Budgeting (Check one):
The grantee is encouraged to budget health and safety costs as a separate category and, thereby, excludes such costs from the average per-unit cost calculation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. The grantee is reminded that, if health and safety costs are budgeted and reported under the program operations category rather than the health and safety category, the related health and safety costs must be included in the calculation of the average cost per home and cost-justified through the audit.

Separate Health & Safety Budget  X
Contained in Program Operations

Incidental Repairs (List repairs, if any, that will be removed as health and safety measures and implemented as incidental repairs.):  
If the grantee chooses to identify any health and safety measures as incidental repairs, they must be implemented as such under the grantee’s weatherization program in all cases – meaning, they can never be applied to the health and safety budget category. In order to be considered incidental repairs, the measure must fit the following definition and be cost justified along with the associated efficiency measure. Incidental Repairs means those repairs necessary for the effective performance or preservation of weatherization materials. Such repairs include, but are not limited to, framing or repairing windows and doors which could not otherwise be caulked or weather-stripped and providing protective materials, such as paint, used to seal materials installed under this program.

Incidental repairs necessary for installation of weatherization measures are NOT considered H&S, but will be added to the cost of the efficiency measure and included in the calculated Saving to Investment Ratio (SIR). Such repairs include, but are not limited to:
- Protective covering for exterior hot water tanks installed by DOE WAP
- Repair of walls or window frames for room A/C installation
- Sealing and weather-stripping to prevent air leakage from conditioned rooms to unconditioned space

Health and Safety Expenditure Limits (Provide a per-unit average percentage and justification relative to the amount. Low percentages should include a statement of what other funding is being used to support health and safety costs, while larger percentages will require greater justification and relevant historical support.):
The grantee must set health and safety expenditure limits for their subgrantees, providing justification by explaining the basis for setting these limits and providing related historical experience. It is possible that these limits may vary depending upon conditions found in different geographical areas. These limits must be expressed as a percentage of the average cost per dwelling unit. For example, if the average cost per dwelling is $5000, then an expenditure of $500 per dwelling would equal 10 percent expenditures for health and safety. 10 percent is not a limit on H&S expenditures but exceeding this amount will require ample justification. These funds are to be expended by subgrantees in direct weatherization activities. While required as a percentage of the average unit cost, if budgeted separately, the health and safety costs are not calculated into the per-house limitation.

Per-Unit Average Percent:  5%

Typical efficiency measures are base load only. Almost 90% of homes have no central air and about 100% of homes have no heating systems and rely a lot on natural ventilation. Therefore, there is no need to perform air sealing measures or pressure diagnostics. With very limited WAP funding available, grantee would like to limit H&S items to only those absolutely necessary to safely complete work. Work over the past few years has indicated that only a minimal amount of H&S would apply and amount of weatherization measures to be provided.
Deferral Policy (Provide a detailed narrative of the grantees overall deferral policy):

Deferral may be necessary if health and safety issues cannot be adequately addressed according to WPN 17-7 guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. In the judgment of the auditor, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. The grantees should be specific in their approach and provide the process for clients to be notified in writing of the deferral and what corrective actions are necessary for weatherization to continue. The grantees should also provide a process for the client to appeal to a higher level in the organization.

Agency shall utilize the Weatherization Deferral/Referral Notice (Attachment A) to provide written notice to clients in dwellings where problems exist that are outside the scope of Weatherization. Clients will be given 30 days as stated on the Deferral Notice to take corrective action. If the client is able to take corrective action within the 30 days, work should resume as soon as possible after the Agency receives notification from the client. If problems identified in the Deferral Notice are not corrected within 30 days, the grantees places the job in an inactive file. The client can reapply when and if the problems noted on the Deferral Notice have been corrected.

Deferral conditions may include:

a. building structure or its electrical system is in a state of disrepair and failure is imminent.
b. the dwelling sewage or other sanitary problems will endanger the workers/crews and client if the weatherization work is performed.
c. extensive moisture/mildew are severe and cannot be resolved under the existing health and safety measures
d. the extent of the lead-based paint in the dwelling would potentially create further health and safety hazards.
e. the client is uncooperative, abusive or threatening to the auditors, crews or staff who must work or visit the dwelling
f. illegal or unsafe activities have been observed at the client home and may endanger the crew
g. others reasons identified below under health and safety or identified by assessor or crew

Procedure for Identifying Occupant Health Concerns:

Procedures must be developed and explained on how information is solicited from clients to reveal known or suspected occupant health concerns as part of the initial application for weatherization, additional screening of occupants again during the audit, and what steps will be taken to ensure that weatherization work will not worsen the health concern.

At the time of application, the client must complete a “Client Survey” (Attachment B), identifying potential health issues of the applicant and all occupants of the dwelling. This survey will be inserted into the client file for future reference. Field staff will review the survey with the client at the time of the initial on-site assessment and verify that information appears to be accurate. In addition, field staff are required to identify Health and Safety hazards during the energy audit/assessment, notify the property owner and occupants of these hazards and, depending on the type and extent of the problem, eliminate the identified hazards when they are present prior to or during weatherization activities. The Health and Safety Checklist is required for every job, and includes the customer name, address, and date of inspection. A deferral form is issued to the client when it cannot be addressed through the weatherization program (Attachment A). The form is to be signed by the customer and the energy auditor or inspector and maintained in the customer file.

Documentation Form(s) have been developed (Check Yes or No):

Documentation forms must be developed, include the client’s name and address, dates of the audit/assessment and when the client was informed of a potential health and safety issue, a clear description of the problem, a statement indicating if, or when weatherization could continue, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options

Yes X A “Weatherization Deferral/Referral Notice” was developed for use in the program. (Attachment A)
This form requests for clients name, address, date of audit/assessment, clear description of health and safety issue, when and under what conditions weatherization work could continue, client’s signature and date they were informed indicating they were informed of their rights and options. A “Client Health Survey” (Attachment B) also was developed as part of the application package to identify any existing health concerns which could be affected by weatherization work.

No
Completing the General Issue Tables below, or something similar, for each health and safety category will help explain to DOE how the WPN 17-7 requirements will be addressed.

### Air Conditioning and Heating Systems

<table>
<thead>
<tr>
<th>Concurrence or Alteration:</th>
<th>There will be no heating system replacement, repair, or installation with DOE funds as there are no heating systems in grantees territory.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concurrence with WPN17-7:</td>
<td>Central air conditioning systems and whole house air conditioned (split/window systems) will not be addressed due to limited funding. Room air conditioner replacements/repair or installation must first be attempted through cost justification on the priority list before using H &amp; S funding. If this is not possible, air conditioner installation will be allowed in homes of the at-risk occupants as defined as an occupant who has a documented medical need to have conditioned air.</td>
</tr>
<tr>
<td>Alternative Guidance:</td>
<td></td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE WAP funds will be used for the above activity.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

If the measure is beyond the scope of DOE WAP, the client will be deferred or referred.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

WAP crews will test any existing room air conditioner to determine if it is operable. If it is not and the client meets the at-risk criteria, a replacement room A/C unit that meets the criteria of the priority list will be installed.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

When serious electrical hazards, gross overloads, or electrical wiring exposure are present, the energy auditor shall notify the owner and defer the unit until such hazards are remedied.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

If repair/replacement is beyond the project scope of DOE, either for efficiency or health and safety, the client will be referred to local agencies who could assist.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Room air conditioner repair/replacement will be performed by a licensed contractor or vendor. WAP auditor/inspector would verify that installation is complete and adequately installed with no problems.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Auditor/inspector will provide client education on appropriate operation and maintenance of A/C units. An operations manual and any warranty information will be left with the client.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Replaced units will be disposed of according to the environmental standards in the Clean Air Act 1990, Section 608, as amended by 40 CFR 82 (7/1/2006). Materials shall be disposed of by an EPA-approved section 608 type 1 or universal certified contractor/vendor, and so noted in the file. Disposed units will be recycled when possible.

**Air Conditioning Installation (as specific to installation as a health and safety measure):** Provide a narrative on implementation protocols of air conditioning repair, replacement, and installation including justification for allowability that includes climate justification with degree days and how to define at-risk occupants.

Room A/C units will be installed as specified in the grantee priority list and installation standards. Room A/C units that cannot be repaired/replaced through the priority list, and are being repaired/replaced for H & S, will be justified by being located in Climate Zone 1 and identifying at-risk occupants as defined by documented medical reasons for needing A/C.

**Heating System Installation (as specific to installation as a health and safety measure):** Provide a narrative on implementation protocols of Heating System repair, replacement, and installation including justification for allowability that includes climate justification with degree days.

Not applicable. There will be no central heating system replacement, repair, or installation with DOE funds as there are no central heating systems in grantee’s territory.

Revised 01.2022
### Appliances and Water Heaters

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>Replacement of water heaters for health and safety is allowed on a case by case basis. Replacement of water heaters with solar or hybrid heat pump water heaters will first be attempted through the priority list. Replacement and installation of other appliances are not allowable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

**DOE WAP funds may be used for the above activity.**

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

If the measure is beyond the scope of DOE WAP, the client will be deferred or referred.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Hot water tanks that are leaking water, producing high carbon monoxide or drafting poorly will be assessed for repair or replacement. Combustion safety testing will be performed on all gas-fired water tanks. If repair is not possible, tank can be replaced. All plumbing work is performed by licensed contractors and must comply with local codes. Local agency staff will confirm installation and that unit is working properly.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

If serious electrical hazards, gross overloads, or electrical wiring exposure are present, the energy auditor shall notify the owner and document in the client’s file. If such condition is present, the client shall be deferred to resolve such major problems prior to any weatherization work.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

If repair/replacement is beyond the project scope of DOE either for efficiency or health and safety, the client will be referred to local agencies who could assist.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Water heater repair/replacement will be performed by a licensed plumber. Agency inspector will be trained to determine if installation is adequate (hooked up, producing hot water, etc.).

