



# Colorado Weatherization Assistance Program (WAP) COVID-19 Protocols

## Purpose

The purpose of these protocols is to ensure the following:

1. Staff and clients remain healthy by minimizing the risk of exposure.
2. High Risk staff and clients are not further endangered from the provision of WAP services.
3. Business operations restart in an effort to serve our clients in whatever ways we can that also ensure purposes 1 and 2.

The following describes the requirements and recommendations for the provision of WAP services by subgrantees in Colorado WAP. Subgrantees must meet all requirements. Subgrantees may choose to create their own policies that meet or exceed all requirements.

## Working in WAP Facilities and Vehicles

### Requirements

Subgrantee organizations and their staff must meet the following requirements:

1. **General**
  - a. Follow state and local rules and orders regarding COVID-19 at all times.
  - b. Encourage staff members to telework whenever possible or necessary.
  - c. Encourage communication by electronic means (i.e. phone calls, emails, text messages) whenever possible.
  - d. Create a plan and assign specific staff members to complete tasks that support the activities described in this protocol document.
  - e. Provide staff with daily COVID-19 safety and procedural reminders via email, remote meeting, or in-person meeting with appropriate social distancing.
2. **COVID-19 Education and Training**
  - a. Educate staff members on the signs and symptoms of COVID-19 and provide an explanation of how the disease is spread; especially regarding social distancing, covering mouth when coughing and sneezing, wearing a face mask, and regularly washing hands, among other precautions outlined by the Center for Disease Control (CDC).

- b. Inform staff members of all policies and procedures that are applicable to the employee's duties; provide employees with access to policies and procedures where appropriate.
- c. Email all staff members and post multiple notices in work spaces to remind staff members of safety and hygiene protocols. At minimum, the following must be emailed and posted or provided:
  - i. This **Colorado Weatherization Assistance Program (WAP) COVID-19 Protocols** document
  - ii. Occupational Safety and Health Administration (OSHA) **Guidance on Preparing Workplaces for COVID-19** guide:  
<https://www.osha.gov/Publications/OSHA3990.pdf>
  - iii. CDC **Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)** guide:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
  - iv. CDC **Stay home from work** poster:  
[https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork\\_Horizontal.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork_Horizontal.pdf)
  - v. CDC **What to do if you are sick** poster:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>
  - vi. CDC **What you should know about COVID-19 to protect yourself and others** poster:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
  - vii. CDC **How to protect yourself and others** poster:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
  - viii. CDC **What you can do if you are at higher risk of severe illness from COVID-19** poster:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-What-You-Can-Do-High-Risk.pdf>
  - ix. CDC **Sequence for putting on and taking off PPE** guide:  
<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>
  - x. NAHB **COVID-19 Basic infection prevention measures** poster:  
<https://www.nahb.org/-/media/NAHB/advocacy/docs/industry-issues/disaster-response/coronavirus-jobsite-infection-prevention-measures.pdf>

### 3. Monitoring Staff Members for Illness

- a. Regularly monitor staff members and require that staff members regularly monitor themselves. As long as the staff member does not have a temperature or symptoms, they should self-monitor under the supervision of their organization's occupational health program.
- b. Send staff members home who have COVID-19, or symptoms associated with it.

- c. Ask staff members who report feeling ill at work, or who call in sick, questions about their symptoms to determine if they have or may have COVID-19. Currently, these symptoms include, for example, fever, chills, cough, shortness of breath, or sore throat.
- d. Follow the advice of the CDC and state/local public health authorities regarding the information needed to permit an employee's return to the workplace after traveling to specified locations whether for business or personal travel.
- e. Require staff to stay home for 14 days after coming into contact with someone with a confirmed case of COVID-19 or if COVID-19 symptoms begin.

#### **4. Workspace and Social Distancing**

- a. Provide easy access to products like masks, gloves, hand sanitizer<sup>1</sup>, and soap for staff members and visitors; hand sanitizer must be provided at building entry.
- b. Wear a face mask while in the workplace. Subgrantee organizations can issue facemasks or can approve staff members' supplied cloth face coverings in the event of shortages.
- c. Maintain six feet of distance from others and practice social distancing in the workplace.
- d. Ensure that common areas are set up to encourage social distancing and do not encourage congregation.
- e. Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely. Create a log to ensure that cleaning occurs.
- f. Establish a daily regimen and designate staff members to disinfect work areas and communal spaces.
- g. Use Environmental Protection Agency (EPA) recommended disinfectants as described in *List N: Disinfectants for Use Against SARS-CoV-2*: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- h. Require infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal.

