

## COVID-19 PLAN

The purpose of this plan is to outline the policies and procedures that the Community Action of Southern Indiana's (CASI) Weatherization Staff will follow to reduce the risk of exposure to COVID-19, both to themselves and CASI Weatherization customers.

### ABOUT COVID-19

#### A. Symptoms of COVID-19

People infected with COVID-19 report a wide range of symptoms ranging from mild to severe:

- Fever or chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

#### B. Higher Risk Conditions for COVID-19

Older people and people of any age with certain underlying medical conditions are at a higher risk of severe illness from COVID-19. Those at higher risk are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People who have chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People with severe obesity (body mass index of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease
- People who are immunocompromised: including cancer treatment, **smoking**, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids and other immune weakening medications.

#### C. General Prevention

Although this plan pertains specifically to lowering the risk of exposure to COVID-19 during weatherization activities, enacting general prevention measures, both at home and work, will reduce the spread of the virus.

General prevention measures include:

- Wash hands thoroughly (20 seconds minimum) and often with soap and water or use hand sanitizer that is at least 60% alcohol.
- Avoid touching the eyes, nose, and mouth with unwashed hands.

- Avoid close contact with people. Maintain a distance of at least 6 ft.
- Cover mouth and nose when coughing or sneezing. Discard tissues immediately and wash hands.
- Wear a face covering or mask over the mouth AND nose when in public
- Disinfect frequently touched surfaces
- STAY AT HOME IF YOU ARE SICK.

D. What to Do if Sick

If weatherization staff or customers are sick with COVID-19 or think they might have COVID-19 follow these steps:

- Testing – If someone is concerned they may have COVID-19 they are encouraged to be tested. Testing sites by county can be found at <https://www.coronavirus.in.gov/2524.htm>
- 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. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- Stay in touch with your doctor -Call before you get medical care. Follow care instructions from your healthcare provider and the local health department:

HEALTH DEPARTMENT CONTACT INFORMATION	
Clark County	(812)282-7521
Floyd County	(812)981-7610
Harrison County	(812)738-3237

- Emergency Medical Attention –If someone is showing any of the following signs call 911 or call ahead to your local emergency facility:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake
  - Bluish lips or face

This is not a complete list. Call your medical provider for any other symptoms that are severe or concern you.

**AT THE OFFICE**

A. Arriving at the Office

Upon arriving at the office all weatherization staff will be screened with CASI’s Screening Checklist. **See Appendix A.**

B. At the Office (CASI)

While at the CASI office, weatherization employees will follow the general plan for the CASI office as outlined in “COVID-19 Exposure Prevention, Preparedness, and Response Plan”. **See Appendix B**

In addition to the general CASI office plan, Weatherization has a few additional considerations:

- The Weatherization office is an open office. Anyone not working at their desk should wear a mask.
- When possible, employees should not share office supplies, equipment, or tools. When possible, keep personal supplies, equipment and tools in your own portion of the office.
- Common office equipment that must be shared (e.g. the office printer), must be disinfected after each use.

## **ALLOWABLE WEATHERIZATION WORK**

### **A. Stage 4 of Indiana’s Back on Track Plan**

Beginning June 15<sup>th</sup> CASI may begin weatherization in homes that DO NOT have occupants that are considered high-risk. (See “Higher Risk Conditions for COVID-19 above”)

### **B. Stage 5 of Indiana’s Back on Track Plan**

CASI may begin weatherization in all homes once the county that the home is in has reached Stage 5 of Indiana’s Back on Track plan. This is anticipated to be July 4<sup>th</sup>, but verify before proceeding.

## **PREPARING TO VISIT HOMES**

### **A. Prior to Visiting the Home for the First Time**

- Call and review the symptoms of COVID-19 with the customer. Verify that none of the residents have these symptoms.
- Verify if anyone in the home has a high risk condition for COVID-19.
  - If yes and in Stage 4 – The home must be deferred.
  - If yes and in Stage 5 – Communicate to the resident that they are at higher risk and verify that they want to proceed with weatherization. If they don’t want to proceed, defer the home.
- Explain what work will need to be done at the home and what measure will be taken to protect weatherization staff and the customer.
- Clarify that when weatherization staff and anyone in the home are in the same space (not separated by a door or other barrier), both the weatherization staff and people in the home will need to wear a mask over their face and nose. CASI will provide masks to the residents as needed.

- Ask the customer if they have any concerns. If the customer does not want to proceed, defer the home. If the homeowner does not want to cooperate with safety measures (e.g. they will not wear a mask or if they will not maintain a distance of 6 feet), defer the home.

