

SNAP COVID-19 PROTECTION PLAN

General guidelines

SNAP will ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and SNAP's COVID-19 policies.
- Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. Cloth facial coverings must be worn by every employee not working alone on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines set by the CDC](#) to deep clean and sanitize.

A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for their employer to take adverse or retaliatory action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access

to other paid time off depending on the circumstances. Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-common-questions>.

COVID-19 Site Supervisor

- 1) A site-specific COVID-19 Supervisor shall be designated by the contractor at every job site to monitor the health of employees and enforce the COVID-19 job site safety plan. A designated COVID-19 Supervisor must be present at all times during construction activities, except on single-family residential job sites with 6 or fewer people on the site. The name and contact information for the site specific COVID-19 Supervisor must be clearly displayed on all jobsite COVID-19 required postings.

SNAP will identify a lead for each phase of Wx work regardless of project size. The identified Wx lead will act as COVID-19 Site Supervisor responsible for worker health symptom survey (log of workers) and to report to Wx Project Manager.

COVID-19 Safety Training

- 2) A Safety Stand-Down/toolbox talk/tailgate training will be conducted on all job sites on the first day of work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.
 - a) The Wx Safety Meeting shall include a review of:
 - i) Wx work,
 - ii) PPE check,
 - iii) Daily Health Symptoms Survey, (worker log) see #32below, and
 - iv) How to maintain safety protocols, including Sanitation and Cleanliness
- 3) Attendance will be communicated verbally and the trainer will sign in each attendee.
- 4) All SNAP Wx staff (i.e. Auditors, Crews, QCI) shall take the Online COVID-19: Workplace Safety Training.
 - a) Completion of online training will be self-attested.
 - b) SNAP recommends all contractors take the Online COVID-19: Workplace Safety Training and document completion of online training with self-attestation.

Social Distancing

- 5) Social distancing of at least 6 feet of separation must be maintained by every worker on the worksite at all possible times. In instances where the 6 feet separation cannot be maintained, the Job Hazard Analysis shall be thoroughly reviewed by all workers performing the work prior to commencing those tasks.

For Wx Clients

- a) Workers shall maintain 10' social distancing from Clients
- b) Minimize on-site contact with Wx client, as much as possible
- 6) Gatherings of any size must be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.

- 7) Identify "choke points" and "high-risk areas" on job sites where workers typically congregate and control them so social distancing is always maintained.
- 8) Minimize interactions when picking up or delivering equipment or materials and ensure minimum 6-foot separation.
- 9) To the extent practical SNAP will allow only one trade/subcontractor at a time on a jobsite and maintain 6-foot separation social distancing for each member of that trade. If more than one trade/subcontractor must be on the job site, then all trades, subcontractors, and clients must maintain social distancing policies in accordance with this guidance, at a minimum.

Personal Protective Equipment (PPE) – Employer Provided AND Cloth Face Coverings

A cloth face covering does NOT meet the PPE definition, as it is intended to protect others. It is NOT providing personal protection.

- 10) SNAP will provide personal protective equipment (PPE) such as gloves, goggles, face shields and respiratory PPE, as appropriate, or required, for the activity being performed.
 - a) Do NOT reuse disposable PPE from one client home to the next client home.
- 11) Masks, in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee on the worksite.
 - a) Workers shall wear appropriate PPE (i.e. respirators), as required for the Wx task performed. Social distancing considerations do NOT supersede existing worker safety rules.
 - b) Determine minimum required mask type, for specific tasks according to the level or transmission risk and other controls, see [Appendix A of the *DOSH Directive 11.80 – Annual Fit-Testing, Respiratory Protection and Face Coverings during COVID-19 Pandemic*](#) (Updated May 22, 2020)
 - c) Ensure non-disposable PPE is cleaned and disinfected before next use (e.g. clean and disinfect after each use and keep sterile). For more information on proper PPE handling, donning, and doffing refer to [Online COVID-19: Workplace Safety Training](#). For disinfectants, use EPA-approved products, see list at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- 12) Appropriate eye protection for all hazards must be worn at all times by every employee while on the worksite.
- 13) Gloves must be worn at all times by every employee while on worksite. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including disposable (e.g. nitrile, latex) gloves.
- 14) If appropriate PPE cannot be provided, the work is not authorized to commence, recommence, or the site must be shut down.