#### **5. Vehicles**

- a. Print out and place the materials from section 2.c in each vehicle being used for WAP service.
- b. Wear a mask when riding in the vehicle with others.

### **Recommendations**

Subgrantee organizations and their staff should do the following:

#### **6. Monitoring Staff Members for Illness**

- a. Measure the staff member's temperature and assess symptoms prior to them starting work each day. Temperature checks must happen before the individual

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<sup>1</sup> All "hand sanitizer" referenced in this document contains at least 60% alcohol.

enters the facility and a designated staff member must complete the COVID-19 Screening Checklist for each staff member or visitor entering the facility.

- i. Note: Some people with COVID-19 do not have a fever. As with all medical information, the fact that an employee has a fever or other symptoms would be subject to ADA confidentiality requirements.
- b. Create a staff screening document to ensure that the tasks listed in 6.a are completed and recorded in a consistent way. The document should include:
  - i. Staff member name.
  - ii. Date/time.
  - iii. Question regarding whether the staff member is experiencing any COVID-19 symptoms.
  - iv. Question regarding whether the staff member has a fever.

## **7. Staff Concerns**

- a. Urge staff members to communicate anything of concern via email or phone to a designated person.
- b. Document all actions and responses to employee concerns in narrative notes, including specific actions and dates/times of action.

## **8. Workspace and Social Distancing**

- a. Close common areas like break rooms.
- b. Prohibit the use of microwaves, refrigerators, water coolers where possible to reduce the handling of common objects.
- c. For bathrooms, allow one user at a time; consider providing a sign or flag of some sort to indicate when the bathroom is occupied. Encourage staff members to use paper towels to protect clean hands when opening restroom doors to exit.
- d. Relocate work stations and adjust workflows to avoid social contacts that violate the six-foot separation radius between staff members.
- e. Post social distancing notices in smoking areas.
- f. Remove or separate chairs in public seating areas.

## **9. Vehicles**

- a. Have only one staff member per vehicle whenever possible.
- b. Maintain a distance of at least six feet between staff members whenever possible.
- c. Roll down the windows during trips to increase ventilation and air circulation in the vehicle.
- d. Wear a mask while in the vehicle.
- e. Disinfect vehicle surfaces, door handles, and other parts of the vehicle that have been touched at the end of each shift. Create a log to ensure that this cleaning occurs.
- f. Wash hands or use hand sanitizer immediately before entering the vehicle.

## Working with Clients

### Requirements

Subgrantee organizations and their staff must meet the following requirements:

#### 10. Documentation

- a. Create and use an agreement document between the client and WAP staff. The document should meet the following minimum requirements (see Example A-2 for reference, below):
  - i. Provide the client with information about COVID-19.
  - ii. Provide a list of requirements for the client to agree to prior to WAP services beginning.
  - iii. Provide a list of requirements for WAP staff to agree to prior to WAP services beginning.
- b. Create and use a screening document to identify clients who should not receive WAP services. The document should meet the following minimum requirements (see Example A-3 for reference, below):
  - i. Provide information on whether or not the client is considered High Risk as defined below:
    1. Are 65 years and older.
    2. Live in a nursing home or long-term care facility.
    3. Have chronic lung disease or moderate to severe asthma.
    4. Have serious heart conditions.
    5. Are immunocompromised.
    6. Have body mass index (BMI) of 40 or higher.
    7. Have diabetes.
    8. Have chronic kidney disease undergoing dialysis.
    9. Have liver disease.
    10. Are pregnant.
    11. Determined to be high risk by a licensed healthcare provider.
  - ii. Provide information on whether or not the client or other members of the household have been exposed to COVID-19 in the past 14 days.
  - iii. Provide information on the client's ability to clean the home and provide easy access to staff prior to WAP services being provided.
- c. Create and use an in-home work document to be completed daily. The document should meet the following minimum requirements (see Example A-4 for reference, below):
  - i. Client and home identification information.
  - ii. Date of service.
  - iii. Client health status.
  - iv. Staff health status.
  - v. Confirmation that best practices were reviewed with and followed by staff.