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Clients are provided with operating instructions, operating manual, and warranty from the manufacturer.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Disposal of appliances shall be in accordance with the environmental standards in the Clean Air Act 1990, Section 608, as amended by 40 CFR 82 (7/1/2006). Disposal shall be by contractor/vendor. Disposed units will be recycled when possible.

### Asbestos - in siding, walls, ceilings, etc.

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>Any surfaces to be altered in the weatherization process shall be inspected for asbestos prior to alteration. Crews and contractors must work around any asbestos containing material. Testing or abatement of asbestos is not an allowable H&amp;S expense.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

**DOE funds will not be used for asbestos testing or removal.**

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

If asbestos is present in any area which will be disturbed during weatherization, the asbestos must be remediated prior to work using non-DOE funds.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

All auditors must attend a formal asbestos awareness training to learn to identify asbestos containing materials and when it may pose a hazard to clients or workers.

Revised 01.2022
### Standards for Deferral:
Describe when deferral should take place for the specific health and safety category.

Work will be deferred if crews are unable to perform weatherization due to the presence of asbestos.

<table>
<thead>
<tr>
<th>Standards for Referral:</th>
<th>Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.</th>
</tr>
</thead>
</table>

If possible, clients will be referred to local agencies who perform asbestos removal.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Agency auditors/assessors will be required to take an AHERA course to be able to identify asbestos.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

If asbestos is identified by crew, client shall be instructed not to disturb any suspected surface and given the EPA pamphlet “Asbestos in the Home, a Homeowners Guide.”

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

No asbestos removal work will be performed.

---

### Asbestos - in vermiculite

<table>
<thead>
<tr>
<th>Concurrence or Alteration:</th>
<th>Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. <strong>Note:</strong> Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.</th>
</tr>
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</table>

**Concurrence with WPN17-7**
**Alternative Guidance**

The presence of vermiculite in grantee territory is unlikely. Grantee does not perform any insulation, air sealing, or blower door testing. All measures are base load. However, auditor/assessors will be trained to recognize vermiculite and notify client of its presence.

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funding will not be used for testing or removal of vermiculite.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

If vermiculite is discovered, the client will be notified and instructed not to disturb the material.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

No weatherization work will occur which could possibly disturb vermiculite.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

If vermiculite is present in a dwelling and weatherization work would disturb it, the unit would be deferred until the vermiculite is removed.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

If possible, client will be referred to local agencies if vermiculite is present.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Agency auditors/assessors will be required to take an AHERA course to be able to identify asbestos in vermiculite.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Clients will be notified of potential hazard and provided with the EPA pamphlet on asbestos in the home.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

There will be no removal or disposal of vermiculite allowed.

---

### Asbestos - on pipes, furnaces, other small covered surfaces

<table>
<thead>
<tr>
<th>Concurrence or Alteration:</th>
<th>Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. <strong>Note:</strong> Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.</th>
</tr>
</thead>
</table>

**Concurrence with WPN17-7**
**Alternative Guidance**

There are no furnaces in grantee territory and therefore no assessment is required.

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

No DOE funds will be used for this H&S measure.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

This measure is not applicable to grantee territory.

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Revised 01.2022
### Standards for Remedy
Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

| Not applicable. This measure will not be done. |

### Standards for Deferral
Describe when deferral should take place for the specific health and safety category.

| Not applicable, nothing to defer. |

### Standards for Referral
Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

| Not applicable, nothing to refer. |

### Training Provision
Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

| Not applicable. Assessor/auditors will have AHERA training to identify any potential asbestos. |

### Client Education
Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

| Since there are no furnaces, it is unlikely that there will be asbestos covering on any pipes. However, if it is identified, client will be notified of asbestos hazard. |

### Disposal Procedures
Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

| Grantee will not be removing or disposing of any asbestos. |

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### Biologicals and Unsanitary Conditions - odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.

| Concurrence or Alteration: Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances. |

| Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowable. Addressing bacteria and viruses is not an allowable cost. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. |

### Funding
State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

| DOE funds may be used to remediate conditions that may lead to or promote biological concerns or unsanitary conditions. This would typically be a plumbing leak or water drainage under a home. |

### Beyond Scope of DOE WAP
Describe how the issue will be treated if beyond the scope of DOE WAP.

| Client will be asked to correct problem or will be deferred to other agencies who may be able to assist. |

### Standards for Remedy
Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

| Minor plumbing leaks or drainage problems could be remedied with DOE funds. |

### Standards for Deferral
Describe when deferral should take place for the specific health and safety category.

| Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. |

### Standards for Referral
Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

| Client will be referred to local health and social service agencies who can assist in resolving the issues. |

### Training Provision
Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

| Training for sensory recognition of moisture problems is part of the DOE Mold Awareness training. All auditors/assessors will be required to take basic mold/moisture awareness training. |

### Client Education
Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

| In homes where mold and moisture has been identified as a problem, clients will be given a copy of “A Brief Guide to Mold, Moisture and Your Home” and given an explanation of conditions that cause deferral. |

### Disposal Procedures
Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

| Disposal of all moisture damaged materials must be in accordance with DOE mold guidance. |

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### Building Structure and Roofing

| Concurrence or Alteration: Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will |

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Revised 01.2022
<table>
<thead>
<tr>
<th>Concurrency with WPN17-7</th>
<th>X</th>
<th>Building structure and roofing repairs are not allowable. Minor roof repairs and construction of enclosures to protect and preserve DOE WAP installed hot water tanks will be allowed, but this will be included in the installation cost of the measure and must meet the SIR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Guidance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

Building structure and roofing repairs are not allowable with DOE funds.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

If the repairs and installation cost cannot be deferred the SIR for the weatherization measure, the unit will be deferred.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

There is no remedy. Unit will be deferred.

**Standards for Deferral:** Describe whether deferral should take place for the specific health and safety category. If possible, include associated referral agencies.

If dwelling requires structural or roofing repairs, weatherization will be deferred until that work is complete.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

If repair/replacement is beyond the project scope of DOE either for efficiency or health and safety, the client will be referred to Guam Housing and Urban Renewal Authority (GHURA), Rehabilitation Program, GCIC Building, Contact No.: 671-475-1319 or other local agencies.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Auditor/assessors will be trained to identify if building structure and roofing is not safe.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Client will be notified that structure is unsafe and referred to housing repair agencies if know.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

There will be no removal or disposal of structural or roofing materials.

---

### Code Compliance

**Concurrency or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN17-7 | X |
|--------------------------|---|
| Alternative Guidance | | Local building code requirements must be followed at all times. This is particularly important when installing solar hot water systems and hybrid hot water heat pump units. Correction of pre-existing code violations in a dwelling is not allowed unless the code corrective action is required due to the installation of a weatherization measures.

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will be used to comply with local codes in the installation of weatherization materials.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

Weatherization work should be deferred if the property has been condemned or red tagged for any code violations which cannot be corrected under this guidance.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Work must meet current applicable code requirements. Work will include obtaining permits and inspection from the local building departments when required.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

If the cost of meeting code compliance is excessive and beyond the allowable cost for the efficiency measure, the property should be deferred until alternate sources of funds are identified to correct the problems.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client will be referred to other programs or agencies if necessary to bring structure up to code.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Grantees and subgrantees will become familiar with code requirements for installation of weatherization materials by visiting with local code officials. Field personnel are strongly encouraged to attend “building/construction code” instructional classes. The intent of training is not to learn all codes for all trades, but to be aware of codes in the areas that weatherization auditors and crews/contractors commonly encounter. Domestic hot water installation is
performed by contractors. Training for code compliance is the responsibility of the installation contractor.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Clients will be informed of changes to their home as the result of code compliance. They will also be notified by the deferral/referral form if their home cannot be weatherized due to not meeting code compliance.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards. There are no disposal procedures for this element.

### Combustion Gases

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

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Combustion safety testing is required when combustion appliances are present. This will include gas water heaters, gas cook stoves, and any other gas appliance located inside the home. Appliances will be tested for carbon monoxide and gas leaks. If air sealing is done due to air conditioning or heating, natural draft appliances will be tested for draft and spillage under worse case conditions before and after air sealing. This will be done before leaving the home any day when work has been done that could affect draft (i.e. tightening the home, adding exhaust).

Combustion appliances must vent to the outside. Correction of venting and gas line leaks is allowed when testing indicates a problem. If problems affecting the immediate safety of the occupants are discovered, the client is immediately notified and the appliance disconnected.

Gas ovens will be tested for CO. Cooking burners will be inspected for operability, CO, and flame quality.

