Guidance for Returning to Fieldwork During Covid-19 (Staff EA/QCI Contracted EA/QCI, Home Inspectors)

This guidance will remain in effect until further notice. Please adhere to all guidance below as well as any addition guidance in executive order 2020-77 or any that supersedes it, and OSHA guidance. This guidance is a minimum and if your organization would like to add onto this guidance, it is allowed, but you must perform these basic tasks.

Before entering a home-

* All staff must monitor their own temperature before inspection can begin and report it to site specific supervisor.
* All staff must check in with their designated site-specific supervisor and answer the following question daily
  + *1. Is there any reason you have been instructed to self-quarantine or isolate? If yes, why?*
  + *2. Have you had contact with any Persons Under Investigation (PUIs) for COVID-19 within the last 14 days, OR with anyone with known COVID-19?; and*
  + *3. Do you have any symptoms of a respiratory infection (e.g., cough, sore throat, fever, or shortness of breath, loss of taste or smell)?*
  + *4. Have you monitored your temperature? Is it in the normal range?*
* The designated site-specific supervisor (Jeff Short) must keep a copy of daily checks on Community Action’s server. No specific health information should be recorded. .
* Do not conduct onsite activity if you feel ill or have symptoms of respiratory illness or symptoms shown above. (i.e., sore throat, fever, coughing, shortness of breath).
* When possible, conduct communication with the public via telephone.
* Please make contact with client before inspection begins and ask the following questions of all members in the household.
  + *1. Is there any reason you have been instructed to self-quarantine or isolate? If yes, why?*
  + *2. Have you had contact with any Persons Under Investigation (PUIs) for COVID-19 within the last 14 days, OR with anyone with known COVID-19?; and*
  + *3. Do you have any symptoms of a respiratory infection (e.g., cough, sore throat, fever, or shortness of breath, loss of taste or smell)?*
* If the client answers yes to any of the previous questions, inspection cannot be performed and you must record reason for no inspection in the client file. If this occurs record the reason as “Client has answered Yes to the COVID questionnaire” and call Community Action.
* If the answer is “No” to all screening questions, ask the client if they feel comfortable having you conduct your visit.
* If you or the client feel in any way unsafe about you entering any location, DO NOT ENTER.
* Make sure you wear your PPE (gloves and mask) it at all times while at the home for inspection.
* Try and limit touching too many things in the clients home.

When Conducting Inspection

* If conducting multiple inspections in one day, staff/contracted inspector must use new PPE for every inspection and properly wash hand or sanitize.
* Only one staff member/contracted inspector at the inspection at a time.
* Practice safe social distancing practices (at least 6 feet) with customers during the inspection.
* Wear a mask, gloves and booties for all onsite activities.
* Dispose of these items after use in a designated waste receptacle.
  + Please let you supervisor know if you need more PPE
* Refrain from touching your face.
* Ensure equipment is cleaned thoroughly before and after each use
  + Limit sharing your inspection equipment (Blower doors, ladders, cars, co monitors, etc.)
* (Weatherization Only) Please refer to the best practice guide for Blower Door operations.
* Clean surfaces that you plan to touch or have touched with a disinfecting wipe or spray.
  + Work area and equipment should be sanitized upon arrival, throughout the inspection, and immediately before departure from the inspection.
* Wash hands for at least 20 seconds with soap and warm water before and after entering the worksite.
  + If this is not feasible, use hand sanitizer containing at least 60% alcohol.
* Avoid handshakes and other welcome and goodbye behavior which requires person to person contact.
* Cough or sneeze into a tissue or your upper sleeve.
* Please limit the amount of people traveling in the same vehicle. If individuals must travel in the same vehicle, make sure you roll down windows for ventilation and disinfect the vehicle daily.
* All documents that need to be signed will be done with two separate pens and both you and the client will have to wear gloves and masks.
  + During the signing process, try and staff at least 6 feet from the client.
* Immediately report back to your supervisor if you feel there has been an exposure.

If you have any further question please contact your supervisor or agency contact.