- d. Create and use a best practices document for in-home work. The document should meet the following minimum requirements (see Example A-5 for reference, below):
  - i. Required personal protective equipment for WAP service.
  - ii. Safety procedures when working in a client home.
  - iii. Procedures for having clients sign necessary documents.
  - iv. Procedures for social distancing, hygiene, clean-up, etc. while working in a client home.
  - v. Procedures for tasks that will require a different approach with COVID-19 precautions, i.e. using client bathrooms, tables, etc.

**11. Prior to In-home Work**

- a. Screen calls at the point of scheduling to assess potential exposures and circumstances in the home before worker entry by completing the COVID-19 Client Screening Checklist (see Example A-2 for reference).
- b. Encourage electronic document management whenever possible for forms that require customer signatures, or utilize the postal service to receive client permission forms prior to arriving at client homes.
- c. Temporarily defer units which require significant amounts of cleaning, rearranging, and/or removal of client's personal items.
- d. Inform the client about COVID-19 and its risks.
- e. Obtain the client's consent to perform WAP services in the client's home.

**12. During In-home Work**

- a. Understand and follow all current program guidance regarding High Risk clients.
- b. Stop work and leave unsafe work environments, especially if you cannot maintain a safe distance from clients or if clients refuse to take proper precautions to limit the spread of COVID-19.
- c. Utilize closed doors and walls as physical barriers to separate staff members from clients.
- d. Interact electronically with clients (i.e. phone calls, emails, text messages) whenever possible.
- e. Cover coughs and sneezes.
- f. Wear a face mask when interacting with the client.
- g. Stay at least six feet away from the client at all times whenever possible.
- h. Stay in rooms away from the client whenever possible.
- i. Communicate a plan to the client to let them know where and when staff will be working in various parts of the home.
- j. Disinfect all surfaces touched when finished working in an area of the home.
- k. Review best practices documents with staff prior to beginning of work day and throughout the work day.
- l. Ensure all staff members are following the best practices document.
- m. Require clients and other residents in home to do the following:
  - i. Wear a face mask when interacting with staff.
  - ii. Stay at least six feet away from staff at all times.

- iii. Stay in rooms away from staff whenever possible.
- iv. Keep pets away from staff.
- n. Staff must never do the following:
  - i. Enter the residence of anyone suspected to have COVID-19.
  - ii. Shake hands with, physically greet, or otherwise touch clients upon arrival or entry.
  - iii. Touch their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing PPE.
  - iv. Work on a home if they are sick or think they are sick.
  - v. Work on a home if they have any of the symptoms associated with COVID-19.
  - vi. Work on a home if they have been in contact with someone with a confirmed case of COVID-19 within the last 14 days.

## Recommendations

Subgrantees organizations and their staff should do the following.

### 13. During In-home Work

- a. Schedule work to be done when the client is not home.
- b. Whenever possible provide the client with:
  - i. A new face mask prior to work each day.
  - ii. Wipes for disinfecting surfaces around your home.
  - iii. Hand sanitizer to clean hands.
- c. Use plastic sheeting when workers need to occupy specific areas of a home for an extended period that are also occupied by clients.

## References

1. CDC, "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)," <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
2. CDC, "Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19," <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
3. CDC, "Symptoms of Coronavirus," <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
4. CDC, "How Coronavirus Spreads," <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>
5. CDC, "How to Protect Yourself & Others," <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
6. CDC, "People Who Are at Higher Risk for Severe Illness," <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
7. CDC, "If You Are Sick or Caring for Someone," <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

8. CDC, "What to Do If You Are Sick,"  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
9. OSHA, "Guidance on Preparing Workplaces for COVID-19,"  
<https://www.osha.gov/Publications/OSHA3990.pdf>
10. OSHA, "In-Home Repair Services,"  
[https://www.osha.gov/SLTC/covid-19/controlprevention.html#repair\\_services](https://www.osha.gov/SLTC/covid-19/controlprevention.html#repair_services)
11. Lyft, "Health and safety tips," <https://www.lyft.com/safety/coronavirus/driver>
12. Employers Council, "An Employer's Guide to Managing Pandemics,"  
[https://urldefense.proofpoint.com/v2/url?u=http-3A\\_messaging.employerscouncil.org\\_c\\_1h6pvx6cZRDEKnHPb9ilZojQoOSe&d=DwMF-g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A\\_CdpqnVfiiMM&r=UYQf3bqDSN9j3rigCoRVWcPifV1mUmt5wvllMn0qK7l&m=EoolyoU75AxxzjNLbEdAdJse1pOhZK5UwVKsgzgxY&s=TsdO\\_5afZWMIfo38rYm7Cqr5LUAJ18oc1WmjOxv-Sp4&e=](https://urldefense.proofpoint.com/v2/url?u=http-3A_messaging.employerscouncil.org_c_1h6pvx6cZRDEKnHPb9ilZojQoOSe&d=DwMF-g&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpqnVfiiMM&r=UYQf3bqDSN9j3rigCoRVWcPifV1mUmt5wvllMn0qK7l&m=EoolyoU75AxxzjNLbEdAdJse1pOhZK5UwVKsgzgxY&s=TsdO_5afZWMIfo38rYm7Cqr5LUAJ18oc1WmjOxv-Sp4&e=)