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds may be used for combustion testing and venting if required. Correction of venting and gas line leaks is allowable. Repair and cleaning of cook stoves is allowable, replacement is not allowable.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP. If a combustion appliance cannot be repaired or replaced with DOE funds, it is beyond the scope of WAP and the job will be deferred until the situation is corrected.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

If problems are found during combustion gas testing, appliances may be repaired or replaced if allowable under DOE rules. Gas water heaters may be repaired or replaced if repair is not possible. Cook stoves can be cleaned and repaired, but cannot be replaced with DOE funds. Gas dryers can be repaired, but not replaced. (see Appliance and Water Heater section)

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

Problems found with combustion appliances cannot be corrected with DOE funds and will be deferred.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Whenever possible, clients will be referred to local agencies if repair/replacement is beyond the project scope.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Agency staff and/or contractors shall be trained in CAS testing using proper instruments. Results of testing will be documented in the client files.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Clients with combustion appliances in the home will be provided information and explanation of combustion safety and hazards information, including the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards. No disposal is required for testing.

**Combustion Gas Problem Discovery:** Provide a narrative describing the process to be followed when combustion gas testing reveals health and safety concerns.

If a problem exists affecting the immediate safety of the occupant, the client is immediately notified, and if necessary, the appliance is disconnected.
### Drainage - gutters, down spouts, extensions, flashing, sump pumps, landscape, etc.

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

| Concurrence with WPN17-7 | X | Alternative Guidance | Correction of minor drainage, gutters or downspouts to direct rain water away from the building is allowable if within the cost limitations. Installation of gutters, down spouts, extensions, flashing, sump pumps, landscape, is not an allowable cost. |

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds can be used to correct minor drainage problems.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

Extensive installation of gutters, downspouts, sump pumps or landscaping is beyond the scope of WAP and not allowable.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Drainage problems beyond the cost limitation will not be corrected with DOE funds.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

If drainage problems beyond the scope of WAP will affect the operation of any weatherization measures, the work will be deferred until such problems are corrected.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client will be notified of serious drainage problems that are creating health and safety issues or detrimental to installation of weatherization measures. The client will be asked to correct such problems prior to weatherization and/or referred to local agencies who may be able to assist.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Agency staff will be trained to visually identify any drainage problems.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Client will be notified of health and safety concerns regarding poor drainage and the effect this may have on any weatherization work.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Disposal of any material removed from the structure will be done in an environmentally acceptable manner.

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### Electrical, other than Knob-and-Tube Wiring

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

| Concurrence with WPN17-7 | X | Alternative Guidance | Minor electrical repairs are allowed where health and safety of the occupant is at risk. Upgrades and repairs are allowed when necessary to perform specific weatherization measures. Typical repairs may be installing switch plate, light socket, outlet protectors, replace ceramic light bulb fixtures, switch plates for fluorescent lighting installation, or other means to eliminate exposed wiring. Repair or replacement of faulty electrical outlets for A/C, water heater, or refrigerators is also allowable. Upgrades and repairs for weatherization measures are allowable such as relocation of electrical outlet to allow a gas dryer to be relocated for proper ventilation or proper connection of an existing water heater. |

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will be used for minor electrical repairs associated with weatherization work.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

Electrical work beyond minor repair is beyond the scope of WAP.

For electrical issues beyond weatherization work, clients will be referred to the Guam Housing and Urban Renewal

Revised 01.2022
Disposal Procedures:

Visual inspection will be performed. Crews will check for alterations that may create an electrical hazard. Voltage drop and voltage detection testing are allowed.

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

When serious electrical hazards, gross overloads, or electrical wiring exposure are present, the energy auditor(s) and crews shall notify the owner and document in the client’s file. In such condition, the client shall be deferred to resolve such major problems prior to the installation of weatherization services, ensuring electrical base load is within the electrical safety standards. Weatherization measures that effect electric load include air conditioner(s), refrigerator, and hot water tank replacement.

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Crews may be referred to GHURA, Rehabilitation Program, GCIC Building, Hagatna, Contact No.: 671-475-1319 if repair/replacement is beyond the project scope.

Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.

If needed, crews will be trained in basic electrical safety, how to identify electrical hazards, and local code compliance. Installation contractors are responsible for proper electrical installation of appliances.

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.

Clients will be provided with information and explanation of the hazards of overloading circuits, basic electrical safety/risks and over current protection (where applicable)

Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Any electrical materials removed from homes will be disposed of per EPA guidelines.

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### Electrical, Knob-and-Tube Wiring

Concurrence or Alteration: Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN17-7 X Alternative Guidance

Since no attic insulation will be installed in grantee’s service territory, there will be no inspection for knob-and-tube wiring.

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

No DOE funds will be used. There will be no insulation placed over knob-and-tube wiring.

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

This is beyond the scope of the grantee’s weatherization program.

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.

No testing will be done, no attic insulation.

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

No work will be done in attics with knob-and-tube wiring.

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

If knob-and-tube wiring is discovered, client will be referred to other programs as this is beyond the project scope.

Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.

No training will occur as no work will be performed in this area.

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.

No client education will be done as no work will be performed in this area.

Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

No disposal procedures are necessary as no work will be performed in this area.
Fire Hazards

Concurrence or Alteration: Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN17-7 X
Alternative Guidance ____________

Current inspection criteria take into account fire hazards. These include combustion appliance venting systems and required clearances. Auditors also identify any flammable material close to combustion appliances and existence of electrical circuit overloads.

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds may be used for identification and correction of fire hazards when necessary to perform weatherization work.

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

Gross fire hazards that are beyond the scope of weatherization will require deferral of the job until hazards are corrected.

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.

Fire hazards will be ameliorated or removed prior to weatherization work.

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

If the fire hazards are beyond the scope of WAP, the job will be deferred until the hazard has been remedied.

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client will be referred to other agencies/programs if repair/removal is beyond the project scope.

Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.

Auditors/crews will be trained in basic fire hazard safety.

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.

Clients will be notified of any potential fire hazards in the home.

Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Any flammable material will be disposed of according to EPA guidelines.

Formaldehyde, Volatile Organic Compounds (VOCs), and other Air Pollutants

Concurrence or Alteration: Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN17-7 X
Alternative Guidance ____________

Air pollutants will be identified by auditor/assessors prior to any work on the job. Removal of pollutants is allowed and is required if they pose a risk to workers. Removal of pollutants that are not necessary to perform weatherization work (old paint cans, oil in garages, etc.) is not allowed.

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds may be used to remove pollutants that are of danger to weatherization workers. Disposal of pollutants not related to weatherization work, clients may be referred to the Guam Environmental Protection Agency (GEPA), Solid Waste Program, 17-3304 Mariner Ave., Tiyan Guam 96913, Contact No. 671-475-1658/9.

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

Removal of pollutants not related to weatherization work is not allowable.

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.

Dangerous air pollutants will be removed prior to any work.

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

If pollutants cannot be removed, the work will be deferred until the situation is remedied.

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client will be referred to GEPA if pollutants are beyond the project this scope.
### Training Provision

**Discuss how training will be provided for the specific health and safety category.**

"Note: Some health and safety categories, like OSHA, require training.

**Weatherization auditor/assessors will be trained to recognize common household pollutants including formaldehyde, tobacco smoke, thinners, solvents, cleaners, and any other substances capable of negatively impacting indoor air quality.**

### Client Education

**Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan.**

"Note: Some health and safety categories, like mold and moisture, require client education.

**Clients will be informed of observed conditions and associated risks. Client will be given written information and explanation on safety and proper disposal of household pollutants.**

### Disposal Procedures

Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

**Pollutants will be disposed of following EPA procedures.**

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### Injury Prevention of Occupants and Weatherization

**Workers – Measures such as repairing stairs and replacing handrails.**

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

**Concurrence with WPN17-7 X**

**Alternative Guidance _______**

**Workers must take all reasonable precaution against performing work on homes that will subject workers or occupants to health and safety risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home. Otherwise, these measures are not allowed.**

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

**DOE funds will not be used to make general home repairs.**

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

This is beyond the scope of the DOE WAP and home repairs will not be made.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

**Stairs, handrails, and other general repairs will not be made with DOE funds.**

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

If worksite is not safe, weatherization will be deferred until a safe work environment can be created by client.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

**Client will be referred to other local social service agencies if repair/replacement is beyond the project scope.**

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

**Assessors will be made aware of general hazards which could prevent weatherization.**

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

**Client will be informed of dangerous and unsafe condition of the home.**

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

**No disposal, as no work will be performed in this area.**

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### Lead Based Paint

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

**Concurrence with WPN17-7 X**

**Alternative Guidance _______**

**Work that disturbs painted surfaces on pre-1978 housing must be in accordance with the EPA’s Lead RRP requirements. All testing, job site set-up and clean-up must be supervised by a Certified Renovator and each crew member must be accompanied by a Certified Renovator. Typical work that may disturb lead paint in pre-1978 homes could include window or through wall Room Air Conditioners. Solar or hybrid hot water system installed with through the wall penetrations will also follow LRRP and LSW. It is doubtful that the disturbance of paint will be affected beyond de minimus levels for these measures, but if it will, the job will be deferred.
### Funding:
State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will be used for lead paint testing, site set-up, clean-up, and verification on all pre-1978 homes.

### Beyond Scope of DOE WAP:
Describe how the issue will be treated if beyond the scope of DOE WAP.

If it appears that extensive amounts of lead paint will be disturbed by weatherization creating further health and safety hazards, the client will be notified that the job will be deferred.

### Standards for Remedy:
Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Workers will follow EPA’s RRP requirements and DOE protocols for lead safe weatherization (LSW).

### Standards for Deferral:
Describe when deferral should take place for the specific health and safety category.

Deferral is required when the condition of the lead based paint in the house is potentially a health and safety hazard.

