

Weatherization Assistance Program (WAP) Restart After COVID-19

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Due to the very nature of WAP, the personal contacts between WAP staff and clients, and the amount of work that occurs inside clients' homes, Kentucky Housing Corporation will not re-open the WAP to interior work until May 25. Effective May 25th, WAP subgrantees may perform weatherization duties to the full extent of the program if the following guidelines are followed and the subgrantee feels that it is in the best interest of the subgrantee and clients. In other words, the "reopening" of the WAP in Kentucky will still be a local decision. The guidelines below are the MINIMUM requirements for reopening WAP.

Before Work Begins

Infection Measures

1. Prohibit handshaking, maintain social distancing of 6 feet
2. Frequent handwashing with soap and water for at least 20 seconds, and regular use of hand sanitizer with at least 60% alcohol when soap and water are unavailable
3. Avoid touching eyes, nose or mouth with unwashed hands
4. Routine, daily disinfecting of equipment and tools being used in the field

Crew Training

1. Ensure your organization is complying with the Governor's [Healthy at Work](#) guidelines, [CDC guidelines](#), and [OSHA requirements](#).
2. Finish the 4-hour virtual training provided by Santa Fe Community College Energy Smart Academy, COVID-19: Workplace Safety, which is \$75 per person or \$50 for groups over five. This training can be charged to T&TA or program support if subgrantees are out of T&TA funding. For registration, visit <https://www.energysmartacademy.com/online-courses.html>. (Other training options for COVID-19 workplace safety may be substituted, but they must be approved by KHC prior to attending the training and beginning field work.)
3. Train and equip all field workers with Personal Protective Equipment (PPE) and how to properly use it, remove it and clean it to avoid contamination of self and others. Agencies must continue to adhere to all WAP safety requirements while performing weatherization services and therefore must ensure that adequate supplies of PPE can be obtained prior to scheduling work. Examples of PPE include gloves, goggles, face shields and masks, N95 filtering respirators.
4. Provide crews with sanitary wipes that can be used to clean surfaces in clients' homes both **before** and **after performing work**. See the [EPA list](#) of disinfectants for use against SARS-CoV-2 (novel coronavirus).

5. Ensure all vehicles and crew members are equipped with hand sanitizer with at least 60% alcohol.
6. Minimize the number of crew and clients in the home at the time of interior work; try to isolate clients to one room. Crews conducting interior work will wear PPE at the highest level available and required by the weatherization measure. At minimum all staff must wear masks and gloves when in client homes.
7. Crews conducting interior work will wear PPE to cover eyes, nose, mouth, and hands.
8. Clients remaining in the home should wear face masks when WAP crews are in the home. WAP crews should offer face masks to clients without their own masks.
9. Consider installing a physical barrier, such as a clear sheet of plastic, to isolate a client while interior work is being conducted.
10. Only one driver per vehicle per day; disinfect the driver's controls at the end of each day. Any other needed crew in addition to drivers may be reimbursed for mileage when they drive separately.
11. If workers arrive at a site and determine a client is exhibiting respiratory illness, crews should not proceed with work and report to the subgrantee. Subgrantee may defer the unit due to COVID-19 and follow COVID-19 deferral system (see Deferrals below).

Client/Crew Safety

Inventory Checklists

Respirators	Paper towels
N95 face masks	Hand soap
Gloves	Cleaners
Tyvek Suits	Client education materials
Booties	Client face masks

Client Screening

CAP agencies who continue to go into client homes for weatherization or other activities should create a screening tool they use with ALL clients (to ensure there is no discrimination) by calling BEFORE entering the home. Subgrantees may choose to use thermometers with crew and clients before entering a home. If purchasing thermometers, subgrantees can charge costs to program support.

1. Has anyone in the household tested positive for COVID-19 in the last two weeks?
2. Is anyone in your household experiencing fever, cough or shortness of breath in the last two weeks?
3. 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?
4. Consider using the COVID-19 self-screening tool to help determine if clients should be serviced or deferred for a period. Check your risk for COVID-19 - <https://c19check.com/start>.

HIPAA Privacy and COVID-19: In light of the Novel Coronavirus (2019-nCoV) outbreak, the Office for Civil Rights (OCR) at the U.S. Department of Health and Human Services (HHS) is providing this bulletin to ensure that HIPAA covered entities and their business associates are aware of the ways that patient information may be shared under the HIPAA Privacy Rule in an outbreak of infectious disease or other emergency situation, and to serve as a reminder that the protections of the Privacy Rule are not set aside during an emergency. The HIPAA Privacy Rule protects the privacy of patients' health information (protected health information) but is balanced to ensure that appropriate uses and disclosures of the information still may be made when necessary to treat a patient, to protect the nation's public health, and for other critical purposes.

Completing a Job

All signatures required on pre- or post-job paperwork should be collected with all safety precautions. KHC will accept electronic signatures if subgrantee has systems in place to collect those. (There are apps that exist to make obtaining electronic signatures easier.)

If electronic signatures can not be obtained, paperwork should be placed in Ziploc bags and handed to clients. Clients use their own pens for signing and place the documents back in the Ziploc bag. When received, Ziploc bags should be sanitized.

All surfaces should be sanitized at the end of each job.

Deferrals

Clients may be deferred for up to 120 days due to the COVID-19 concerns, which may include but are not limited to COVID-19 infection in the household, fears of COVID-19, or client vulnerability due to age and/or health issues. In cases of COVID-19 infection in the household, the household must quarantine for 14 days and exhibit no other COVID-19 symptoms before the CAA can begin weatherization services to the home. In cases where clients decline WAP services due to fears of COVID-19, the clients may contact the CAA at any time to initiate services, provided all safety precautions are followed by the CAA.