

WEATHERIZATION READINESS FUNDS

PURPOSE:

This document serves to provide rules and guidance for the allocation, use, and monitoring for the newly distributed DOE Weatherization Readiness Funds (WRF). These funds are a new budget category for implementation in weatherization projects and have different rules than regular DOE weatherization funds.

Please use this document for reference when allocating WRF funds to a WAP projects.

FEDERAL ALLOCATION:

The Department of Energy's Weatherization Assistance Program office awarded the District of Columbia \$749,305.00 in Weatherization Assistance Program funds and an additional \$80,444.00 in Weatherization Readiness Funds for Fiscal Year 2022.

GUIDANCE ON IMPLEMENTATION:

WRF are designated for use by Grantees in addressing structural and health and safety issues of homes that are currently in the queue to be weatherized but at risk of deferral. This funding is specifically targeted to reduce the frequency of deferred homes that require other services, outside the scope of weatherization, before the weatherization services can commence. Units receiving WRF must result in a US DOE completion defined as, "A dwelling on which a US DOE approved energy audit has been applied and weatherization work has been completed." The cost for the readiness work cannot exceed \$502.77 per unit.

ALLOWABLE USES:

The WRF's purpose is to avoid deferrals. Examples of types of repairs eligible are:

- Roof repair
- Wall repair (interior or exterior)
- Ceiling repair
- Floor repair
- Foundation or subspace repair
- Exterior drainage repairs (e.g., landscaping or gutters)
- Plumbing repairs
- Electrical repair
- Clean-up or remediation beyond typical scope of WAP
- Lead paint
- Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture
- Other – please specify

TRACKING, MONITORING, AND BILLING:

DOEE currently has a tracking system in place to clearly separate using WRF dollars versus other funding streams to address deferral items identified in Weatherization projects. Subgrantees must request approval from DOEE prior to expending funds.

CONCLUSION:

Weatherization Readiness Funds will be used to reduce the number of potential deferrals and result in more completed WAP projects. Weatherization Readiness will be utilized once we have exhausted other funding streams that could address the identified hazards.

PURPOSE:

This document serves to provide guidance to organizations on COVID-19 related safety protocols, as Weatherization field employees (crew members, auditors, QCI's) prepare to re-enter client's homes.

Along with this notice, there is a pre--entry questionnaire for clients, as well as a checklist to assist employees before, during, and after Weatherization fieldwork. Because of the contagious nature of COVID-19, these efforts are to ensure the safety of both employees and clients, as well as their co-workers and families.

SAFETY PROTOCOLS -

Arrival at the property / Contact with Household Members

- An intake worker, auditor or crew member must conduct a pre-screening interview before entering a client's home. Included with this policy is a short risk assessment questionnaire that asks questions related to the wellness of household members and exposure of household members to the COVID -19 virus.
- The questions are based on CDC recommended strategies for employers.
- If it appears the risk level is high, postpone entering the home for the meeting, audit or job for a period of a minimum of fourteen days. Be sure to note a follow-up date in the client file. Re-screen the client when the postponement ends. Once determined safe, prepare for entry in the home using the following safety protocols. Included with this notice is a checklist with actions that should be undertaken by crews before, during and after each Weatherization job.

BEFORE WORK

Check the health status of the crew members. If anyone is feeling ill, they should not be working and should be sent home. Employees should answer the risk assessment questionnaire, and if necessary, follow instructions to either self-isolate, or seek medical attention.

Ensure that all crew members are dressed with appropriate Personal Protective Equipment (PPE) which includes:

- Tyvek suit
- Gloves
- N 95 Mask
- Respirator (when appropriate)
- Protective goggles
- Shoe coverings/booties
- Conduct a meeting to prioritize measures (exterior measure vs. interior measures).
- Sanitize all tools needed for the weatherization job according to CDC regulations before bringing them into the home.

- Wash hands or sanitize using alcohol- based hand rubs containing at least 60% alcohol.
- Provide a mask for homeowners to wear if they do not already have one.

DURING WORK:

- Avoid handshakes.
- Maintain the recommended social distancing of 6 feet.
- Isolate the homeowner to one area of the home, if necessary. Crews are encouraged to use lead-safe style protection, i.e., using poly to section off rooms in home while working.
- Designate drivers for each vehicle.
- Re-sanitize tools during work day as needed, sanitize any new tools being introduced into the home during the work day.
- Avoid sharing tools/equipment whenever feasible.
- Wash/sanitize hands frequently during the day, after returning from lunch and breaks.
- Cover coughs and sneezes.
- If client signatures are needed consider disposable pens or sanitizing items after use. If possible, use digital signatures via PDF Expert and sanitize iPad afterwards.
- Fill out daily COVID-19 safety checklist, ensuring all protective measures are being followed.

AFTER WORK:

- Wash/sanitize hands at the end of work day before leaving the work site.
- Sanitize ALL tools and equipment before returning them to work vehicles.
- Sanitize commonly touched surfaces within or on the cab the work truck i.e. steering wheel, door handles, etc..
- Properly dispose of Tyvek suit, mask, and other disposable PPE. Sanitize goggles, work gloves, boots.
- Immediately washing work clothes upon returning home at the end of the work day is advised.

Resource links:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.energy.gov/covid-19-hub>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.osha.gov/Publications/OSHA4000.pdf>

<https://nascsp.org/wp-content/uploads/2020/04/COVID-Considerations-for-Fieldwork.pdf>

WEATHERIZATION ASSISTANCE PROGRAM COVID-19 CREW CHECKLIST

To be completed and signed by the contractor each day and emailed to the Subgrantee. The Subgrantee is charged with putting this completed document in the client's hard copy file. Information should be kept confidential.

Property Address: _____

Before client contact:

___ Check the health status of the crew members. If anyone is feeling ill, they should not be working and should be sent home. Employees should take a risk

assessment quiz, and follow instructions to either self- isolate, or seek medical attention.

___ Conduct a meeting to prioritize measures (exterior measure vs. interior measures)

___ Ensure that all crew members are dressed with appropriate PPE, this includes:

___ Tyvek suit

___ Gloves

___ N95 Mask

___ Respirator (if appropriate)

___ Protective goggles

___ Shoe coverings/booties

___ Designate drivers for each vehicle.

Before work begins:

___ Complete client COVID-19 Screening Questionnaire prior to Weatherization work beginning?

___ Provide masks for household members at home to wear, if they do not already have them.

___ All tools needed for the weatherization job should be sanitized according to CDC regulations before bringing them into the home.

___ Wash hands or sanitize using alcohol-based hand rubs containing at least 60% alcohol.

During work on-site:

___ Avoid handshakes. Cover coughs and sneezes.

___ Maintain the recommended social distancing of 6 feet.

___ Isolate the homeowner to one area of the home, if necessary. Encourage using lead-safe style protection (using poly to section off rooms in home while working).

___ Re-sanitize tools during work day as needed, sanitize any new tools being introduced into the home during the work day.

___ Avoid sharing tools/equipment whenever feasible.

___ Wash/sanitize hands frequently during the day, after returning from lunch and breaks.

___ If client signatures are needed consider disposable pens or sanitizing items after use. If possible, use digital signatures via PDF Expert and sanitize iPad

afterwards.

At the end of each work day:

___ Wash/sanitize hands at the end of work day before leaving the work site.

___ Sanitize ALL tools and equipment before returning them to work vehicles.

___ Sanitize commonly touched surfaces within or on the cab the work truck i.e. steering wheel, door handles, etc.

___ Properly dispose of Tyvek suit, mask, and other disposable PPE. Sanitize goggles, work gloves, boots.

Crew Supervisor Signature

Date

WEATHERIZATION ASSISTANCE PROGRAM

CLIENT RISK ASSESSMENT CHECKLIST

CLIENT NAME: _____

CLIENT ADDRESS: _____

ZIP CODE: _____ PHONE: _____

DATE: _____

1. Has anyone in the household tested positive for COVID-19? ___ Y ___ N

If so, how long ago? _____

2. 2. Is anyone in your household experiencing fever, cough or shortness of breath in the last two weeks? ___ Y ___ N

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? ___ Y ___ N

4. Has anyone in your household been in contact with someone who has tested positive for COVID-19 in the last two weeks? ___ Y ___ N

Client must read and sign below:

I understand these questions are asked for the safety and protection of my household and the Weatherization Assistance Program workers because of the COVID-19 pandemic. I have answered these questions honestly and to the best of my ability. If the answer to any question is YES, the job must be deferred for at least fourteen (14) days.

I understand that any day weatherization personnel come to my home for the energy audit, weatherization work or inspections, I will be asked these same questions each time.

I understand that the workers will consistently and properly wear personal protection equipment (PPE) at all times while they are working in and around my home for my protection and theirs. If I do not have a face mask, one will be provided to me and I agree to wear it while the weatherization employees are on my property.

CLIENT SIGNATURE: _____

DATE: _____

DATE FOR DEFERRAL FOLLOW UP, if necessary (minimum of 14 days) :