### Standards for Referral:
Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client will be referred to local lead abatement agencies if the condition of lead paint appears dangerous to health.

### Training Provision:
Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

All workers must be trained in LSW and Certified Renovators must attend EPA training.

### Disposal Procedures:
Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Proper disposal of lead-paint debris must be in accordance with EPA LRRP protocols.

### Lead Based Paint Compliance:
Provide a narrative describing how RRP and LSW implementation will be conducted and how the grantee will verify compliance. The explanation should clearly show an understanding that LSW and RRP are separate requirements and both are required to be met.

All weatherization staff must complete LSW training within 30 days of hire. At least one staff member must have Certified Renovator status. Mike Vogel of MSU provided both trainings to Hawaii and territory staff in July 2010. Any new staff will be required to have the same training. At least one person at each local agency must be a Certified Renovator. The grantee maintains records of staff trained and certifications.

### Mold and Moisture

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

**Concurrence with WPN17-7**
X
Alternative Guidance ____________

Grantee will not be correcting any mold and moisture problems. If these problems are encountered during assessment, home will be deferred until problems are resolved.

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will not be used to eliminate mold and moisture.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

With limited grantee funds, this issue will not be treated.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Weatherization will be deferred if mold or moisture exists in home.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

Water damaged homes shall be deferred

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client will be asked to resolve mold and moisture problems prior to weatherization work. If mold and moisture problems are severe, they may be referred to other local agencies for assistance.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

All workers will receive Mold and Moisture training on how to recognize problems.
Concurrence

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.


Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

No disposal, as no work will be done on this item.

Mold Protocols: Provide a narrative describing protocols for addressing mold found in the client’s homes. The protocol should include a method of identifying the presence of mold during the initial audit or assessment, notification to the client, and crew training on how to alleviate mold and moisture conditions in homes.

Suspected mold or severe moisture problems will be identified, using sight and smell, during the early stages of an assessment and a determination made of the severity or extent of the problem. If problem is too severe to weatherize home, client will be notified and job deferred until problem is resolved.

Occupant Preexisting or Potential Health Conditions

Concurrence or Alteration: Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN17-7 X Alternative Guidance During application intake and home assessment, subgrantee will determine if a person’s health may be at risk and/or the work activities could constitute a health or safety hazard. The occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case by case basis. Failure or the inability to take appropriate actions must result in a deferral.

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

No DOE funds will be spent on this item.

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

This is beyond the scope of DOE WAP and home will be deferred if weatherization cannot be done with risk of health and safety of occupants.

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.

Occupants at-risk will be asked to leave home during weatherization or home will be deferred.

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

If at-risk occupants cannot be relocated during weatherization, the home shall be deferred.

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client may be referred to other social service agencies for assistance.

Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.

Training will be provided on how to assess occupant pre-existing conditions and determining course of action is required.

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.

Client will be provided with information on any known risks to their health conditions.

Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

No disposal, as no work will be done.

Occupational Safety and Health Administration (OSHA) and Crew Safety

Concurrence or Alteration: Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN17-7 X Alternative Guidance All workers must follow OSHA standards and HAZCOM 2012 Safety Data Sheets (SDS) and take precautions to ensure the health and safety of themselves and other workers. SDS must be posted wherever workers may be exposed to hazardous materials.
### Funding

State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will be used for OSHA training.

### Beyond Scope of DOE WAP

Describe how the issue will be treated if beyond the scope of DOE WAP.

*N/A*

### Standards for Remedy

Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

*N/A*

### Standards for Deferral

Describe when deferral should take place for the specific health and safety category.

*N/A*

### Standards for Referral

Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

*N/A*

### Training Provision

Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

*N/A*

### Client Education

Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

*N/A*

### Disposal Procedures

Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

*N/A*

### OSHA and SDS Compliance

Provide a narrative describing procedures for implementation of OSHA and HazCom 2012 (SDS) requirements related to crew and worker safety, how the 10 and 30 hour training requirements will be met, and what the process is for determining if crews are utilizing good safe work practices according to all requirements (EPA, OSHA, etc.).

During PY2021, DOE funds will be used to provide 10-hr OSHA safety course and SDS training to all on-site assessors/inspectors. The on-site staff performs initial assessment, install lighting, water flow restrictors, window air conditioners (removal/install), removal of old refrigerators, and perform final inspections. It is determined that 30-hr OSHA course would not provide any additional useful information for the type of work being conducted. Installation hybrid heat pump water heater will be done by contractors. Installation/removal of mini split A/Cs will be conducted by contractors. Refrigerators are delivered and installed by the contractors, however, removal of old units (refrigerators/window A/Cs) are handled by GEO staff. Old units are disposed of by vendors and or GEO staff per EPA guidelines.

### Infectious Disease Preparedness and Response

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>Alternative Guidance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>All workers must follow the COVID-19 standard operating procedures (SOP) to ensure the health and safety of themselves and others.</td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will be used to procure the necessary PPEs and sanitization products to ensure the protection of its workers and others.

### Beyond Scope of DOE WAP

Describe how the issue will be treated if beyond the scope of DOE WAP.

Refer to COVID-19 SOP.

### Standards for Remedy

Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

*N/A*

### Standards for Deferral

Describe when deferral should take place for the specific health and safety category.

Refer to COVID-19 SOP.

### Standards for Referral

Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

*N/A*

### Training Provision

Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

All staff will be provided training on the COVID-19 SOP.

### Client Education

Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Refer to COVID-19 SOP.

### Disposal Procedures

Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Refer to COVID-19 SOP.

Revised 01.2022
### Pests

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>Pest removal will not be done under DOE WAP.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Guidance</td>
<td></td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will not be used for pest removal.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

If the presence of pest interferes with weatherization, job will be deferred until pests are removed.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

N/A

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

Infestations of pests may be cause for deferral where it poses a health and safety concern for workers.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client may be referred to other local agencies if pest infestation is severe and client cannot correct problem themselves.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Training will be provided on how to assess presence and degree of infestation, associated risks, and deferral criteria.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Client will be provided with information on observed condition and associated risks and reasons for deferral.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

No disposal, as no work will be done.

### Radon

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>Since homes will not be sealed due to natural ventilation, there will be no testing for radon. Only base load measures will be installed which should not affect infiltration or concentration of radon in homes. Clients that fall within Zone 1 &amp; 2 (as per EPA Map of Radon Zone) will be required to sign a consent of radon notification prior to conducting any weatherization work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Guidance</td>
<td></td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

No DOE funding will be used for radon testing.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

This is beyond the scope of the grantee’s weatherization program. For radon testing or information, clients will be referred to the Guam Environmental Protection Agency (GEPA), Air Pollution Program, 17-3304 Mariner Ave, Tiyan, Guam 96913, Contact No.: 671-300-4751.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Radon will not be tested.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

Radon will not be addressed as no homes will be tightened as a result of weatherization.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client will be referred to GEPA if they have concerns about radon.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

There will be no training for radon testing or amelioration as this will not be address by grantee.
**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

All clients will be provided with EPA’s Citizens Guide to Radon and other radon related information. Clients designated as Zone 1 & Zone 2 per EPA Map of Radon will be required to sign a consent of radon notification.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

No disposal, as radon will not be addressed.

### Refrigerant

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>X</th>
<th>Refrigerant will be disposed of as per Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93. Refrigerator and A/C vendors will provide documentation to grantee regarding proper disposal of old units. Grantee will maintain records in client files. Every attempt will be made to recycle old appliances.</th>
</tr>
</thead>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

H&S funds will not be used to pay for removal and disposal of old refrigerator and A/C units. This cost will be included with the cost of the energy efficiency measure.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

No new units will be installed and old removed unless a vendor can certify to the above EPA regulations.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Refrigerant will be disposed of per the EPA guidelines mentioned above.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

If refrigerant cannot be disposed of per EPA guidelines, refrigerator will not be removed, and a new refrigerator will not be installed.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

We see no instance were referral would be recommended.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Assessors/inspectors will provide assurance that contractors/vendors are following the above regulations. State will monitor local agencies and local agencies will monitor contractors/vendors to assure compliance.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Clients will be informed why and how refrigerator must be disposed of safely.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Disposal will be per EPA regulations mentioned above.

### Smoke, Carbon Monoxide Detectors, and Fire Extinguishers

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

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<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>X</th>
<th>Installation or replacement of smoke/CO detectors is allowed where detectors are not present or are inoperable. Replacement of operable smoke/CO detectors is not allowable. Providing fire extinguishers are not allowable.</th>
</tr>
</thead>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds can be used for installation of smoke/CO detectors in homes receiving weatherization measures.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

Grantee does not envision this to be beyond the scope of DOE WAP.

Revised 01.2022
### Standards for Remedy

Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Smoke detectors may be installed in all dwellings weatherized where detectors are not present or are inoperable. CO detectors or combination smoke/CO detectors may be installed in homes with combustion appliances.

### Standards for Deferral

Describe when deferral should take place for the specific health and safety category.

N/A

### Standards for Referral

Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Where available, client can be referred to local agencies such as fire departments for installation of smoke alarms.

### Training Provision

Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Training will be provided to assessors in installation of smoke/CO alarms.

### Client Education

Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Clients will be educated on the operation of smoke/CO detectors installed by weatherization crews.

### Disposal Procedures

Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Inoperable units will be removed when possible and disposed of per EPA guidelines.

### Smoke/CO Detector Installation

Provide a narrative describing smoke/CO Detector installation parameters and procedures.