# COVID-19 Entry Screening Checklist (Example A-1)

Staff Member/Visitor Name:

Date:

Time:

1. Has this individual washed their hands or used hand sanitizer on entry?
  - ☐ Yes
  - ☐ No (please ask them to do so)
2. Ask the individual if they have any of the following symptoms?
  - ☐ Fever
  - ☐ Cough
  - ☐ Shortness of breath or difficulty breathing
  - ☐ Chills
  - ☐ Repeated shaking with chills
  - ☐ Muscle pain
  - ☐ Headache
  - ☐ Sore throat
  - ☐ New loss of taste or smell

➤ If **Yes** to any, restrict them from entering the building. If **No** to all, proceed to question 3 for staff and question 4 for visitors.
3. For staff:
  - a. Check temperature and document results. Fever present?
    - ☐ Yes
    - ☐ No

➤ If **Yes** , restrict from entering the building. If **NO**, proceed to step 3b.
  - b. Ask if they have been exposed to anyone with or suspected of having COVID-19?
    - ☐ Yes
    - ☐ No

➤ If **Yes** , restrict from entering the building. If **No**, proceed to step 4.
4. For staff and visitors, allow entry to building and remind the individual to:
  - Wash their hands or use ABHR throughout their time in the building, wear a mask at all times, remain at least six feet away from all others, and avoid touching their faces.

# COVID-19 Agreement

## (Example A-2)

As a Weatherization client, I understand the following:

### COVID-19 Symptoms<sup>2</sup>

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

### How COVID-19 Spreads<sup>3</sup>

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.
- The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

### What to Do to Protect Myself and Others<sup>4</sup>

- Clean your hands often

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<sup>2</sup> CDC, "Symptoms of Coronavirus,"

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

<sup>3</sup> CDC, "How Coronavirus Spreads,"

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<sup>4</sup> CDC, "How to Protect Yourself & Others,"

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use a hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact
  - Avoid close contact with people who are sick
  - Stay home as much as possible
  - Put distance between yourself and other people.
  - Remember that some people without symptoms may be able to spread the virus.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Cover your mouth and nose with a cloth face cover when around others and in shared spaces
  - You could spread COVID-19 to others even if you do not feel sick.
  - Everyone should wear a face cover when they expect to interact with other people who live outside of their immediate household
  - Face coverings should not be placed on young children under age two, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
  - The face cover is meant to protect other people in case you are infected.
  - Continue to keep about 6 feet between yourself and others. The face cover is not a substitute for social distancing.
- Cover coughs and sneezes
  - If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
  - Throw used tissues in the trash.
  - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer.
- Clean and disinfect
  - Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant.

## What to Do if I Am Sick or Think I Am Sick<sup>5,6</sup>

- If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should take steps to help prevent the disease from spreading to people in your home and community.
- If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice. Do not go to the urgent care, emergency department, or primary care office without calling first, unless this is an emergency.
- Stay home except to get medical care
  - Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
  - Take care of yourself. Get rest and stay hydrated.
  - Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, have any other emergency warning signs, or if you think it is an emergency.
  - Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home
  - As much as possible, stay in a specific room and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a face covering.
- Monitor your symptoms
  - Common symptoms of COVID-19 include fever and cough. Trouble breathing is a more serious symptom that means you should get medical attention.
  - Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.
- When to seek medical attention
  - If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include\*:
    - Trouble breathing
    - Persistent pain or pressure in the chest
    - New confusion or inability to arouse
    - Bluish lips or face
    - Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think

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<sup>5</sup> CDC, "If You Are Sick or Caring for Someone,"

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

<sup>6</sup> CDC, "What to Do If You Are Sick,"

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

you might have, COVID-19. If possible, put on a facemask before medical help arrives.

