shall be equipped with alcohol-based hand sanitizers containing at least 60% alcohol and/or disinfectant wipes. Contractors and staff should wash or sanitize hands immediately before starting work, periodically throughout the work day, and at the end of work at each home.
4. When Contractor employees are required to enter client homes all employees shall wear fabric, surgical, N-95 masks, or respirators at all times. Wearing masks protect employees from normal construction dust as well as reduce exposure to clients' respiration. Masks also serve to protect clients from exposure to employees.



5. The Contractors shall work to limit the number of people within the residence to household size, plus the minimum number of staff or crew members required to complete the work. Ideally, no more than one or two crew members will enter the home at any time. The Contractor shall discuss with the homeowner options for limiting the close contact between employees and residents. Ideally homeowners can remain in separate rooms while the work is being completed.
6. WASHTENAW COUNTY WAP inspection staff and contractors should limit the shared use of tools and equipment. To the extent tools must be shared, alcohol-based wipes shall be provided to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
7. Staff and contractors are encouraged to minimize ride-sharing. If ride-sharing is required, then adequate ventilation is required and personal protective equipment is advised.
8. At the conclusion of the work day contractors shall use an EPA-approved disinfectant against COVID-19 to clean all surfaces that were touched or soiled in the home during the work day.

IV. OTHER WAP Residential Contractor Responsibilities

In order to be safe and maintain operations, all WASHTENAW COUNTY WAP contractors having client contact must follow the guidance laid out in the WASHTENAW COUNTY Preparedness Plan, their own Prevention, Preparedness, and Re-Entry Plans, as well as current guidance from the State of Michigan, the CDC, OSHA (**OSHA 3990-03 2020**), and MIOSHA.

1. Development of the Plan

Each COVID-19 Exposure Prevention, Preparedness, and Re-Entry Plan will include policies and procedures from the following sources:

- a) State of Michigan Executive Order 2020-77 (or most current version)
- b) OSHA Guidance on Preparing Workplaces for Covid-19 (OSHA 3990-03 2020)
- c) CDC Guidance

2. Submission of the Plan

WASHTENAW COUNTY OCED WAP contractors must submit their COVID-19 Exposure Prevention, Preparedness, and Re-Entry Plan to WASHTENAW COUNTY OCED prior to commencing residential contractor activities on WASHTENAW COUNTY OCED WAP projects.

3. Alternatively, Contractors may certify in writing that they will adhere to the requirements listed in OCED's COVID Exposure Prevention, Preparedness, and Re-Entry Plan.
4. Contractors must attend required COVID Workplace Safety online training.

At least one employee from each WAP contractor shall attend the State of Michigan sponsored and required Santa Fe Community College (SFCC) Online COVID-19 Workplace Safety course. This requirement extends to Inspectors and General Weatherization. HVAC Contractors are excluded.

Contractors are encouraged to visit these websites for the most up to date information available:

Michigan Executive Orders (EO):

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html

As of 06/04/20 the State of Michigan WAP program requires the following of Executive Orders 70, 77, 91, 92, and 96 until other direct guidance comes from the State or WASHTENAW COUNTY. (It is known that specific EO's listed above have been rescinded, however in an interest to do no harm, we require these to remain in effect for our program.)

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

OSHA: <https://www.osha.gov/>

MIOSHA: https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html#comp_116650