Smoke/CO detectors can be installed per manufacturer’s guidelines in all dwellings where detectors are not present or are inoperable. Agency may install as many units as are recommended/required under current local building code.

## Solid Fuel Heating (Wood Stoves, etc.)

### Concurrence or Alteration

Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

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</tr>
</thead>
<tbody>
<tr>
<td>Alternative Guidance</td>
<td></td>
</tr>
</tbody>
</table>

Since there are no wood stoves in grantees territory, there will be no work done.

### Funding

State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

No DOE funding will be used for this H&S measure.

### Beyond Scope of DOE WAP

Describe how the issue will be treated if beyond the scope of DOE WAP.

This measure is not applicable to grantee’s territory.

### Standards for Remedy

Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Not applicable, this measure will not be done.

### Standards for Deferral

Describe when deferral should take place for the specific health and safety category.

Not applicable, nothing to defer.

### Standards for Referral

Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client may be referred to other local social service agencies for assistance.

### Training Provision

Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

No training will occur as no work will be performed in this area.

### Client Education

Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Not applicable

### Disposal Procedures

Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Not applicable

Revised 01.2022
**Space Heaters, Stand Alone Electric**

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>Alternative Guidance</th>
<th>No space heaters in grantees territory, therefore no work will be done.</th>
</tr>
</thead>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will not be used for space heaters.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

This is beyond the scope of DOE WAP and will not be addressed.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Not applicable, this measure will not be done.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

Not applicable, nothing to defer.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Not applicable.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

No training will occur as no work will be performed in this area.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Not applicable.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Not applicable.

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**Space Heaters, Unvented Combustion**

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

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<th>Alternative Guidance</th>
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</tr>
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</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will not be used for space heaters.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

Not applicable, this measure will not be done.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Not applicable, this measure will not be done.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

Not applicable, nothing to defer.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Not applicable.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

No training will occur as no work will be performed in this area.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Not applicable.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Not applicable.

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Revised 01.2022
### Space Heaters, Vented Combustion

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>X</th>
<th>No space heaters in grantees territory, therefore no work will be done.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Guidance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will not be used for space heaters.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

Not applicable, this measure will not be done.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Not applicable, this measure will not be done.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

Not applicable, nothing to defer.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

No training will occur as no work will be performed in this area.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Not applicable

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Not applicable

### Spray Polyurethane Foam (SPF)

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>X</th>
<th>No spray polyurethane foam will be used as no air sealing is done to homes in grantees territory due to the mild climate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Guidance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

Not applicable

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

Not applicable

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Not applicable

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

Not applicable

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Not applicable

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

N/A

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

N/A

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

N/A
## Ventilation

### Concurrency or Alteration: Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrency with WPN17-7</th>
<th>Alternative Guidance X</th>
<th>Whole house ventilation and local exhaust provisions of ASHRAE 62.2-2016 will not be performed. Deferral is required for homes where both mechanical cooling is present and the building has an established pressure boundary. Other components of ASHRAE 62.2-2016 such as separating air movement from attached garages and properly venting dryers will be enforced.</th>
</tr>
</thead>
</table>

### Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will not be used to provide whole home or local exhaust ventilation, and units will be deferred where ventilation is necessary due to homes having mechanical cooling and an established pressure boundary.

### Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

Homes that require work beyond the scope of this guidance will be deferred and referred to service organizations that can potentially address the identified hazard or health and safety concern.

### Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

All homes will be assessed to determine if mechanical cooling is present and the building has an established pressure boundary. If both are present, the home must be deferred. If neither or only one of the two conditions is present, then weatherization work may continue.

All homes must also be assessed for attached garages, clothes dryers, combustion appliances (proper ventilation), high pollutng sources, mold and moisture concerns, or the presence of unacceptable air quality through sensory inspection.

Where attached garages are present, they must be sealed to separate air flow from the interior of the home.

Where clothes dryers are present, they must be properly vented to the outdoors.

Refer to the ASHRAE 62.2-2016 standard for full implementation requirements.

Also see Combustion Gases, Unvented Combustion Space Heaters, and Mold and Moisture sections above.

### Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

Deferral is required for homes where both mechanical cooling is present and the building has an established pressure boundary.

Homes must also be deferred where guidance within this plan cannot address high polluting sources, mold and moisture concerns, or the presence of unacceptable air quality as identified through sensory inspection.

### Standards for Referral: Describe where referral should take place for the specific health and safety category. If possible, include associated referral agencies.

When air quality hazards are identified that cannot be addressed with WAP funds and/or the unit deferred, the occupant or owner/manager should be referred to a service organization that can potentially address the identified hazard or health and safety concern. Clients may be referred to the Guam Environmental Protection Agency, Air Pollution Program, 17-3304 Mariner Avenue, Tiyan, Guam, Contact No.: (671) 475-1658/9 for further information on air quality hazards.

### Training Provision: Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

ASHRAE 62.2-2016 training will be provided to auditors/inspectors to ensure proper evaluation of ventilation needs and existing ventilation equipment. Auditors/inspectors will receive 8-hours of classroom and hands-on training that covers the following ASHRAE 62.2-2016 requirements:

- Determining whole-house ventilation
- Determining local exhaust ventilation requirements
- Testing the airflow of existing local exhaust to determine compliance and/or calculate deficiency
- Applying infiltration credits to whole-house and local exhaust needs
- Using deficiencies and credits to determine adjusted ventilation needs
- Different system options that meet ASHRAE 62.2-2016 requirements (supply only, exhaust only, balanced)
- Testing airflow of new systems
- Additional ASHRAE 62.2-2016 requirements (noise, client education and controls)

Hands-on training will consist of evaluating an existing home for whole-house ventilation needs and determining whether existing ventilation needs will be met.

### Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

Clients will be provided with information on function, use, and maintenance of ventilation system and components where present or installed. Include disclaimer that ASHRAE 62.2-2016 does not account for high polluting sources or guarantee indoor air quality.

### Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Excess materials used in meeting this ventilation standard will be retained by the agency. Items requiring removal from the home will be properly disposed of by the agency and must not be left with the client.

### ASHRAE 62.2-2016 Compliance: Provide a narrative describing implementation of ASHRAE 62.2-2016, which will be required during the 2012 program year. Grantees must provide justification if making changes to ASHRAE 62.2-2016 specific to their housing stock and local Homes that are not in compliance with ASHRAE 62.2-2016 will be deferred.

Revised 01.2022
### Window and Door Replacement, Window Guards

**Concurrence or Alteration:** Check if you concur with existing guidance from WPN 17-7 or if you are using an alternative Action/Allowability. Include the guidance from WPN 17-7 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-7, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 17-7 leave room for determining if the issue or testing will be addressed and in what circumstances.

<table>
<thead>
<tr>
<th>Concurrence with WPN17-7</th>
<th>Window and Door replacement are not an allowable weatherization cost.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Window and Door replacement are not an allowable weatherization cost.</td>
</tr>
</tbody>
</table>

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will not be used to replace windows or doors.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

This is beyond the scope of the grantees program.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

N/A

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

If home is in total disrepair, weatherization will be deferred until repairs are made.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client will be referred to other agencies for any window or door repair or replacement.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

N/A – no work will be done.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

N/A

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

N/A

### Other (copy and paste as needed)

**Health and Safety Issue:** Describe the health and safety category below. Methods for addressing additional energy related health and safety issues must be consistent with DOE guidance.

Grantee does not anticipate any further health and safety concerns to be address by the DOE WAP.

**Funding:** State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

**Beyond Scope of DOE WAP:** Describe how the issue will be treated if beyond the scope of DOE WAP.

**Standards for Remedy:** Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

**Standards for Deferral:** Describe when deferral should take place for the specific health and safety category.

**Standards for Referral:** Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

**Training Provision:** Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

**Client Education:** Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

**Disposal Procedures:** Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

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Revised 01.2022
Attachment A – Weatherization Deferral/Referral & WRF Notice

GUAM ENERGY OFFICE
Weatherization Deferral/Referral & WRF Form

Job Number  Audit Date

Client Name

Address

City & Zip Code

Home Phone  Work Phone  Cell Phone

Deferral/Referral of weatherization work on the above home is based on the following conditions:

a.  _____ Client has known health conditions that prohibit the installation of weatherization materials.

b.  _____ Building structure, electrical system, plumbing system, or mechanical systems prohibit effective, durable Weatherization from being completed.

c.  _____ Sewage or sanitary issues at the home present a danger to agency employees and contractors

d.  _____ Building has been condemned or electrical, plumbing, or other equipment has been “red tagged” by a local or state building official or utility.

e.  _____ Excessive Mold or Moisture.

f.  _____ Excessive CO levels exceeding the scope of Weatherization.

g.  _____ Client is uncooperative, abusive, or threatening to crew, auditors, inspectors, contractors, or others who must work on or visit the house.

h.  _____ Extent and condition of lead-based paint in the home would potentially further health and safety issues.

i.  _____ The following other reason for ineligibility:  

j.  _____ Client is being referred to  _____ Department/Agency Name

for further assistance on  _____ state condition(s)

k.  _____ Weatherization Readiness Fund (WRF) (see page 2)
Weatherization Deferral/Referral & WRF Form

Client Information: I understand weatherization work has been deferred on my home for the above reasons. I understand the conditions under which weatherization work may continue. I understand that I must contact the weatherization agency within the specified period checked below:

☐ 30 DAYS for housekeeping concerns; and/or

☐ 90 DAYS for major remodeling work (i.e., electrical, structural, etc.).