- a) Confirm necessary supply of PPE and materials are available to complete a Wx job, prior to starting any job.
 - i) Masks:
 - (1) In general, Wx workers should determine:
 - a. Medium or high transmission risk for Wx work tasks. See [Appendix A](#). Wx workers should wear a N95 or KN95 (without exhalation ports) mask at all times while on job site, as required by DOSH.
 - b. Low transmission risk while social distancing (6' with workers; 10' with clients). Cloth face covering over the nose and mouth is a minimum for everyone and clients are encouraged to wear them while interacting with Wx workers.
 - (2) Offer PPE to Wx clients, if feasible
 - ii) Eye Protection:
 - (1) Some kind of eye covering: prescription glasses, safety goggles, face shield.

Sanitation and Cleanliness

- 15) Hand-washing stations, with soap, running water, and disposable drying towels, shall be abundantly provided on all job sites for frequent handwashing. When running water is not available, portable washing stations, with soap and disposable drying towels, are required.
- 16) Workers are encouraged to leave their workstations to wash their hands regularly in addition to: before and after going to the bathroom, before and after eating, and after coughing, sneezing or blowing their noses.
- 17) Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the soap and water hand-washing requirement.
- 18) In areas visible to all workers, required hygienic practices will be posted, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- 19) Disinfectants will be available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.
- 20) Frequently clean and disinfect high-touch surfaces on job sites and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the jobsite shall be shut down until such measures can be achieved and maintained.
- 21) Shared tools and other equipment must be wipe sanitized between users.

- 22) When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet.
- 23) If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

24) Site Decontamination Procedures

- a) Disinfect (pre and post Wx work) EPA-approved disinfectant (see link below) all touched surfaces in client home (e.g. sink faucet where workers will wash hands, doorknobs, phones, ceiling where exhaust fan is installed.)
- i) Wipe down every surface you touch in client's home.
 - ii) ALL surfaces MUST be cleaned after used/worked on/touched.
- b) Tools must not be shared, unless absolutely necessary.
- i) If sharing is necessary, disinfect the tool between users.
- c) Wash your hands often, such as after using a shared tool.
- d) 6 Steps for Safe & Effective Disinfectant Use from the US EPA
- i) Step 1: Check that your product is EPA-approved
Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - ii) Step 2: Read the directions
Follow the product's direction. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements.
 - iii) Step 3: Pre-clean the surface
Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.
 - iv) Step 4: Follow the contact time
You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.
 - v) Step 5: Wear gloves and wash your hands
For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.
 - vi) Step 6: Lock it up
Keep lids tightly closed and store out of reach of children

It is ideal for Wx workers (crews/contractors) to create and set up their own sanitation station outside the home.

Employee Health/Symptoms

- 25) SNAPs policy is to encourage workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer. Employees must inform their supervisors if they have sick family member(s) at home with COVID-19. If an employee has a family member(s) sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
- 26) Screen all workers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
- 27) Ask employees to take their temperature at home prior to arriving at work or take their temperature when they arrive. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
- 28) Employees need to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the employee should be immediately sent home. If symptoms develop while the employee is not working, the employee should not return to work until they have been evaluated by a healthcare provider.
- 29) Failure of employees to comply will result in employees being sent home during the emergency actions. For example, if an employee refuses to wear the appropriate facial covering they would be sent home.
- 30) Any worker coming to work on a construction site in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work on a job site in Washington.
- 31) If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.
- 32) Perform *Daily Health Symptoms Survey* for Workers (see *Daily Health Symptom Survey for Clients*, section below)
 - a) Every workday morning, before sending daily Wx workers to job site, the Site Supervisor shall contact all Wx workers remotely, if possible (i.e. phone, text) to perform the *Daily Health Symptom Survey*:
 - i) Ask each worker if they feel ill or if they have a temperature.
 - ii) Workers that feel ill or have temperature do NOT report to work, or will be sent home immediately when symptoms present.
 - iii) Document *Daily Health Symptoms Survey* was completed. Do NOT record any medical information.
 - b) Log workers:

- i) Document workers that will report for work at the job site
- ii) Report job site workers to Wx Project Manager

Job Site Visitors

- 33) A daily attendance log of all workers and visitors must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors. *See Daily Health Symptoms Survey for Workers, and for Clients to satisfy daily attendance log.*
- a) During Wx work hours,
 - i) Site Supervisor is responsible to log workers and
 - ii) Wx Project Manager for occupants/visitors.
 - b) If possible, have LA staff on-site to greet any scheduled subcontractors
 - i) If there is no one on-site to greet a subcontractor, direct subcontractors correspond (text, email, etc.) with Wx Project Manager to report on-site workers for daily log.
 - c) POST ON-SITE:
 - i) Directions for anyone entering job-site to report to the Site Supervisor, or if no one is on-site to call contact (e.g. Wx Project Manager, LA contact, Auditor), and
 - ii) Contact Information

Weatherization (Wx) Job Specific

General Safety Principles:

- 1) If at any time, clients, SNAP staff, or contractors feel that work cannot be performed under the Wx COVID-19 Protection Plan, making the situation unsafe, the project must either be postponed or deferred until such time we can perform Wx services safely.
- 2) Due to the tendency of COVID-19 to spread via asymptomatic carriers, using observable symptoms as a means to manage risk is not viable. Therefore, any process intended to manage risk must be designed to avoid transmission even in the presence of asymptomatic COVID-19 carriers.
- 3) SNAP will maintain a signed Wx COVID-19 Protection Plan from each of their contractors and monitor to assure compliance
- 4) Minimize time in each home. Minimize as much on-site contact with client as possible
- 5) SNAP will perform remotely intake, assessment, and client education, as much as possible to minimize contact
 - a) SNAP may accept signatures received via mail or electronically. Clients unable to sign documents electronically online may send a photo of physical signatures via text or email or be provided the option to mail a paper copy of the application with signature.

- b) Wx COVID-19 Protection Plan Permission to Proceed form (*See below Remote Project Planning*)
 - c) Client Education (*See below Remote Client Education*), including Informed Consent Form
 - d) Daily Health Symptom Survey (*See below Daily Health Symptom Survey*)
- 6) Stagger Subcontractors to minimize people in home concurrently
 - 7) SNAP will postpone or defer more vulnerable clients (such as those that meet the CDC High Risk Category) until we learn more and have more experience with COVID-19 Safety protocols.
 - a) SNAP will check back in with clients prior to the expiration date, for any projects deferred due to COVID safety protocols.

Wx Project Scope of Work (SOW) will:

- 8) Determine Wx plan for each specific project, communicate with the client, confirm with the contractor, and assure they have the appropriate tools, materials, and PPE.
- 9) Include reference to address COVID-19 safety protocols

Remote Project Planning

10) SNAP will:

- a) Establish a communication plan with client, over phone, prior to any site visit
 - i) Encourage remote communication. Consider establishing a remote LA single point of contact to discourage contact with Wx workers on-site (e.g. Auditor, Wx Project Manager, etc.)
 - ii) Set up process to communicate through a closed window. Radios will be provided.
 - iii) Prior to Wx project start, SNAP's *Wx COVID-19 Protection Plan* and *Wx COVID-19 Protection Plan Permission to Proceed* form will be signed by the client (remotely if possible).
- b) Lay out Wx Project COVID-19 Protection Plan Expectations with client
 - i) Weatherization Job Scope of Work
 - ii) Inform client of on-site safety precautions and *protocols in Wx COVID-19 Protection Plan*
 - iii) Confirm expectations of client in *Permission to Proceed* form. All household occupants (including minors) agree to:
 - (1) Communicate remotely (e.g. phone, text, video conference) if possible
 - (2) The *Daily Health Symptoms Survey*
 - (3) Report immediately if anyone in household is feeling ill
 - (4) No hand shaking

