

## **Attachment D**

# **Infectious Disease Preparedness and Response Plan**

The JobSource Weatherization Program is moving into a clean-safe working environment in response to the COVID19 pandemic. Exercising situational awareness, social distancing and personal protection should accomplish that outcome. This is not meant to create a sterile environment, but a clean-safe working environment for workers and clients. Any time a worker feels there is cause for concern, workers should put personal safety before the completion of work tasks.

**In General, know the symptoms: coughing, fever, shortness of breath, difficulty breathing and others as described by the CDC. If an employee develops symptoms of respiratory illness and a fever, do not go to work. Call your health care provider immediately. Let the Weatherization Manager know you are experiencing symptoms and not reporting for work.**

### **The JobSource Weatherization Program in General:**

#### **Elimination of Risk:**

- **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.**
- **Do as much work as possible without client contact**
- **Use or establish exterior accesses when feasible**

#### **Substitute materials and approaches:**

- **Using situational awareness, substitutions when feasible may be necessary**
- **Consider portable sanitary toilet facilities instead of client bathroom when feasible**

#### **Utilize Engineering Controls when appropriate:**

- **Create physical barriers to isolate workers, clients and/or hazards when appropriate**

#### **Utilize Administrative Controls:**

- **Limit the number of workers entering a client home**
- **Limit number of workers using the same tools**
- **Decontaminate tools, and vehicles as necessary**

### **JobSource Weatherization Staff Specifically:**

#### **Weatherization Employee Responsibilities:**

- **Perform daily health check**
- **Report employee health check results to Weatherization Manager**
- **Sanitize your hands and all personal items you bring to work, ie: cell phones, lunch coolers and other personal items prior to entering the workplace**
- **Keep personal items in your office room, not in common areas**

#### **Weatherization Manager Responsibilities:**

- **Confirm that the employee has all the necessary PPE and cleaning supplies**
- **Call client to survey risk for COVID-19 using <https://c19check.com/start> prior to deferral screening, audit, interim inspection or quality control inspection, use situational awareness**
- **Explain to client what JobSource will need for a productive working environment**
- **Site check: enter home only if necessary, confirm employee safety protocols are being observed**

- Keep a Weatherization Safety log for employees, workers and clients

#### **Working at the JobSource office:**

- Enter the building and wash or sanitize your hands
- Practice social distancing- 6 feet apart
- Exercise situational awareness and minimize time spent around others
- Verify adequate personal protection equipment and cleaning supplies are present for that day's work
- Keep items like tools, equipment and computers on your person or in your office room
- Do not leave items laying around in common areas like kitchen, conference room or hallways
- Keep employee office room clean and disinfect as needed
- Wash hands or use hand sanitizer frequently

#### **Working in Client Homes:**

- Contact client to confirm latest survey results taken and inform them that you are healthy
- Clarify what you will be doing that day and what you need the client to do so you can protect one another
- Before entering house, wash hands or use hand sanitizer
- Put on appropriate PPE for the task being performed, ie: disposable gloves, shoe covers and mask or respirator,
- Enter the house and evaluate using situational awareness
- 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
- Proceed with work mindful of traditional safety procedures: safety glasses, work gloves, etc
- Upon exit, remove all PPE, secure for reuse or disposal
- Wash hands or use hand sanitizer

#### **Work Stoppages:**

- If stopping work for break time, lunch, gathering materials, etc, do the following:
  - Inform the client, give details of the stoppage, identify when you will be back, ask the client to avoid the work area in the meantime
  - When outside, remove any PPE as needed in an appropriate manner
  - Wash hands or use hand sanitizer before reentry
  - Replace or reuse PPE as appropriate
- When leaving the jobsite, and returning later that day or the next day, isolate tools and equipment in a manner that will keep them from contaminating the vehicle or getting contaminated

#### **Work Completion:**

- Move tools and equipment back to work vehicle
- Clean up work site
- Inform the client you are finished for that time period and give specific instructions as necessary
- When outside, remove any PPE as needed in an appropriate manner
- Wash hands or use hand sanitizer
- Sanitize agency vehicle controls when done with vehicle
- Sanitize equipment and tools used at the completion of the job

### **Final Considerations:**

This Infectious Disease Preparedness and Response Plan is imperative for JobSource to provide Weatherization services to our clients. It is intended to protect our clients, ourselves, our co-workers, our families, and all members of the community we come into contact with. These practices may or may not come naturally, but they need to be in the forefront of your mind in order to become habits.

Exercise situational awareness. Analyze, understand and manage the risk.

Do not hesitate to ask the Weatherization Manager for further guidance in the field.

Do not hesitate to remind your co-workers of these procedures if you see someone not following correct practices.

Employees not following the correct practices can be reported to the Weatherization Manager.

The Weatherization Manager not following the correct practices can be reported to the Deputy Executive Director.

Should any JobSource staff member or contractor employee believe that they have COVID-19 (again, know the symptoms: coughing, fever, shortness of breath, difficulty breathing), or tested positive, or has been told to quarantine by a medical provider, must notify Steve Nall, Weatherization Manager or Jennifer Davisson, Deputy Executive Director, immediately. JobSource will take the following steps:

- Steve Nall or Jennifer Davisson will notify the Executive Director as well as the Madison County Health Department.
- JobSource will require the staff member to participate in contact tracing: identify all staff members and clients, as well as any other persons they have been in contact with over the previous two weeks. Employee will quarantine for a period to be determined by the administrator of the Madison County Health Department. Those in the contact tracing pool will follow the instructions of the Madison County Health Department.
- Weatherization contractors and their employees are expected to participate in contact tracing as well. Contractor employee will remain isolated from the JobSource workplace, including client homes, until it is determined the employee no longer poses a risk, as determined by the Madison County Health Department.
- Weatherization Manager will inform client whose home may be affected that a staff member or contractor may have COVID-19, or tested positive, or has been told to quarantine by a medical provider.
- JobSource will then continue to monitor the situation, notifying appropriate parties of updates.