- Call ahead before visiting your doctor
  - Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
  - If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.
- If you are sick wear a cloth covering over your nose and mouth
  - You should wear a cloth face covering, over your nose and mouth if you must be around other people or animals, including pets (even at home).
  - You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Avoid sharing personal household items
  - Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
  - Wash these items thoroughly after using them with soap and water or put in the dishwasher.
- Clean all "high-touch" surfaces everyday
  - Clean and disinfect high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
  - If a caregiver or other person needs to clean and disinfect a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
  - High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
  - Clean and disinfect areas that may have blood, stool, or body fluids on them.
  - Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.

**As the recipient of WAP services, I agree to do the following:**

- Immediately notify WAP staff if I or someone in my household is sick or feeling sick so they can reschedule.
- Notify WAP staff if I have been sick within the past 14 days.
- Allow WAP staff to remotely take my temperature each day prior to working on my home with a non-contact forehead thermometer.
- Cover my coughs and sneezes.
- Wear a face mask when interacting with WAP staff.
- Stay at least six feet away from WAP staff at all times.
- Stay in rooms away from WAP staff whenever possible.
- Disinfect surfaces around my home prior to WAP staff members' arriving each day.
- Notify WAP staff if I become sick after provision of WAP services.

**High Risk**

People with the health conditions listed below are at significantly higher risk of becoming severely ill or dying from COVID-19. As such, if I or others living in my home meet any of the following health criteria and I understand that I am or others living in my home are High Risk, however, I am deciding to receive WAP services anyway.

- Are 65 years and older
- Live in a nursing home or long-term care facility
- Have chronic lung disease or moderate to severe asthma
- Have serious heart conditions
- Are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including but not limited to cancer treatment, complications from smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- Have severe obesity (body mass index [BMI] of 40 or higher).
- Have diabetes
- Have chronic kidney disease undergoing dialysis
- Have liver disease
- Are pregnant
- Determined to be high risk by a licensed healthcare provider.

Client Signature/Date

**As the provider of WAP services, I agree to do the following:**

- Immediately notify my employer if I am sick or feeling sick or if anyone in my household is sick or exhibiting symptoms of COVID19.
- Immediately leave the client's home if I am sick or feeling sick.

- Ensure staff members working on the client's home immediately leave if they are sick or feeling sick.
- Provide client with a Safe Work Checklist each day prior to starting work.
- Cover my coughs and sneezes.
- Wear a face mask when interacting with the client.
- Stay at least six feet away from the client at all times.
- Stay in rooms away from the client whenever possible.
- Communicate with the client to let them know where I will be working next.
- Wipe down all surfaces I touch when I am done in each area where I am working.
- Interact electronically (i.e. phone calls, emails, text messages) whenever possible.

Crew Lead Signature/Date

# COVID-19 Client Screening Checklist (Example A-3)

Client Name:

Date:

Time:

The following questions are about your health. By law, you are not required to provide information about your health. If you do not wish to share your health information, we will reschedule your WAP service for a later date.

1. Do you suspect or have any reason to believe that you or anyone in your home has COVID-19 currently or has had COVID-19 in the past 14 days?  
☐ Yes  
☐ No
2. Have you or anyone in your home tested positive for COVID-19 in the past 14 days?  
☐ Yes  
☐ No
3. Have you or anyone in your home been advised by a medical professional to self-quarantine in the past 14 days?  
☐ Yes  
☐ No
4. Have you or anyone in your home been exposed to someone who has tested positive for COVID-19 in the past 14 days?  
☐ Yes  
☐ No
5. Do you or does anyone in your home currently have any of the following symptoms or have you had any of the following symptoms in the past 14 days?  
☐ Fever  
☐ Cough  
☐ Shortness of breath or difficulty breathing  
☐ Chills  
☐ Repeated shaking with chills  
☐ Muscle pain  
☐ Headache  
☐ Sore throat  
☐ New loss of taste or smell  
☐ I do not currently have any of the above symptoms nor have I had any of the above symptoms in the past 14 days



