

MEMO

To: All Mansfield Housing Rehabilitation Program Participants (staff, homeowners, Specialists, contractors)
From: John Carrington, Interim Town Manager
Date: September 17, 2020
Subject: Housing Rehabilitation Program COVID-19 Policy and Procedures Update

This communication authorizes staff, consultants and contractors to resume interior renovation work as part of the Town's Housing Rehabilitation Program subject to compliance with the following guidelines and procedures.

ESSENTIAL WORKPLACE RULES

All work shall be conducted in accordance with the State of CT DECD Safe Workplace Rules for Essential Employees, which can be found at <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>.

INITIAL PROPERTY INSPECTION

Should the Housing Rehabilitation Specialist, Homeowner, or any occupant/recent guest of the residence experience cold, flu-like or other COVID-19 symptoms; or should they be required to self-isolate or quarantine due to a recent positive COVID-19 test or due to exposure to any person with COVID prior to the scheduled inspection, that participant shall notify Jillene Woodmansee, Housing Rehabilitation Program Coordinator at jillene.woodmansee@mansfieldct.org or 860-429-3341. Upon such notification, the inspection will be cancelled and rescheduled to a future mutually convenient date and time at least 14 days subsequent.

If a participant in the inspection has a medical condition that precludes them from wearing a mask or cloth face covering, such person shall provide medical documentation verifying the stated condition to the Town's Program Coordinator at least two business days in advance of the scheduled walk-through. The Program Coordinator will consult with the Eastern Highlands Health District to determine how to proceed.

LEAD INSPECTION AND RISK ASSESSMENT

Should the Housing Rehabilitation Specialist, Lead Testing contractor, Homeowner, or any occupant/recent guest of the residence experience cold, flu-like or other COVID-19 symptoms; or should they be required to self-isolate or quarantine due to a recent positive COVID-19 test or due to exposure to any person with COVID prior to the scheduled inspection, that participant shall notify Jillene Woodmansee, Housing Rehabilitation Program Coordinator at jillene.woodmansee@mansfieldct.org or 860-429-3341. Upon such notification, the inspection

will be cancelled and rescheduled to a future mutually convenient date and time at least 14 days subsequent.

If a participant in the inspection has a medical condition that precludes them from wearing a mask or cloth face covering, such person shall provide medical documentation verifying the stated condition to the Town's Program Coordinator at least two business days in advance of the scheduled walk-through. The Program Coordinator will consult with the Eastern Highlands Health District to determine how to proceed.

MANDATORY PRE-BID CONSTRUCTION WALK-THROUGH

The pre-bid construction walk-through required by Section 6.5.A of the Housing Rehabilitation Program Guidelines must comply with the following procedures.

Prior to Walk-Through

- Should any of the following individuals experience cold, flu-like or other COVID-19 symptoms; or should they be required to self-isolate or quarantine due to a recent positive COVID-19 test or due to exposure to any person with COVID prior to the scheduled walk-through, that participant shall notify Jillene Woodmansee, Housing Rehabilitation Program Coordinator at jillene.woodmansee@mansfieldct.org or 860-429-3341.
 - Homeowner, including any occupant and/or recent guest of the residence
 - Contractor
 - Housing Rehabilitation Specialist

Upon such notification, the pre-bid walk-through will be cancelled and rescheduled to a future mutually convenient date and time at least 14 days subsequent.

- If a participant in the walk-through has a medical condition that precludes them from wearing a mask or cloth face covering, such person shall provide medical documentation verifying the stated condition to the Town's Program Coordinator at least two business days in advance of the scheduled walk-through. The Program Coordinator will consult with the Eastern Highlands Health District to determine how to proceed.