Multifamily Units (5 units or more)

☐ ___________ DAYS for housekeeping concerns; and/or

☐ ___________ DAYS for major remodeling work (i.e., electrical, structural, etc.).

I understand that the time period begins from the date I sign this notice. I also understand that if I contact the weatherization agency more than 6 months after the original application date, I may need to reapply for weatherization services.

Client Signature ___________________________ Date ________________

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WEATHERIZATION READINESS FUND ONLY

Type of work: (Check box)

☐ Roof Repair
☐ Foundation Repair
☐ Window Repair
☐ Electrical Repair
☐ Ceiling Repair
☐ Exterior Drainage Repair
☐ Door Repair
☐ Wall Repair
☐ Floor Repair
☐ Plumbing Repair
☐ Clean-Up e.g., LRRP, Asbestos, Mold & Moisture

Client Information: I understand that the weatherization work has ceased due to the issues stated in this form. I also understand that weatherization work may continue should the scope of work not exceed the cost limitation under the WRF. Furthermore, GEO's contractor will conduct a scheduled site assessment to determine the cost and detailed scope of work.

Client Signature ___________________________ Date ________________

I certify that the above information is complete and accurate.

Signature of GEO Representative ___________________________ Date ________________

NOTE: Landlords/property owners of rental and/or multifamily units are to receive a copy of this deferral notice.
## WEATHERIZATION ASSISTANCE PROGRAM
### CLIENT SURVEY
*(to be submitted with Form WAP-01 Application)*

**Applicant Name**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Initial</th>
</tr>
</thead>
</table>

1. House type:  
   - Single  
   - 2-Storey  
   - Split-Level  

   Ceiling Height: ____________________

2. How many bedrooms? _____

3. How many bathrooms? _____

4. How many handheld showerheads? _____

5. How many refrigerator(s) in home?  
   - Location ____________________  
   - Type ____________________  
   - Cubic Feet ____________________

   Do you own the refrigerator(s)?  
   - YES  
   - NO

6. Do you have any gas appliances?  
   - If Yes, pls select type.  
     - Type:  
       - Stove  
       - Dryer  
       - Other ________________

   - Is the gas appliance(s) in an enclosed area?  
   - YES  
   - NO

7. Do you have fluorescent lightbulbs?  
   - Location ____________________  
   - Quantity ____________________

8. Do you have ceiling fans with lightbulbs?  
   - If so, what are the total number of lights? ________

9. Do you have a water heater?  
   - If Yes, pls select type, how many hours per day it is turned on, and tank size.  
     - Type:  
       - Electric  
       - Gas  
       - Other ________________

   - Hours/day ________  
   - Tank Size ________

   - Do you own the water heater?  
   - YES  
   - NO

   - Is the water heater in an enclosed area?  
   - If yes, pls. state location: ________________

10. Do you have window air conditioner(s)?  
    - Location ____________________  
    - Hours/day ____________________

    Do you own the air conditioner(s)?  
    - YES  
    - NO

*FORM WAP-01B (rev 3.24.21)*

Revised 08.2022
Client Survey Form

11) Do you have a split air conditioner system?

Location__________________ Hours/day _________
Location__________________ Hours/day _________
Location__________________ Hours/day _________
Location__________________ Hours/day _________
Location__________________ Hours/day _________

12) Do you own the air conditioner(s)?

13) Do you have a central air conditioner system?

14) Do you or any household members have any health issues or medical conditions that we should be aware of prior to conducting weatherization of your home? If Yes, please explain.

________________________________________________________________________
________________________________________________________________________

15) Have you noticed mold/mildew growing on windows, walls or in corners?

If Yes, please explain:
________________________________________________________________________
________________________________________________________________________
COVID-19 & INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE POLICIES AND PROCEDURES

GEO staff are to adhere to the following policies at all times while under Pandemic Condition of Readiness (PCOR) 1 through 3 as issued by the Governor.

Policy No. 1: WAP CLIENT INTAKE PROCESSING AND SCHEDULING SITE VISIT

A. SCHEDULING INTAKE APPOINTMENTS
   1. Upon scheduling for intake processing, GEO staff is to screen client using the “Form No. 1: Pandemic WAP Employee / Client Screening” questionnaire.
      i. Clients who do not pass the screening will be placed on the “Form No. 5: Pandemic WAP Client Eligibility Waiting List” for 30 days.
      ii. After 30 days, Client must provide a medical clearance prior to scheduling an appointment. *(Deferral Form is not required)*
   2. If client cleared the screening process, the client must be informed of the following:
      i. If assistance is required, a maximum of 2 people (the client and the representative) will be allowed to be present during the intake process.
      ii. Face mask must be required and worn at all times while in the building.
      iii. Compliance with the government of Guam COVID-19 guidelines.

B. SOCIAL DISTANCING
   1. GEO Staff is to practice social distancing of 6 feet at all times.
   2. If client requires assistance, GEO staff will allow 1 family member to be present during the intake.

C. PERSONAL PROTECTIVE EQUIPMENTS (PPEs) AND SANITIZATION
   1. STAFF
      i. GEO Staff is to wash hands with soap and water for at least 20 seconds or sanitize hands prior to conducting client intake.
      ii. GEO Staff must utilize PPE while conducting client intake:
         1. Use of gloves and face mask at all times.
      iii. Refer to Attachment C and D for putting on, removal and the disposal of PPEs.
2. CLIENT
   i. GEO Staff is to provide client and or its representative with face mask, as needed.
   ii. GEO Staff is to provide hand sanitizer / hand wipes to client prior to signing of documents.

3. OUTREACH MATERIALS: GEO Staff is to sanitize their hands and wear face mask prior to prepping the outreach packet.

4. CONFERENCE ROOM: GEO Staff is to sanitize the conference room before and after use.

D. CLIENT EDUCATION: Client education will be conducted during the intake process once client is deemed approved.

E. SCHEDULING SITE VISIT (ASSESSMENT/ INSTALLATION)
   1. Upon scheduling of site visit, GEO staff is to screen client using the “Form No. 1: Pandemic WAP Employee / Client Screening” questionnaire.
   2. If client does not pass the screening, the client is to be deferred. *(Refer to Policy No. 1.F. Deferral)*
   3. If client is deemed approved, GEO staff is to explain the COVID-19 Field Work policies *(refer to Policy No. 2.B. On-Site Visit)* that includes:
      i. PPEs - wearing of face masks and sanitization
      ii. Maintaining social distancing
   4. Client that request to reschedule GEO site visit due to health issues or concerns due to COVID-19 will automatically be deferred for 30 days. *(Refer to Policy No. 1.F. Deferral)*
   5. GEO Staff will conduct client screening a day before or on-site.

F. DEFERRAL (only to approved eligible clients)
   1. GEO staff is to complete the “Form No. 3: Pandemic WAP Deferral Form”.
   2. Clients who are deferred must sign and issued a copy of the deferral form.
   3. Clients deferred will be placed on the “Form No. 4: Pandemic WAP Deferral Client Waiting List”.
   4. A copy of the deferral form is to be placed in the client file.
   5. GEO staff is to enter into the client database the date the client was deferred.

G. AFTER 30-DAYS ON WAITING LIST
   1. Refer to Policy No. 1.E. when scheduling site visits.
Policy No. 2: WAP FIELD WORK

A. VEHICLE
   1. There will be only one assigned driver per vehicle per day.
   2. All GEO staff must wear face mask while in the vehicle at all times.

B. ON-SITE VISIT
   1. GEO Staff is to prioritize the completion of all exterior work prior to addressing the interior work in the client unit.
   2. GEO Staff is to complete interior house assessment prior to installation of any consumables.
   3. GEO Staff is to install consumables starting with the farthest room working their way out of the unit.
   4. WORKER SAFETY
      i. GEO staff that observe signs of coughing, sneezing, or flu like symptoms by the client or any members in the household will automatically be deferred. *(Refer to Policy No. 1.F. Deferral)*
      ii. Clients that refuse to comply with GEO’s COVID-19 & Infectious Disease Preparedness and Response Policies and Procedures will automatically be deferred. *(Refer to Policy No. 1.F. Deferral)*

5. SOCIAL DISTANCING
   i. GEO staff and contractors is to practice social distancing of 6 feet when practicable.
   ii. Should the client have family or any members in the household present at the unit, GEO will require that they be contained in another area until GEO staff completes their work.

6. PPEs AND SANITIZATION
   i. GEO STAFF & CONTRACTORS
      1. GEO staff and contractors are to sanitize prior to entering into the unit.
      2. GEO staff and contractors must utilize PPE while conducting work in the unit:
         a. Use of gloves and face mask at all times
         b. Use of shoe covers prior to entering into the unit.
   ii. GEO STAFF / CLIENT – signing of documents
      1. GEO staff must sanitize prior to handling documents for signature by client.
      2. GEO staff is to provide hand sanitizer / hand wipes to the client prior to signing of documents.
      3. GEO staff may provide face mask to client, as needed.
   iii. EQUIPMENT / TOOLS / CONSUMABLES / VEHICLES
      1. GEO staff is to sanitize ALL equipment/ tools/ consumables/ vehicles a day before field visit and after field work at a GEO designated area.
2. Any consumables that were not used while in the field shall be placed in a separate container and must be sanitized prior to restock.

iv. INSTALLATION OF CONSUMABLES / APPLIANCES
   1. GEO staff is to sanitize any work area to include consumables installed and appliances that have been touched or disturbed in the unit.
   2. Clean and disinfect frequently touched surfaces (e.g., light switches, outlet covers, door knobs, handles, counter tops, tables, faucet and sinks, etc.)
   3. GEO staff is to sanitize their hands before and after installation of consumables and appliances.

v. PPEs DURING FIELD WORK – Refer to Attachment C and D for putting on, removal and the disposal of PPEs.

