

Program:	Weatherization Assistance Program (DOE) Heating and Energy Assistance Program (HEAP Wx)	MHN #	2020-003
Issued by:	MaineHousing, Energy and Housing Services	Effective Date:	07/01/2020

MaineHousing Notice 2020-003 is being issued in response to the adverse affect the COVID-19 virus has had on Weatherization Assistance Program (WAP) unit production. In response to DOE Weatherization Program Memorandum 062 (WPM 062) regarding COVID 19 MaineHousing revised the DOE Health and Safety Template, revised the DOE PY 2020 State Plan (master file), and requires the submission of a completed COVID-19 Work Plan from all CAAs.

1. WAP COVID 19 Work Plan

Reference: WAP Guidance and Procedures; DOE PY 2020 State Plan; WPM 062

To assist MaineHousing with a better understanding of what the program can expect in the near future, each agency is required to complete a WAP COVID-19 Work Plan. The WAP COVID-19 Work Plan was emailed to CAA Housing Directors on July 13, 2020 and is available on the CAA Portal. The WAP COVID-19 Work Plan must be completed and submitted to MaineHousing through ShareFile no later than **Monday, July 27, 2020**.

2. DOE PY 2020 State Plan Revised

Reference: CAA Portal; DOE PY 2020 State Plan; WPN 062

A revised DOE PY2020 State Plan is posted to the [CAA Portal > Weatherization Assistance Programs>Program Guidance](#). Procedures to mitigate the risk of exposure to the COVID-19 virus are hereby incorporated into guidance provided in the *WAP Guidance and Procedures* and *Maine Weatherization Standards Manual* until such time as MaineHousing deems appropriate to terminate interim COVID-19 procedures.

The following language was added to the DOE PY 2020 State Plan:

- a) Section V.7(3) – Updates related to COVID 19 are in the updated 2020 Grantee Health and Safety Plan Template.
- b) Section V.7.5(1) and (2) – Updates related to allowability of costs associated with COVID 19 safe work practices are in the updated 2020 Grantee Health and Safety Plan Template 7.5.
- c) Section V.7.5(3) – Updates related to COVID 19 safe work practices training are in the updated 2020 Grantee Health and Safety Plan Template, 7.5, 7.13, 7.23, 7.24.
- d) Section V.7.5(4) – During COVID 19 pandemic conditions, additional guidance must be followed including but not limited to: Federal and State CDC, FEMA, Maine COVID 19 Prevention Checklist Industry Guidance, and DOE Memorandum 062.
- e) Section V.7.6(1) – Updates related to COVID 19 safe work practices are in the updated 2020 Grantee Health and Safety Plan Template, 7.20.
- f) Section V.7.7(1)(c) and (2)(i) – Updates related to COVID 19 are in the updated 2020 Grantee Health and Safety Plan Template 7.5, 7.20.
- g) Section V.7.7(2)(o) – Updates related to COVID 19 safe work practices are in the updated 2020 Grantee Health and Safety Plan Template, 7.5, 7.13, 7.23.

3. DOE PY 2020 Health & Safety Template Revised

Reference: CAA Portal; DOE PY 2020 Health & Safety Template; WPM 062

A revised DOE PY2020 Health and Safety Template has been posted to the [CAA Portal > Weatherization Assistance Programs>Program Guidance](#). Procedures to mitigate the risk of exposure to the COVID-19 virus are hereby incorporated into guidance provided in the *WAP Guidance and Procedures* and *Maine Weatherization Standards Manual* until such time as MaineHousing deems appropriate to terminate interim COVID-19 procedures.