- (5) Maintain 10' distance from all Wx workers at all times
 - (6) Adhere to specific daily plan
 - (7) Give workers access to running water and bathroom facilities
 - (8) Wash hands
 - (9) Isolate all household occupants in a remote room, while Wx work is active, if possible.
 - (10) Leave the premises, if possible and acceptable
 - (11) Wear a mask (cloth face covering over nose and mouth) while Wx workers are on premises
 - (12) Client should provide a cloth face covering for everyone in the household
 - (13) Minimize visitors Please do not invite visitors to site while Wx work is active.
 - (14) Maintain a log of ALL visitors, (during work hours and after hours) throughout the active Wx Job period: starting with Audit visit and ending with the Inspection visit (not QCI, if delayed). Client to retain log AFTER Wx job is complete (4 weeks minimum). SNAP will NOT collect this log. The intent is only if needed for healthcare contact tracing AFTER job is complete.
- c) Identify and plan household safety needs
- i) Discuss with client how best to achieve social distancing while performing Wx
 - (1) Occupants, including animals', ability and plan for social distancing
 - (2) Essential visitors (e.g. healthcare providers)
 - ii) Special needs
 - iii) Workers will need to access to water to enable washing hands frequently, establish acceptable hand washing station. Is there a useable sink inside? Or, will an exterior hand washing station be required? (will not be used unless absolutely necessary)

Remote Client Education

SNAP will:

- 11) Perform Client Education remotely, as much as possible
 - a) Phone, email, mail or other remote means
 - b) Sending Packets
 - c) Links to websites
 - d) Informed Consent – electronic signature allowed.
 - e) Observed Conditions – providing information to client
 - f) Cleaning and Disinfection for Households

- i) Prior to Wx work commencing, as part of Client Education and Low-Cost/No-Cost, SNAP may provide cleaning supplies for client to use pre and post (e.g. Disinfectant wipes, masks, other disinfectants) as part of their green cleaning kit. Ask client to clean:
 - (1) Sink and faucet, if a useable sink was identified for Wx Worker hand washing station.
 - (2) High-touch surfaces (e.g. doorknobs, light switches, etc.)

Daily Health Symptoms Survey, for Clients (see *Daily Health Symptom Survey for Workers*, #32 section above)

- 12) Every morning, before daily Wx workers are dispatched, Wx Project Manager or Site Supervisor will:
 - a) Contact client (phone, text, etc.) to perform a health symptoms survey
 - i) Ask client if anyone in household feels ill or has a temperature.
 - (1) *Has anyone in the household tested positive or are presumed positive for COVID-19? If so, have they met the CDC criteria to be around others per the section*
"When it's safe to be around others: ending home isolation?"
 - (2) *Has anyone in your household experienced 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) *Does anyone in the household have underlying medical conditions or are they in frequent contact with someone who has underlying medical conditions?*
 - ii) Ask client if there are any anticipated visitors?
 - iii) At day-end, confirm occupants and visitors for daily log.
 - b) Project will NOT proceed if
 - i) Health symptom survey cannot be completed
 - ii) Anyone in household is ill.

Weatherization (Wx) Job Specific – On-Site Wx Work

Diagnostic Testing

- 13) Combustion Safety Testing – Perform as usual

Blower Door

- 14) SNAP will not perform Blower Door tests while operating under the Wx COVID-19 Protection Plan.
 - a) SNAP will use DOE approved calculator to determine default blower door number, where needed.

b) SNAP will only do Priority (Prescriptive) air sealing

- 15) SNAP will not perform a Pressure Pan test or a Zonal test under the Wx COVID-19 Protection Plan
- 16) If a home requires a test that cannot be run currently, then SNAP will postpone or defer the measure or project.

Auditing

- 17) SNAP shall review and revise auditing procedures to minimize the time Auditor spends on-site and contact with clients. (e.g. perform as much client education as possible over phone, email, or mail, rather than on-site).

Inspection

- 18) SNAP shall review and revise inspection procedures to minimize the time QCI spends on-site and contact with clients. SNAP will use remote inspections (pictures, video, face-time/skype at end of work) for "in-progress" inspections where possible.
Exception: Combustion Safety inspections, or other health hazard inspections
- 19) SNAP will retain 5% of invoices until final QCI is performed if necessary.
- 20) If possible and as staff time permits, SNAP will perform an "in-progress" inspection to ensure sub-contractor compliance with COVID-19 Protection Plan safety protocols.