#### B. Prior to a Walkthrough

To avoid unnecessary trips to homes and unnecessary risk of exposure to COVID-19, a verbal screening of each home should be done prior to a physical visit. The verbal screening should include asking the customer about the most common deferral problems such as mold and leaking roofs. If the homeowner confirms that there are deferral items, the home may be deferred without the normal documentation (pictures and a client's signature on a moisture form).

#### C. Subsequent Visits

When possible, especially when there is a break of a few days between visits, call the customer prior to each visit to review what work will be done and to verify that the health status of any of the residents hasn't changed.

## PAPER DOCUMENTS

The following steps should be taken whenever paper documents need to transfer hands between weatherization staff and a customer

- Wash hands prior to preparing documents that will be given to customer
- With washed hands place the documents in a disinfected plastic job folder (or similar).
- Before giving the documents to the customer, disinfect the plastic folder again.
- Hand the document folder to the customer and the customer will remove the documents.
- The customer will sign any documents with their own pen, or a disinfected disposable pen provided by weatherization staff. If a pen is provided it will not be taken back, the customer will keep it.
- Any documents signed by the customer will be placed back in the plastic folder by the customer and given back to the weatherization staff. The weatherization staff will disinfect the folder, wash their hands, and store the folder away.
- Once placed in the plastic folder by the customer, paper documents should remain in the folder for at least 24 hours before being removed.
- If a document does need to be removed prior to 24 hours, anyone handling the document must wash their hands immediately after handling it.

## ARRIVING AT HOMES

#### A. Before Entering the Home

- Wash hands
- Put on disposable gloves
- Put on a MASK and face shield. The respirators that CASI has with vents for exhalation should not be worn in the homes with residents. These respirators do not filter outgoing air and so do

no protect the residents. These respirators should be worn in areas outside the living space such as the attic and crawlspace.

#### B. Resident Screening

- All residents of the home must wear a mask when they are in the same space (not separated by a door or other barrier) as the weatherization staff. They may wear their own mask, or an unused disposable mask supplied by CASI.
- Even though it should have been done beforehand over the phone, verify again if anyone in the home has any of the higher risk conditions previously mentioned.
- Review the symptoms of COVID-19 with the customer and verify that no one in the home has any of these symptoms.
- Take the temperature of each resident with a non-contact forehead thermometer. Per the CDC a person with a temperature of 100.4° F or above is considered sick. However, since the non-contact forehead thermometers typically read 0.5 F cooler than oral thermometers, CASI will consider a temperature of 99.9 F or above a disqualifying temperature.

#### C. Evaluating the Home

Review the home with the customer. In addition to the standard weatherization questions, also consider the following questions regarding COVID-19

- Can windows or doors be opened to create additional ventilation?
- Which areas of the home will weatherization staff need to work the most? Can customers be temporarily isolated from these spaces with doors or a plastic sheeting barrier (Zipwall)
- Where can tools and materials be placed to minimize exposure.
- Plan paths to the vehicle, attic, crawlspace, and other work spaces that will minimize travel through the house. Can a temporary access to the crawlspace or attic be made so that the home doesn't need to be entered to gain access?

## WORKING IN HOMES

#### A. Separation

- If possible, isolate the customer from the work being done by a door or a temporary plastic sheeting barrier. Also consider having the residents leave the home while work is being done inside.
- Whenever the customer is in the same space as the weatherization staff, maintain a distance of 6 feet. Both the weatherization staff and the residents should wear masks.
- Weatherization staff must always wear a mask and gloves when in the home, regardless, even if the residents are isolated or not present. A face shield is also recommended.
- If possible, limit the weatherization staff in the home to 1 person.
- If possible, ventilate the work space.

#### B. Sanitation

- Touch as little as possible
- Gloves should be considered contaminated. Do not touch face with gloves or unwashed hands.

- For areas inside the home that require a small amount of work (30 minutes or less), get work done and immediately disinfect touched surfaces. This includes using the bathroom even if work is not being done.
- For areas inside the home that require more extensive work (more than 30 minutes), disinfect all readily accessible surfaces in the space, including surfaces that weren't touched.
- Follow the manufactures instructions for disinfecting with their product. Typically this means a surface has to be wet with the disinfectant for a period of time before it is wiped off.
- If possible, do not share tools that are not disinfected between uses.

## **LEAVING THE WORKSITE**

- Verify that all areas of the home have been disinfected per the previous section.
- Remove all tools from the home and disinfect them prior to returning them to the vehicle. This includes personal items such as cell phones.
- No trash should be left in the home at the end of each day. Weatherization staff should use their own trash receptacles for trash disposal. The customers trash receptacles should not be used.
- Remove PPE and wash hands.
- After returning from the worksite, disinfect the vehicle.
- Before, or immediately after, returning to their home, weatherization staff should remove their work clothes and shower. Work clothes should not be used again until washed.