C. CLIENT EDUCATION: Client outreach and education will no longer be conducted at the client’s unit. Client education will be conducted during the intake process once client is deemed approved.

WAP field workers may reference the latest OSHA “Guidance on Preparing Workplaces for COVID-19” and the “Personal Protective Equipment”.
Policy No. 3: MITIGATION FOR COVID-19 AND INFECTIOUS DISEASE

1) No WAP work will be performed pending medical clearance and proof that the unit has been properly sterilized / cleaned following COVID-19 illness. Refer to “Cleaning and Disinfecting Your Home” (Attachment B).

2) POST WAP SITE VISIT
   a. Client who contacts GEO to notify that they or any member of their household has become ill due to COVID-19 within 14 days after WAP site visit.
      i. GEO staff is to inform client to immediately notify their healthcare provider.
      ii. GEO staff is to report to the GEO Director of the employees and/or its contractors who may be potentially exposed to COVID-19.
      iii. GEO staff is to notify employees and/or its contractors potentially exposed on the work site and will be instructed to notify their healthcare providers immediately and refer to “Steps to help prevent the spread of COVID-19 if you are sick” (Attachment A) and to “Cleaning and Disinfecting Your Home” (Attachment B) as outlined by the CDC guidelines.
Form No. 1: PANDEMIC WAP EMPLOYEE / CLIENT SCREENING

Date: ____________________________

Employee or Client Name: ____________________________________________

All employees / clients will be screened in advance prior to arriving on the job site. If the employee / client answers “yes” to any of the following questions the job should be postponed for a minimum of thirty (30) days.

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

☐ Yes  ☐ 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  ☐ 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  ☐ No  Have you or anyone in your household traveled or been in close contact with any persons who has traveled off-island within the last thirty (30) days?

Employee Signature: ____________________________________________

Date: ____________________________

(Employee completing questionnaire for self)

Client Signature: ____________________________

Date: ____________________________

Screen by:

Employee Signature: ____________________________

Date: ____________________________

This form must be completed and documented in the client file for every client visited.

For Agency Only:

☐ Intake  ☐ Initial Site Visit  ☐ Air Con Install  ☐ Refrig Install
Form No. 2: PANDEMIC WAP FIELD AND CREW CHECKLIST

GEO crew must complete this checklist for every scheduled site visit and placed in client file.

Date: ____________________

Client Job ID No. ____________________________________________________________
Client Name: ________________________________________________________________
Client Address: ___________________________ ___________________________ ___________________________ ___________________________ ___________________________

☐ Face Masks
☐ Face Shields
☐ Gloves
☐ Booties
☐ Paper Towels
☐ Hand Soap / Hand Sanitizer
☐ Disinfectant Spray / Wet Wipes
☐ Trash bags

GEO Field Crew Signature: ____________________________________________________
DATE: ____________________

VERIFIED BY:
GEO Staff Signature: _______________________________________________________
DATE: ____________________
Form No. 3: PANDEMIC WAP DEFERRAL FORM

Job ID No. _________________________ Date: _________________
Client Name: ___________________________________________________________
Address: _____________________________________________________________
City: __________________ Zip Code: _____________
Home Phone: ___________ Work Phone: ___________ Cell Phone: ____________

Deferral of weatherization work on the above home is based on the following conditions:

☐ Client or any member in the household has underlying medical conditions or they are in frequent contact with someone who has underlying medical conditions.
    Underlying medical conditions may include high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as chemotherapy for cancer and other conditions requiring such therapy.

☐ Client or any member in the household has tested positive or are presumed positive for COVID-19 or other infectious disease. *(Refer to Policy No. 3: Mitigation for COVID-19)*

☐ Client or any member in the household is experiencing any acute respiratory illness symptoms such as fever, cough or shortness of breath in the last two weeks.

☐ Client or any member in the household has 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.

☐ Client or any member in the household are considered vulnerable individuals such as elderly, families with children, or persons with disability.

☐ Client or anyone in the household traveled or been in close contact with any persons who has traveled off-island within the last thirty (30) days.

☐ GEO Crew determines that a client or any member in the household is exhibiting respiratory illness or symptoms such as fever, cough or shortness of breath.

☐ Other: Explain __________________________________________________________________________

DEFERRAL PERIOD:

☐ 30 DAYS Extension (30 days):

Enter Start Date Enter Start Date Enter Start Date

Note: The client will need to reapply for WAP services should the deferral date exceeds one year from the GEO approval date.

I understand that the time period begins from the date I sign the notice.

_______________________________________ __________________
CLIENT SIGNATURE DATE

TELEPHONE ACKNOWLEDGEMENT: Client was notified via telephone on __________ as to the reason(s) for deferral and a verbal acknowledgement was authorized. Date

I certify that the above information is complete and accurate.

_______________________________________ __________________
GEO REPRESENTATIVE SIGNATURE DATE
<table>
<thead>
<tr>
<th>No.</th>
<th>Date Deferred</th>
<th>Deferral Expiration Date</th>
<th>Job ID No.</th>
<th>Client Name</th>
<th>Contact No.</th>
<th>Village</th>
<th>Reason for Deferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6/5/20</td>
<td>7/5/20</td>
<td>EO7914CO20-PR-999</td>
<td>Jane Cruz</td>
<td>477-4567</td>
<td>Yigo</td>
<td>Health concerns</td>
</tr>
</tbody>
</table>

Note: This waiting list is intended for clients who have been deemed approved for WAP services.
Instructions for maintaining a Pandemic WAP Deferred Client Waiting List

1) Once a client has been determined to be a COVID-19 risk or other infectious disease, the client should be temporarily “deferred” in the database on the client information screen with the denial reason of “COVID-19”.

2) The client approval date will remain unchanged.

3) Include the date the client is eligible for the second screening (30 days from deferral) on the “Form No. 3 Pandemic WAP Deferred Client Waiting List”.

4) Once the client is screened and no longer considered “at risk”, uncheck the deferred box in the client database.
<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Expiration Date</th>
<th>Client Name</th>
<th>Contact No.</th>
<th>Village</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6/5/20</td>
<td>7/5/20</td>
<td>Jane Cruz</td>
<td>477-4567</td>
<td>Yigo</td>
<td>Health concerns</td>
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Note: This waiting list is intended for potential clients pending the eligibility determination process.
Coronavirus Disease 2019 (COVID–19)

What to Do If You Are Sick
Updated May 8, 2020

If you have a fever, cough or other symptoms, you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

Self-Checker
A guide to help you make decisions and seek appropriate medical care.

Steps to help prevent the spread of COVID–19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care
- Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Avoid public transportation, ride-sharing, or taxis.

Separate yourself from other people
As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- Additional guidance is available for those living in close quarters and shared housing.
- See COVID–19 and Animals if you have questions about pets.

Monitor your symptoms
- Symptoms of COVID-19 fever, cough, or other symptoms.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.
When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor

- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a cloth covering over your nose and mouth

- You should wear a cloth face covering, over your nose and mouth if you must be around other people or animals, including pets (even at home)

- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw away used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
• **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
• **Soap and water** are the best option, especially if hands are visibly dirty.
• **Avoid touching** your eyes, nose, and mouth with unwashed hands.
• **Handwashing Tips**

Avoid sharing personal household items
• **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
• **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.

Clean all “high-touch” surfaces everyday
• **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
• **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

• **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
• **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html).
  - [Complete Disinfection Guidance](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

When it’s Safe to be Around Others After Being Sick with COVID-19
Deciding when it is safe to be around others is different for different situations. Find out when you can safely end home isolation.

For any additional questions about your care, contact your healthcare provider or state or local health department.

For healthcare professionals
There is no specific antiviral treatment recommended for COVID-19. People with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

- Evaluating and Testing Patients for COVID-19
- Infection Prevention and Control in Healthcare Settings
- Discontinuing Isolation Guidance

Print Resources

Caring for yourself at home: 10 things to manage your health

What you can do if you have possible or confirmed COVID-19:

- English
- Spanish
- Chinese
- Vietnamese
- Korean

More information

Travelers
Households
People Who Need Extra Precautions
People Who Are Sick
Caregivers
Schools

Businesses
Healthcare Professionals
Health Departments
Laboratories

ASL Video Series: Use the Coronavirus Self Checker

Page last reviewed: May 8, 2020
Coronavirus Disease 2019 (COVID-19)

Cleaning And Disinfecting Your Home
Everyday Steps and Extra Steps When Someone Is Sick

How to clean and disinfect

Clean

- Wear reusable or disposable gloves for routine cleaning and disinfection.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces. High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of EPA-registered household disinfectant.
  Follow the instructions on the label to ensure safe and effective use of the product. Read EPA's infographic on how to use these disinfectant products safely and effectively.
  Many products recommend:
    - Keeping surface wet for a period of time (see product label)
    - Precautions such as wearing gloves and making sure you have good ventilation during use of the product

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See EPA's 6 steps for Safe and Effective Disinfectant Use

- Diluted household bleach solutions may also be used if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

- To make a bleach solution, mix:
  - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water

OR

- 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

### Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes.