6. Are you able to clean your home prior to WAP service being provided?
- ☐ Yes
- ☐ No
7. Are you able to ensure that your home will be clean prior to WAP service being provided?
- ☐ Yes
- ☐ No
8. Do you have personal items that must be rearranged or removed prior to WAP service being provided?
- ☐ Yes
- ☐ No
9. Are you able to ensure clear access to all areas required to receive WAP services including but not limited to attic and crawlspace access locations?
- ☐ Yes
- ☐ No
10. People with the following health conditions are at significantly higher risk of becoming severely ill or dying from COVID-19 and are considered High Risk.
- Are 65 years and older
  - Live in a nursing home or long-term care facility
  - Have chronic lung disease or moderate to severe asthma
  - Have serious heart conditions
  - Are immunocompromised
  - Have body mass index (BMI) of 40 or higher
  - Have diabetes
  - Have chronic kidney disease undergoing dialysis
  - Have liver disease
  - Are pregnant
  - Individuals determined to be high risk by a licensed healthcare provider
- Based on the above, are you or is anyone in your home High Risk?
- ☐ Yes
- ☐ No

# COVID-19 Daily Working in Client Home Checklist (Example A-4)

Job Number:

Date:

Time:

Client Name:

Client Temperature (°F):

Has the client indicated they are feeling sick, exhibiting any symptoms of COVID19, or does the client appear sick?

- ☐ Yes  
☐ No

Crew Member Name	Temperature at Beginning of Day (°F)	Feels or Appears Sick?

Has the crew held a daily safety meeting to discuss specific work site challenges and required COVID19 protocols?

- ☐ Yes  
☐ No

Crew Lead Signature/Date

# Colorado Weatherization Assistance Program (WAP) COVID-19 Jobsite Best Practices (Example A-5)

## Purpose

The purpose of this document is to provide an example of best practices that describe how WAP staff should operate before going to, while on, and leaving a jobsite to ensure staff and clients remain healthy by minimizing the risk of exposure to COVID-19 and are not further endangered from the provision of WAP services. This list of best practices can be used as a checklist.

## Before Entering Home

### Leaving the Shop:

- ☐ Bring laminated hard copies of the National Association of Home Builders (NAHB) “COVID-19 Basic Infection Prevention Measures” flyer and the CDC sequence for putting on and removing PPE.
- ☐ Determine inventory of safety equipment and materials per worker and client such as respirators, disposable N95 face masks, eye protection, gloves, Tyvek suits, booties, paper towels, hand soap, cleaners, client education materials, and client face masks.
- ☐ Ensure vehicles are equipped with hand sanitizer with at least 60% alcohol and masks so each employee can wear one that covers their nose and mouth while in vehicles.

### Jobsite Arrival:

- ☐ Ensure crew members meet at the truck as no one should go to the house until authorized to do so by the Crew Leader.
- ☐ Determine where crews will use the restroom (e.g. portable toilet(s)). Crew members should refrain from using the client’s restroom whenever possible.
- ☐ Determine where lunch and breaks will take place.
- ☐ Set up trash cans, hand sanitizing or washing stations, tool and equipment disinfecting stations, work tables/surfaces, sitting surfaces, and portable toilet(s), if applicable.
- ☐ Clean and disinfect tools before going inside home.
- ☐ Post the NAHB “COVID-19 Basic Infection Prevention Measures” flyer in vehicles and at the primary entrance and exit of the home.

### Client Introduction:

- ☐ Designate one person to go to the door while wearing gloves and a mask while maintaining six feet of distance to perform a client introduction.
- ☐ Do not shake hands, physically greet, or otherwise touch clients upon arrival or entry.
- ☐ Whenever possible provide the client with:

- A new face mask prior to work each day.
  - Wipes for disinfecting surfaces around the home.
  - Hand sanitizer to clean hands.
- ☐ Set expectations with clients on how staff and client behaviors will minimize COVID-19 exposure.
- ☐ Communicate a plan to the client to let them know where and when staff will be working in various parts of the home.
- ☐ Staff must ensure that clients do the following:
  - Wear a face mask when interacting with staff.
  - Stay at least six feet away from staff at all times.
  - Stay in rooms away from staff whenever possible.
  - Keep pets away from staff.
- ☐ Ensure the COVID-19 Entry Screening Checklist, COVID-19 Agreement, COVID-19 Client Screening Checklist, and other applicable client documents have been completed.
  - Whenever possible interact electronically with clients in regards to necessary documents. However, when not possible, the following document handling protocols should be followed to limit human-to-paper touches as COVID-19 is estimated to remain active on paper for 4-5 days:
    - Use gloves and hand sanitizer. Wash or sanitize hands between file and document touches.
    - Place documents for client signature in plastic ziplock bags. Wipe down the bag with sanitary wipe. Cut slit for signature area. Have the client sign using their own pen. Wipe bag down again; repeat as needed.