During Walk-Through

- Contractors, staff, Specialists, homeowners, and any other person attending the walk-through shall wear a facemask or cloth face covering that covers his or her mouth and nose while in the home or within six (6) feet of another person.
- Social distancing (approximately 6 feet or 2 meters) shall be maintained at all times.
- In the event that contractors must enter the residence to assess the work that needs to be performed, entrance will be limited to one contractor at a time with the rehabilitation Specialist and homeowner. Other contractors shall remain outside the residence until it is their turn to conduct the walk-through.
- The Homeowner has the right to refuse entry to a contractor, Specialist or staff who is not wearing a mask.
- If it is determined during the pre-bid walk through that any of the following individuals are sick with cold, flu-like or other COVID-19 symptoms, have been exposed to a person with a positive COVID-19 diagnosis or have recently been diagnosed with a positive

COVID-19 test, the pre-bid walk through will be terminated immediately and re-noticed for a future mutually convenient date and time after a 14-day period has passed:

- An occupant and/or recent guest of the home
- Contractor in attendance
- Town staff member
- Rehabilitation Specialist

RENOVATION

The following procedures shall be followed during renovation.

- The Contractor shall be responsible for complying with and enforcing the Safe Workplace rules on the job site for all employees and subcontractors.
- All non-residents (Contractor, Subcontractor, Housing Rehabilitation Specialist, Town Staff) shall be required to wear a facemask or cloth covering his or her mouth at all times when in the residence.
- The Homeowner and other occupants and guests present during renovation activities shall wear a facemask or cloth covering his or her mouth at all times when in the same room as contractors/subcontractors.
- Social distancing (approximately 6 feet or 2 meters) shall be maintained at all times.
- The Homeowner has the right to refuse entry to a contractor, subcontractor, staff or Specialist who is not wearing a mask.
- If a participant in the renovation has a medical condition that precludes them from wearing a mask or cloth face covering, such person shall provide medical documentation verifying the stated condition to the Town's Program Coordinator at least two business days prior to their scheduled time on the job site. The Program Coordinator will consult with the Eastern Highlands Health District to determine how to proceed.

POTENTIAL EXPOSURE

If the Town's Housing Rehabilitation Program Coordinator is notified of potential exposure by any participant as required below, the renovation project shall immediately cease activity. Construction shall not resume until the timeframes and/or procedures established by the Program Coordinator in collaboration with the Eastern Highlands Health District have been met.

Homeowner, Occupants, and Guests

The Homeowner shall immediately notify the Contractor and Housing Rehabilitation Program Coordinator if at any time during the renovation:

- An occupant of the residence or recent guest is required to self-isolate or quarantine due to a recent exposure or positive test for COVID-19; or
- An occupant or recent guest of the residence is sick with cold, flu like, or other COVID-19 symptoms; has been exposed to a person with a positive COVID-19 diagnosis; or is diagnosed with a positive COVID-19 test.

Contractors/Subcontractors

The Contractor shall immediately notify the Homeowner and Housing Rehabilitation Program Coordinator if at any time during the renovation:

- A Contractor or Subcontractor working on the renovation is required to self-isolate or quarantine due to a recent exposure or positive test for COVID-19; or
- A Contractor of Subcontractor working on the renovation is sick with cold, flu like, or other COVID-19 symptoms; has been exposed to a person with a positive COVID-19 diagnosis; or is diagnosed with a positive COVID-19 test.

Housing Rehabilitation Specialist

The Town's Housing Rehabilitation Specialist shall immediately notify the Homeowner and Housing Rehabilitation Program Coordinator if at any time during the renovation:

- The Specialist is required to self-isolate or quarantine due to a recent exposure or positive test for COVID-19; or
- The Specialist is sick with cold, flu like, or other COVID-19 symptoms; has been exposed to a person with a positive COVID-19 diagnosis; or is diagnosed with a positive COVID-19 test.

FAILURE TO COMPLY

Contractors/Subcontractors

Failure to comply with the procedures outlined in this memo shall be grounds for removal from the Town's List of Pre-Qualified Contractors for a period of six (6) months.

Homeowner

Failure to comply with the procedures outlined in this memo shall be grounds for termination of the rehabilitation project.

Rehabilitation Specialist

Failure to comply with the procedures outlined in this memo shall be grounds for termination of the consulting agreement with the Rehabilitation Specialist.

DISTRIBUTION

A copy of this memo shall be provided to each participant in the Housing Rehabilitation Program prior to any on-site activities.