

## COVID-19 Preparedness Plan for Honest Home Inspection

**Honest Home Inspection** is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Honest Home Inspection** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **Honest Home Inspection**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **discussing levels of comfort with resuming field work, and what procedures we must have in place in order to do so**. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- **Every morning that an employee will be engaging in field work, they must take and record their temperature in the COVID-19 Employee Temperature Log located in the company DropBox.**
- **Immediately report any symptoms of illness, COVID or otherwise, to HR. Since this is a new illness with ever-emerging, unusual symptoms, it is vital that we record all medical developments during this time.**

**Honest Home Inspection** has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine

themselves or a member of their household.

- **If you suspect you are ill or are in any way ill, STAY HOME! If any member of your immediate household has confirmed COVID-19 exposure and must quarantine, STAY HOME. We will continue to pay at the base rate as long as we are able to ensure your basic needs are met.**
- **Should you become sick with COVID-19 and require an extended recovery time, your job will be held for you when you can safely return to work.**

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. **Work from home at the base rate is an option should you decide the risk to any members of your household with underlying conditions becomes too great.**

**Honest Home Inspection** has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. **Work from home may be resumed (video production) for the duration of quarantine at the base rate.**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **Employee health status will only be shared as required to contact-trace exposure.**

## COVID-19 Inspection Procedures

### Prior to leaving home:

1. Take temperature at the start of each day and record it in the COVID-19 Temperature Log located in the company DropBox.
2. Confirm all necessary PPE and cleaners are accounted for in your inspection kit.
  - a. PPE
    - i. Minimum three sets of gloves
    - ii. Minimum two masks
    - iii. Minimum two sets of overalls.
    - iv. Minimum two sets of shoe covers.
  - b. Cleaning
    - i. One container of hand sanitizer
    - ii. One container of Clorox (or equivalent) wipes
    - iii. One plastic bag for disposal of used, disposable PPE
    - iv. One plastic bag for containment of used, washable PPE
  - c. Interior of vehicle should be designated for storage of clean, uncontaminated supplies. Trunk should be designated as possibly-contaminated, and used to store bags of used PPE and cleaning supplies.
3. Confirm a direct route to job location. Do not make any stops on way to or from job site, with the sole exception of pay-at-the-pump fueling of vehicles.

### On-site

1. Prepare PPE and cleaning supplies for use
  - a. Put on mask.

- b. Arrange clean coveralls, shoe covers, and gloves in passenger compartment of vehicle.
  - c. Extract several cleaning wipes and place in zip-loc bag for ease of access during inspection.
2. Prepare tools/equipment for use
  - a. If a Radon test is taking place, remove radon monitor from case. Leave case in passenger compartment of vehicle.
3. Complete hands-off exterior portion of inspection.
4. Wipe down phone and set aside on a sanitary surface.
5. Put on coveralls and gloves.
6. Establish that no one is inside home by ringing doorbell/knocking and stepping back six feet from door.
  - a. If someone is present, inform them – from a safe distance – that they need to vacate the property before you can complete your inspection, per the inspection guidelines sent to their agent.
  - b. If they refuse to vacate the property, terminate the inspection following procedures outlined under Exiting Dwelling.
  - c. If home appears vacant, continue with Step 7.
7. Set shoe covers, zip-loc of cleaning wipes, and door bag by front door. If radon test is taking place, set monitor and tripod by door as well.
8. Manipulate any exterior items that require physical contact.
9. Apply shoe covers and enter dwelling.

### **Interior Inspection**

1. Begin inspection in least occupied spaces, i.e. utility room.
2. Continue interior inspection with least possible physical interaction with dwelling surfaces.
3. Use wipes prior to manipulation of objects in home. This is for your personal protection; not cleaning the home.
4. Do not enter attic spaces as a permanent limitation will be in place due to the lack of adequate PPE required for inspector safety around loose fill insulation.

### **Radon Testing**

1. Close all interior windows at end of inspection, making sure to wipe down all operator handles and/or hardware prior to touching.
2. Retrieve monitors and equipment from front of house.
3. Set up monitor as required and buffer test for 12 hours.

### **Exiting dwelling**

1. Ensure all tools have been wiped down and returned to door bag.
2. Do not close interior doors, windows (unless conducting a radon test), or turn off lights. Sellers will be notified of our guidelines ahead of time.
3. Do not wipe down items in home; your PPE and procedures should mitigate any contamination entering the home from you. All cleaning procedures are to ensure you do not bring any contaminants out of the house.
4. Once you are certain all items have been removed from house, lock door and replace key in lock box.
5. Wipe down phone thoroughly and place in a sanitary location.
6. Place used wipes in trash.
7. Standing by door, remove shoe covers and place in trash.
8. Remove coveralls by turning them inside out as you remove one arm at a time, then one leg at a time. Place in bag for non-disposable items.

9. Remove gloves per procedure outlined in CDC poster. Place in trash.
10. Use hand sanitizer.
11. Remove mask and place in bag for non-disposable items.
12. Place all items from front of home in trunk of car. Sanitize hands one last time.
13. BE SURE TO RETRIEVE YOUR PHONE.

### **Upon Returning From Field Work**

1. Place items in washing machine immediately upon returning home. You may wipe down the bag prior to bringing it inside your home. Dispose of plastic bag and trash containing used wipes and gloves in exterior garbage can and thoroughly wash hands and any surfaces/door handles as needed.
2. Wash coveralls and mask with hot water and normal laundry detergent. Dry completely.
3. Thorough hand washing and change of clothes / showering recommended before engaging with others in your household.

## **Handwashing & Respiratory Etiquette**

More information can be found by following links at the end of this document in Appendix .

## **Social distancing**

In the case of a co-inspection, employees must remain a minimum of 6-foot distance from one another and wear masks at all times. Prior to inspection, Lead Inspector will plan which areas of home will be evaluated by each inspector and communicate with co-inspector.

## **Communications and training**

This Preparedness Plan was communicated via email and phone call to all workers on 5/4/2020 and necessary training was provided. Additional communication and training will be ongoing weekly, or more frequently as needed. Instructions will be communicated to customers about home inspection guidelines to ensure social distancing between the customer, the worker and other homeowners and agents. Managers and supervisors are to monitor how effective the program has been implemented by monitoring documentation and verbally checking in with employees. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Honest Home Inspection** management and was posted throughout the workplace 5/6/2020. It will be updated as necessary.

Certified by:

**Theresa Meis**

**Office Manager**

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

MDH Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

### **Businesses**

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

MDH Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)