**Safety Meeting:**

- ☐ Review your agency's best practices document and individual jobsite-specific challenges with staff and then check-in throughout the workday.
- ☐ Ensure staff understand and follow all current program guidance regarding High Risk clients.
- ☐ Ensure each worker understands and abides by the sequence for putting on and removing PPE per the CDC.
- ☐ Establish who will be assigned to go into the home to limit the number of staff in the home and specific rooms at the same time.

**In-Home**

**PPE:**

*Do not enter the residence of anyone suspected to have COVID-19.*

- ☐ Wear PPE in-homes at all times to include at minimum:
  - Protective overalls (e.g. Tyvek suit) and booties
  - Eye protection (e.g. safety glasses, goggles, or face shield)
  - Respiratory protection or disposable mask (e.g. N95 or better filtering respirator)
  - Gloves (e.g. nitrile or latex)

**Social Distancing:**

Stop work and leave unsafe work environments, especially if staff cannot maintain a safe distance from clients or if clients refuse to take proper precautions to limit the spread of COVID-19.

- ☐ Stay at least six feet away from the client at all times whenever possible.
- ☐ Stay in rooms away from the client whenever possible.
- ☐ Utilize closed doors and walls as physical barriers to separate staff members from clients.
- ☐ Use plastic sheeting or zip wall containment when workers need to occupy specific areas of a home for an extended period that are also occupied by clients.

**Hygiene:**

- ☐ Staff must do the following:
  - Wear a face mask when interacting with the client.
  - Refrain from touching their faces including eyes, noses, and mouths.
  - Cover coughs and sneezes with the bent interior of the elbow joint.
  - Avoid sharing tools and equipment.
  - Wipe down and disinfect all surfaces inside the home that were touched (e.g. door handles, handrails, machinery controls, cell phones, tablets).
  - Clean and disinfect the portable toilet(s) regularly, if applicable.
- ☐ Staff must never do the following:
  - Work on a home if they are sick or think they are sick.
  - Work on a home if they have any of the symptoms associated with COVID-19.
  - Work on a home if they have been in contact with someone with a confirmed or assumed case of COVID-19 within the last 14 days.

**After Exiting Home****Clean-Up:**












- ☐ Ensure the COVID-19 Daily Working in Client Home Checklist has been completed.
- ☐ Dispose of all general waste and used PPE not suitable for reuse (e.g. protective overalls, latex gloves, booties, masks deemed unsafe for reuse). Seal trash bags and take away for proper disposal.
- ☐ Seal portable toilet(s), if applicable, and take away for proper disposal and cleaning.
  - If using a leasing company, arrange for any portable toilet to be taken away. Arrange for portable toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- ☐ Wipe down and disinfect all shared spaces such as doors, cabs, trailers, and box truck spaces.
- ☐ Wipe down and disinfect eye protection, tools, equipment, tables, and sitting surfaces to prevent cross contamination.

- ☐ Ensure respiratory protection and eye protection are cleaned and stored properly to maximize useful life.
- ☐ Take down hand sanitizing or washing and tool and equipment disinfecting stations.
- ☐ Sanitize hands prior to touching vehicle door handles and surfaces.
- ☐ Upon arrival back to the office or shop, wash hands immediately and thoroughly.

## Exhibit B

## COVID-19 Basic Infection Prevention Measures

COVID-19, caused by a new coronavirus, is a respiratory illness that can spread from person to person. The following infection prevention measures may help prevent transmission on construction job sites.

	Stay home if you are sick. <b>DO NOT WORK.</b>
	Wash hands frequently or provide alcohol-based hand rubs containing at least 60% alcohol.
	Cover coughs and sneezes.
	Practice social distancing — try to maintain <b>SIX</b> feet between each worker.
	Wear face covering (cloth, bandana, etc.) <u>or</u> mask over nose and mouth to prevent spread of virus.
	Reduce the size of any group at any one time to 10 people or fewer or <b>LIMIT</b> all in-person meetings.
	Minimize ride-sharing. While in vehicle, employees must ensure adequate ventilation.
	Avoid sharing tools with co-workers, if possible.
	Clean and disinfect frequently used tools, equipment, and frequently touched surfaces (door handles, handrails, machinery controls, cell phones, tablets) on a regular basis.
	If N95 respirator masks are not available, minimize dust and airborne contaminants by using engineering and work practice controls.
	Use proper personal protective equipment (PPE) when cleaning and disinfecting, such as gloves and eye protection.