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA’s criteria for use against COVID-19.
- Vacuum as usual.

### Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls.

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### Laundry

For clothing, towels, linens and other items.

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Clean hands often.
Clean hands often

- Key times to clean hands
  - Immediately after removing gloves and after contact with a person who is sick.
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After contact with animals or pets
  - Before and after providing routine care for another person who needs assistance (e.g. a child)

- Wash your hands often with soap and water for 20 seconds.

- Hand sanitizer: If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

See FDA's Tips for Safe Sanitizer Use and CDC's Hand Sanitizer Use Considerations

- Avoid touching your eyes, nose, and mouth with unwashed hands.

When someone is sick

Bedroom and bathroom

Keep separate bedroom and bathroom for a person who is sick (if possible).

- The person who is sick should stay separated from other people in the home (as much as possible).
- If you have a separate bedroom and bathroom: Wear disposable gloves and only clean the area around the person who is sick when needed, such as when the area is soiled. This will help limit your contact with the person who is sick.
  - Caregivers can provide personal cleaning supplies to the person who is sick (if appropriate). Supplies include tissues, paper towels, cleaners, and EPA-registered disinfectants. If they feel up to it, the person who is sick can clean their own space.
- If shared bathroom: The person who is sick should clean and disinfect after each use. If this is not possible, the caregiver should wait as long as possible before cleaning and disinfecting.
- See precautions for household members and caregivers for more information.

Food

- Stay separated: The person who is sick should eat (or be fed) in their room if possible.
- Wash dishes and utensils using disposable gloves and hot water: Handle any used dishes, cups/glasses, or silverware with gloves. Wash them with soap and hot water or in a dishwasher.
- Clean hands after taking off gloves or handling used items.

Trash

- **Dedicated, lined trash can**: If possible, dedicate a lined trash can for the person who is sick. Use disposable gloves when removing garbage bags, and handling and disposing of trash. Wash hands afterwards.

**More details**: Complete Disinfection Guidance

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**More Information**

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Page last reviewed: May 27, 2020
ATTACHMENT C: HOW TO PUT ON PERSONAL PROTECTIVE EQUIPMENTS (PPEs)

Step One: FACE MASK (disposable)
   a. Prior to putting on the face mask, wash your hands with soap and water or use alcohol-based hand sanitizer.
   b. To put on the face mask avoid touching the inner part of the mask.
   c. The colored side should face outward.
   d. Secure the elastic loops of the mask around the ears.
   e. If the mask has strings tie them securely behind your head.
   f. Place mask over your mouth, nose and under your chin.

Step Two: FACE SHIELD / SAFETY GLASSES
   a. Prior to putting on face shield / safety glasses, wash your hands with soap and water or use alcohol-based hand sanitizer.
   b. To put on eye protection and adjust to fit. If the face shield is in use, make sure it fits above your eye brows.
   c. Avoid touching the inner part of the face shield / safety glasses when putting it on.

Step Three: SHOE COVERINGS
   a. Prior to putting on the shoe coverings, wash your hands with soap and water or use alcohol-based hand sanitizer.
   b. To put on shoe coverings, start with the front and move towards the back.
   c. Avoid touching the inner part of the shoe coverings when putting it on.

Step Four: GLOVES
   a. Prior to putting on the gloves, wash your hands with soap and water or use alcohol-based hand sanitizer.
   b. Put on the gloves one hand at a time. Make sure its snugged or fitted.
ATTACHMENT D: PROPER REMOVAL AND DISPOSAL OF PERSONAL PROTECTIVE EQUIPMENTS (PPEs)

Step One: GLOVES
  c. Grasp the outside of the glove with the opposite gloved hands; peel off
  d. Hold and remove glove in gloved hands

Step Two: FACE SHIELD / SAFETY GLASSES
  d. To remove the visor / glasses, stand straight, do not bend forwards, as this brings the bottom of the visor into contact with the (clean) upper body.
  e. For face shield, reach for the elastic strap at the back of the head, close eyes and lift the strap upwards then over the head using both hands.
  f. Place the visor / glasses into a designated sanitizing bin for cleaning at GEO designated area.

Step Three: SHOE COVERINGS
  a. Remove shoe coverings inwards starting from back to front. Be careful not to touch the outer portion of coverings.
  b. Immediately discard into waste bag.

Step Four: FACE MASK (disposable)
  a. To remove the face mask, remove chin upwards and take care to remove from strings and be careful not to touch the front portion while removing mask.
  b. Fold it half inwards then fold mask into another half until it looks like a roll.
  c. Wrap the mask in a tissue paper and discard it into the waste bag.

Step Six: DISPOSAL OF WASTE BAG
  a. After you place all used PPE in the waste bag, tie the bag off and seal it tightly, and place the bag in a sturdy garbage bag before placing in trash bin.
  b. After placing garbage bag into trash bin, wash your hands with soap and water or use alcohol-based hand sanitizer.
OSHA revised its Hazard Communication Standard (HCS) to align with the United Nations’ Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and published it in the Federal Register in March 2012 (77 FR 17574). Two significant changes contained in the revised standard require the use of new labeling elements and a standardized format for Safety Data Sheets (SDSs), formerly known as, Material Safety Data Sheets (MSDSs). The new label elements and SDS requirements will improve worker understanding of the hazards associated with the chemicals in their workplace. To help companies comply with the revised standard, OSHA is phasing in the specific requirements over several years (December 1, 2013 to June 1, 2016).

The first compliance date of the revised HCS is December 1, 2013. By that time employers must have trained their workers on the new label elements and the SDS format. This training is needed early in the transition process since workers are already beginning to see the new labels and SDSs on the chemicals in their workplace. To ensure employees have the information they need to better protect themselves from chemical hazards in the workplace during the transition period, it is critical that employees understand the new label and SDS formats.

The list below contains the minimum required topics for the training that must be completed by December 1, 2013.

- Training on label elements must include information on:
  - Type of information the employee would expect to see on the new labels, including the
    - Product identifier: how the hazardous chemical is identified. This can be (but is not limited to) the chemical name, code number or batch number. The manufacturer, importer or distributor can decide the appropriate product identifier. The same product identifier must be both on the label and in Section 1 of the SDS (Identification).
    - Signal word: used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. There are only two signal words, “Danger” and “Warning.” Within a specific hazard class, “Danger” is used for the more severe hazards and “Warning” is used for the less severe hazards. There will only be one signal word on the label no matter how many hazards a chemical may have. If one of the hazards warrants a “Danger” signal word and another warrants the signal word “Warning,” then only “Danger” should appear on the label.
  - Pictogram: OSHA’s required pictograms must be in the shape of a square set at a point and include a black hazard symbol on a white background with a red frame sufficiently wide enough to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label. OSHA has designated eight pictograms under this standard for application to a hazard category.
  - Hazard statement(s): describe the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard. For example: “Causes damage to kidneys through prolonged or repeated exposure when absorbed through the skin.” All of the applicable hazard statements must appear on the label. Hazard statements may be combined where appropriate to reduce redundancies and improve readability. The hazard statements are specific to the hazard
classification categories, and chemical users should always see the same statement for the same hazards, no matter what the chemical is or who produces it.

✓ Precautionary statement(s): means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.

✓ Name, address and phone number of the chemical manufacturer, distributor, or importer

- How an employee might use the labels in the workplace. For example,
  ✓ Explain how information on the label can be used to ensure proper storage of hazardous chemicals.
  ✓ Explain how the information on the label might be used to quickly locate information on first aid when needed by employees or emergency personnel.
- General understanding of how the elements work together on a label. For example,
  ✓ Explain that where a chemical has multiple hazards, different pictograms are used to identify the various hazards. The employee should expect to see the appropriate pictogram for the corresponding hazard class.
  ✓ Explain that when there are similar precautionary statements, the one providing the most protective information will be included on the label.

➢ Training on the format of the SDS must include information on:
  - Standardized 16-section format, including the type of information found in the various sections

✓ For example, the employee should be instructed that with the new format, Section 8 (Exposure Controls/Personal Protection) will always contain information about exposure limits, engineering controls and ways to protect yourself, including personal protective equipment.

- How the information on the label is related to the SDS
  ✓ For example, explain that the precautionary statements would be the same on the label and on the SDS.

As referenced in Dr. Michaels’ OSHA Training Standards Policy Statement (April 28, 2010) – with all training, OSHA requires employers to present information in a manner and language that their employees can understand. If employers customarily need to communicate work instructions or other workplace information to employees in a language other than English, they will also need to provide safety and health training to employees in the same manner. Similarly, if the employee’s vocabulary is limited, the training must account for that limitation. By the same token, if employees are not literate, telling them to read training materials will not satisfy the employer’s training obligation.

OSHA’s Hazard Communication website (http://www.osha.gov/dsg/hazcom/index.html) has the following QuickCards and OSHA Briefs to assist employers with the required training.

- Label QuickCard (English/Spanish)
- Pictogram QuickCard (English/Spanish)
- Safety Data Sheet QuickCard (English) (Spanish)
- Safety Data Sheet OSHA Brief
- Label/Pictogram OSHA Brief (to come)

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It’s confidential.

OSHA®
Occupational Safety and Health Administration

U.S. Department of Labor
www.osha.gov (800) 321-OSHA (6742)

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