The following language was added to the DOE PY 2020 Health & Safety Template:

- a) Section 7.5 (Testing Protocols) – Alternative Guidance: Remediation of viruses is not an allowable cost. However, in the unprecedented environment of COVID 19, PPE, cleaning and disinfecting materials and supplies, and reasonable allowance for extra time needed to meet safe work practice protocols specific to COVID 19 will be allowable H&S costs.
- b) Section 7.5 (Training) – Alternative Guidance: WAP workers will receive training specific to COVID 19 workplace safety.
- c) Section 7.13 (Training) – WAP workers will receive training specific to COVID 19 workplace safety and proper disposal of used PPE and surface coverings.
- d) Section 7.20 (Concerns and Conditions) - WAP staff will develop and ask screening questions specific to COVID 19. If screening questions indicate symptoms of COVID 19 in occupants or workers, work will be deferred. Subgrantees must establish policies and follow up accordingly if an occupant or worker is symptomatic or tests positive for COVID 19.
- e) Section 7.23 (Work Safety) – Safety protocols specific to COVID 19.
- f) Section 7.24 (Concurrence, Alternative or Deferral) – Alternative Guidance: WAP activities are affected by the COVID 19 pandemic. In accordance with Federal and State guidance, WAP activities may be modified, i.e. suspended, operated at lower capacity, units deferred, or other appropriate actions, as conditions change and knowledge of the virus evolves.
- g) Section 7.24 (Remediation Protocols) – Alternative Guidance: Remediation of viruses is not an allowable cost. However, in the unprecedented environment of COVID 19, PPE, cleaning and disinfecting materials and supplies, and reasonable allowance for extra time needed to meet safe work practice protocols specific to COVID 19 will be allowable H&S costs.
- h) Section 7.24 (Client Education) – Alternative Guidance: Clients will be informed of Grantee and Subgrantees’ protocols for working safely during assessments, weatherization, and inspections. Clients will be informed of policies and actions to be taken if an occupant or worker is symptomatic or tests positive for COVID 19.
- i) Section 7.24 (Training) – Alternative Guidance: WAP workers will receive training specific to COVID 19 workplace safety and communicating with clients.

4. COVID-19 Related Resources and Best Practices

As technicians, crews and contractors contemplate the return to weatherization work, MaineHousing is encouraging Community Action Agencies (CAAs) to be circumspect when moving forward, ensuring that all necessary precautions are taken to minimize risk. The health and safety of staff, contractors and clients is of the utmost importance. MaineHousing is providing the following list of resources and a few best practice tips to assist in the development of your agency's plan to resume Weatherization work to the full-extent possible.

Resources:

- a) Maine Center for Disease Control
<https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus.shtml>
- b) Restarting Maine's Economy, Together, We Are Maine
https://www.maine.gov/decd/sites/main.gov.decd/files/inline-files/COVID%20Checklist%20for%20ME%20Phase%201%20Construction_2.pdf
- c) Weatherization Assistance Program Memorandum 062, Department of Energy,
<https://www.energy.gov/eere/wap/downloads/weatherization-memorandum-062-weatherization-assistance-programs-response>
- d) *Guidance on Preparing Workplaces for COVID-19*, U.S. Department of Labor, Occupational Safety and Health Administration
<https://www.osha.gov/Publications/OSHA3990.pdf>
- e) *COVID-19 Guidance for the Construction Workforce*, U.S. Department of Labor, Occupational Safety and Health Administration
<https://www.osha.gov/Publications/OSHA4000.pdf>
- f) Coronavirus (COVID-19) Pandemic: Addressing PPE Needs in Non-Healthcare Setting, FEMA
<https://www.fema.gov/news-release/2020/04/22/coronavirus-covid-19-pandemic-addressing-ppe-needs-non-healthcare-setting>
- g) *Reopening Our Doors*, CAPLaw Webinar
For a complete listing of recordings, click on archived webinars
- h) Blog: COVID-19 and Blower Doors, NASCSP
<https://nascsp.org/blower-doors-covid-19-a-message-from-the-nascsp-wap-director/>
- i) *Position Statement on Blower Doors*, Building Performance Association
<https://www.building-performance.org/sites/default/files/BPA%20Blower%20Door%20Position%20-%2006.18.20.pdf>

Best Practices:

- a) Send staff reminder emails
- b) Have field workers download checklists from the Maine CDC website and post in their vehicles

5. Notice Contact

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