Revised – 4/23/2020

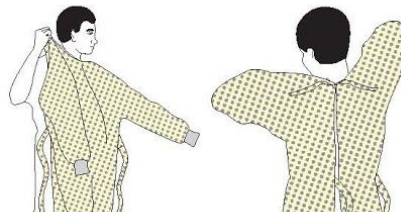
Exhibit C

## SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

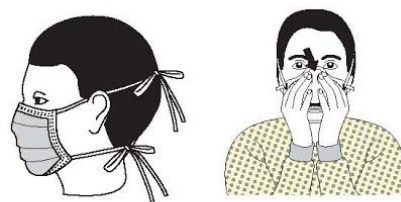
### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



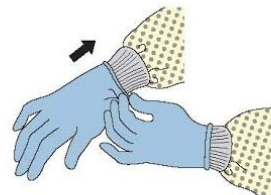
### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



### 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



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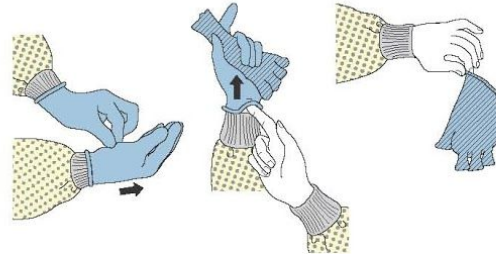
Exhibit C

## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



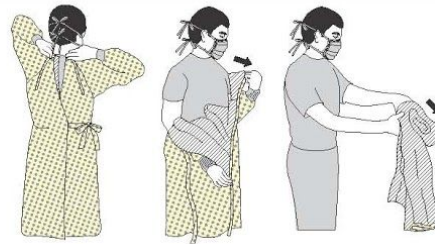
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



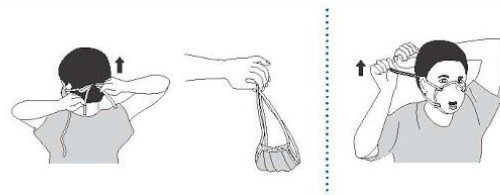
### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

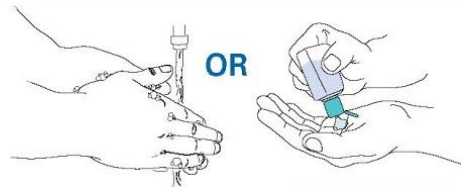


### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS  
BECOME CONTAMINATED AND IMMEDIATELY AFTER  
REMOVING ALL PPE**



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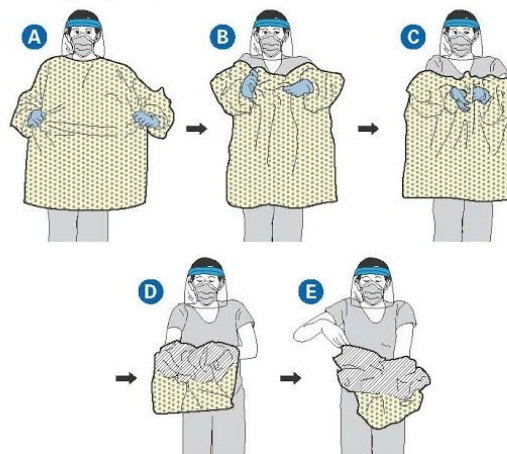
Exhibit C

## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



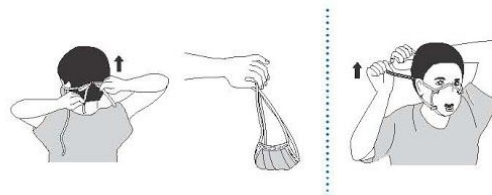
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

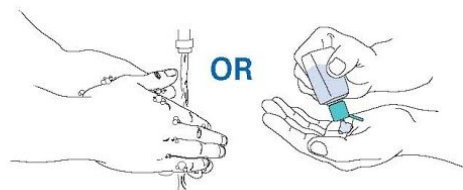


### 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS  
BECOME CONTAMINATED AND IMMEDIATELY AFTER  
REMOVING ALL PPE**



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