
ATTENTION OF:
All Louisiana Weatherization
Assistance Program (WAP) Providers

NOTICE: WAP-2020-01

ISSUED: May 13, 2020
EFFECTIVE: May 18, 2020

This notice remains in effect until amended,
superseded, or rescinded

SUBJECT: Louisiana Weatherization COVID-19 Policies and Procedures

Effective May 18, 2020, the Louisiana Weatherization Assistance Program (WAP) COVID-19 suspension of fieldwork is hereby lifted. Subgrantees may continue to perform all related weatherization services at each Subgrantee's discretion. All weatherization services must be conducted in accordance with local, state, and federal guidelines related to the mitigation of risk related to the spread of COVID-19.

Weatherization and Mitigation Measures

All Subgrantees must follow COVID-19 measures to mitigate risk of infection and prevent potential cross contamination.

Subgrantees and their employees and contractors must follow guidance as issued by local, state, and the Centers for Disease Control and Prevention (CDC) guidelines. Measures to implement when interacting with clients include, but are not limited to the use of containment to isolate clients from crew when necessary and wear personal protective equipment (PPE) when on a job site. Subgrantees must practice the use of one driver per vehicle per day when possible. All crew members and vehicles must be equipped with hand sanitizer and crew members must perform routine daily disinfecting of equipment and tools used in the field.

PPE includes but is not limited to the following: respirators, N95 facemasks, gloves, Tyvek suits, booties, paper towels, hand soap, and cleaners. All auditors, crew members, and contractors are required to wear PPE on all jobs related to Weatherization.

Each Subgrantee must conduct and document a training on the proper usage of PPE and the new practices as it pertains to field and crew work prior to commencing fieldwork. Clients must be provided with client education on COVID-19 and offered a facemask during weatherization inspections and work.

COVID-19 Screening and Procedural Changes

Client files must be documented with the COVID-19 Pandemic/Infectious Disease Check List (**Attachment A**), COVID-19 Pandemic Employee and Client Screening (**Attachment B**), and Subgrantee Field and Crew Check List (**Attachment C**).

The COVID-19 Pandemic Employee and Client Screening must be completed daily. This screening is intended to minimize the risk of spreading COVID-19. Subgrantee personnel should prescreen clients and all household members via a documented phone call prior to arrival onsite. The forms must be signed by the client upon arrival. Each member of the home, auditors, crew, and contractors must be screened daily. Client files must be documented with signed copies of the COVID-19 Pandemic Employee and Client Screening.

In the event an employee or someone living in the home begins to experience symptoms during the day, the job should be suspended. The Subgrantee should complete an additional COVID-19 Pandemic Employee and Client Screening for the person experiencing symptoms. The Subgrantee must follow provisions for a COVID-19 deferred client.

Any client deferred for their personal reporting on the COVID-19 Pandemic Employee and Client Screening form must be clearly documented in the client file. The Louisiana Weatherization Software of Record (Hancock Software) should be updated at the client information screen by selecting denied and choosing "COVID-19" as the reason for denial. Under comments, the Subgrantee should include the date that the client is to be contacted for a follow-up COVID-19 Pandemic Employee and Client Screening.

Changes to Unit Production

Production schedules should be updated to reflect what units could be completed by June 30, 2020. Production schedule changes require a Production Schedule Modification Request (**Attachment D**) completed and signed by the Subgrantee representative. LHC will review and approve modifications

related to the COVID-19 pandemic.

If you have any questions regarding this notice, please contact the LHC Energy Assistance Department at E4@lhc.la.gov or Lauren Holmes at lhartley@lhc.la.gov or 225-763-8700.

- Attachment A:** LA COVID-19 Pandemic/Infectious Disease Checklist
- Attachment B:** LA COVID-19 Pandemic Employee and Client Screening
- Attachment C:** LA Subgrantee Field and Crew Check List
- Attachment D:** LA Production Schedule Modification Request
- Attachment E:** COVID-19 Deferred Client Waiting List Instructions

Louisiana Housing Corporation (LHC)
Energy Assistance



Louisiana Housing
Corporation

Caddo
Desoto
LaSalle
Quad
St. Mary
Terrebonne

Covid-19 Pandemic/Infectious Disease Checklist

COMPANY INFORMATION

Agency Name:

Address:

Telephone Number:

Date:

CLIENT INFORMATION

Client Name:

Client Address:

Checklist

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | COVID-19 Pandemic Employee and Client Screening Completed | If client answer = Yes to any questions, defer unit for at least 30 days |
| <input type="checkbox"/> | Unit deferred due to screening or client request | Date for deferral follow up _____
The unit must be denied in HES on the client intake page and client must be notified in writing of the deferral. |
| <input type="checkbox"/> | Unit deferred in HES | Follow guidelines: do not shake hands; maintain social distancing; sanitize surfaces; wear PPE; use hand sanitizer |
| <input type="checkbox"/> | Social distancing of 6 ft. (2 meters) is possible for unit | Set up zip wall containment to isolate unit occupants from crew; follow OSHA & CDC safety guidance; wear PPE |
| <input type="checkbox"/> | Use of physical containment barrier necessary | |
| <input type="checkbox"/> | Job Safety Analysis (JSA) completed & in Client's file | Must include COVID-related risks & mitigation protocols |
| <input type="checkbox"/> | Followed proper protocols for disposal & maintenance of PPE | Prevent cross-contamination |
| <input type="checkbox"/> | Safety protocols for document handling were followed; The virus is estimated to remain active on paper 4-5 days; on cardboard up to 24 hours; on plastic 2-3 days | Use of gloves/hand sanitizer; wash hands between files/documents; documents for client signature placed in plastic ziplock bag; bag wiped down with sanitary wipe; cut slit for signature area; have client sign using own pen; wipe bag down again; repeat as needed; limit human to paper touches & sanitize between touches & humans |
| <input type="checkbox"/> | Tools/equipment used in unit sanitized following completion | Prevent cross-contamination |
| <input type="checkbox"/> | All crew members sanitized hands prior to touching crew vehicle surfaces | Prevent cross-contamination |
| <input type="checkbox"/> | Washed hands thoroughly immediately upon return to shop/office | Prevent cross-contamination |
| <input type="checkbox"/> | State of local govt. shelter in place order issued
Date Issued : _____
Date of Estimated End : _____
Actual End: _____ | Halt work to in-progress units; notify clients via phone/letter; implement online training for impacted crew and/or dispatch to work in unaffected locales; when lifted, contact clients and resume in-progress work. |
| <input type="checkbox"/> | By client request or other reason, final inspection deferred | Date deferral expected to expire _____
Date inspection completed _____ |



Louisiana Housing Corporation

COVID-19 Pandemic Employee and Client Screening

Agency: _____

Employee or Client: _____

Date: _____

All employees and clients will be screened in advance of any employee arriving on the job site. If the Employee or client answers “yes” to any of the following questions the job should be postponed for a minimum of thirty days.

Yes or No Have you or anyone in your household been confirmed positive for COVID-19? If so, how long ago?

Yes or No Have you or anyone in your household experienced any acute respiratory illness symptoms such as fever, cough, or shortness of breath, within the last two weeks?

Yes or No Has anyone in your household been in close contact with someone who has been confirmed positive for COVID-19 or who has had a fever, cough or shortness of breath in the last two weeks?

Yes or No Have you or anyone in your household traveled or been in close contact with any persons who has traveled out of parish within the last thirty days?

Employee Signature: _____

(Employee completing Questionnaire for self or client)

Client Signature: _____

Date: _____

(This must be confirmed and signed by the client prior to any work beginning)



Louisiana Housing Corporation

Agency Field and Crew Check List

Agency Name: _____

Client Name: _____

Client Address: _____

Date: _____

Is there adequate inventory for the following categories before going into the field?

Respirators _____

N95 face masks _____

Gloves _____

Tyvek Suits _____

Booties _____

Paper towels _____

Hand soap _____

Cleaners _____

Client education materials _____

Client face masks _____

Agency Representative Signature: _____

Attachment E

Instructions for maintaining a COVID-19 Deferred Client Waiting List.

- 1) Once a client has been determined to be a COVID-19 risk, the client should be temporarily “denied” in the Hancock Software on the client information screen with the denial reason of “COVID-19”.
- 2) The client certification date will remain unchanged.
- 3) Print the Denied Client List Report
 - a) Select System Reports > Client letter/List Reports > Applicant Denial List
 - b) Set the date range one year from the date the report is requested
 - c) Select print
- 4) Handwrite the date the client is eligible for the second COVID-19 Pandemic Employee and Client Screening (30 days from deferral) on the Denied Client List Report.
- 5) Subgrantee will be responsible for managing the Denied Client List Report specifically for COVID-19 related referrals in addition to the standard waiting list.
- 6) Once the client is screened and no longer considered “at risk”, uncheck the denied option in the client information screen.
- 7) The client will then appear on the regular client waiting list.

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