

Interlocal Community Action Program, Inc. Infectious Disease Preparedness and Response Plan

ICAP is focused on the health and safety of both client and staff members. It is imperative that all involved parties maintain social distancing, situational awareness, and wear proper personal protective equipment. The following plan is set to help minimize contact of any infectious disease threats during weatherization work.

Know the Symptoms of COVID-19 : Coughing, fever, shortness of breath, and difficulty breathing. Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Basic Infection Prevention Measures:

- Prohibit handshaking; maintain social distance of at least 6 feet as often as possible.
- Mandate that sick employees stay home.
- Include routine, daily disinfecting of equipment and tools being used in the field. When choosing cleaning chemicals, consult information in the EPA approved disinfectant labels with claims against viral pathogens. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- Promote frequent handwashing with soap and water for at least 20 seconds. Avoid touching eyes, nose or mouth with unwashed hands.
- If there is a sick or infected person in a client's home, we will defer services to that client. We will not work in an infected client's home.
- Complete as much work as possible without client contact
- Use or establish exterior accesses when feasible.

Working at the New Castle or Muncie ICAP office:

- Complete an employee health screening and temperature check.
- Wash or sanitize your hands
- Avoid close contact, no one in the same office at one time.
- Verify adequate personal protection equipment and cleaning supplies are present for that day's work.
- Vehicles will remain as a single occupant unless parking at the client home is an issue.
- Vehicles and tools will be wiped down with sanitizer and cleared of trash before clocking out for the day.

Training/Field Safety:

- Take the online training with INCAA covering COVID-19 safety, proper use of PPE, interaction with client, and cleaning prior to re-entry into the field.
- Train and equip all field workers with PPE and how to properly use it, remove it and clean it to avoid contamination of self and others. Examples of PPE include gloves, goggles, face shields, and masks or N95/N100 filtering respirators, depending on the work situation.
- Ensure all vehicles and crew members are equipped with hand sanitizer with at least 60% alcohol.
- Consider prioritizing the completion of all exterior work first, and then address the interior work in the client home. Remember to practice social distancing.
- Require that crews conducting interior work will wear proper PPE.
- If workers arrive at a site and determine a client is exhibiting signs of COVID-19 infection as outlined by the Department of Health, defer the home for a period necessary to ensure worker safety.
- Try to reduce the number of crew/clients in the home during the time of interior work, consider asking clients if they would leave the home during this time of work.
- Create physical barriers to isolate workers, clients and/or hazards when appropriate.
- Limit number of workers using the same tools.
- Decontaminate tools and vehicles as necessary during the day. As well as complete at the end of every shift.

Inventory checklist for field crew daily:

- | | |
|-----------------------|---------------------|
| • N95/N100 face masks | • Boot covers |
| • Respirators | • Paper towels |
| • Gloves | • Hand soap |
| • Safety glasses | • Cleaner/Sanitizer |
| • Tyvek suits | |

Worker Responsibilities

- Perform, log, and report to weatherization manager a daily health check
- Sanitize your hands and all personal items you bring to work. Leave all items on your person or in your vehicle.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- If having to purchase items at a store wear appropriate mask and use hand sanitizer.
- If pumping gas use hand sanitizer prior to touching items in the vehicle.

Arriving at clients home

- Prior to leaving office, call the client to verify the health of occupants at home. Clarify what it is you are working on that day and get as much information on the phone as possible. Explain what you will be doing and what they need to be doing to protect one another's health.
- Discuss the health questionnaire with client, document and confirm the client does not pose a health threat to crews entering home.
- Ask client to stay in other rooms while working in the home.

During and ending work at client home

- Before entering house, wash hands or use hand sanitizer
- Put on appropriate PPE for the tasks being performed.
- Plan work carefully to minimize number of trips in and out, the number of tools/equipment required to complete the job, as well as the time it takes to be efficient and effective.
- Upon exit, remove all PPE and dispose properly, wash hands or use hand sanitizer.
- Do not place tools back on vehicles without properly wiping them with sanitizer.
- If a job is not complete that day, inform the client that you will need to return. Explain what day, time, and area you will be working.
- If a job is completed, make sure all areas are clean of all debris and contaminates.
- Inform the client you are finished on your work order and someone will contact them for the next item.

Client/Crew Health Questionnaire

Health Questionnaire for: _____

Date: _____

1. Do you have a cold or cough? Yes No

2. Do you have a fever? Yes No

3. Have you traveled recently? Yes No

If so, where did you travel? _____

When did you travel? _____

4. Have you been around anyone with a cold or fever recently? Yes No

6. Have you been in contact with anyone in the last 10 days that has tested positive? Yes No

5. Are you aware of the risks? Yes No

I understand the risk of allowing Shell Crews/ Contractors inside my home; however, I am comfortable with them entering my home.

Client Signature: _____

Client Interview Notes:
