

Montana Weatherization Assistance Program COVID - Phase 1 Reopening Checklist:

This checklist is intended to provide baseline client file documentation requirements for the duration of the Phase 1 Reopening process in the Montana Weatherization Assistance Program (MT WAP). Montana DPHHS requires that a completed Phase 1 Checklist be filled out and retained in client files and that the Checklist reflect daily virus mitigation activities for in-house or contracted weatherization workers when onsite in client homes. This form is a baseline only, agencies are encouraged to develop regionally appropriate approaches that are more stringent than best-practice protocols outlined in this document.

Phase 1 Client File Checklist:

Worker Initials:	Date(s) completed:	Activity:	Action:
		Daily symptom and exposure screening complete: Agency Staff/Contractors	Positive screening response requires isolation
		Daily symptom and exposure screening complete: Client Household	Positive screening response requires deferral for a minimum of 30 days
		Client deferred? ___Y/___N	Date for deferral follow-up: _____
		Client education conducted regarding COVID-19 Weatherization protocols and their options regarding deferral.	Client expectations should be set and their rights and responsibilities reviewed.
		Social Distancing of 6' is possible given home layout and work scope? ___Y/___N	If no, identify additional engineering, administrative and PPE controls in the written, Safety Analysis and Exposure Risk Assessment (SAERA) for the job. Please retain in the client file.
		Job specific SAERA is complete and in the client file	Required document during Phase 1. Must identify job specific COVID related risks, identify exposure risk level and specify mitigation protocols.
		Written PPE disposal and maintenance protocols were followed.	Refer to agency specific, OSHA and CDC based Infectious Disease Preparedness and Response Plan (IDPRP) and/or agency safety policies.
		Safety Protocols for document handling were followed? Note: COVID-19 is estimated to remain active on paper 4-5 days; on cardboard up to 24 hours; on plastic 2-3 days	Refer to IDPRP. Examples include: 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

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			client sign using own pen; wipe bag down again; repeat as needed; limit human to paper touches & sanitize between touches & humans
		Necessary jobsite tools and equipment sanitized per agency IDPRP?	Prevent cross-contamination, discourage workers from using other worker's cell phones, work tools and other work related equipment
		All staff sanitized hands prior to touching vehicle surfaces and immediately upon return to the shop/office, per agency IDPRP?	Prevent cross-contamination
		Change in pandemic control approach (shelter in place order re-issued, Phase 2 initiated, etc): Change Description: _____ Date of Change: _____ Proposed Expiration: _____ Actual expiration and subsequent virus control approach: _____	If shelter in place order is re-issued, halt work to in-progress jobs in the affected area(s) and notify clients via phone and/or mail.
		Was the final inspection/job closeout delayed? ____ Y/ ____ N- If yes, please indicate reason: _____	Date of anticipated access to home: _____

I'm thinking agencies have seen enough potential screening questions and that they should appear in their IDPRP. Here are options if we want to include it on the checklist, or in the e-mail when we send the checklist.:

1. Has anyone in the household tested positive for COVID-19? If so, how long ago?
2. Is anyone in your household experiencing 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. Has anyone in your household returned from travelling out of the state or the country in the past two weeks?
5. Consider using the COVID-19 self-screening tool to help determine if clients should be serviced or deferred for a period. Check your risk for COVID-19 - <https://c19check.com/start>
6. Explain safety/preventative measures procedures followed by weatherization workers when visiting the home.
7. Ask the client whether they are comfortable with workers coming to the home at this time or if they believe the job should be deferred until a later date. Explain that deferral will cause the weatherization job to be worked back into the schedule at a later date.