

MEMORANDUM

Date: May 12, 2020

To: SoCalREN Participating Contractors

From: Los Angeles County on behalf of SoCalREN

RE: COVID-19 Safety Guidelines for Multifamily Projects

Thank you for your participation in the Southern California Regional Energy Network (SoCalREN) Multifamily Program. To protect the health and safety of Participating Contractors, Participating Property staff, and residents, the Program has developed the following COVID-19 Safety Guidelines for Multifamily Projects.

All Participating Contractors must acknowledge and adhere to these guidelines throughout the assessment, construction, and post-construction stages of the retrofit project.

These guidelines include applicable best practices and protocols for COVID-19 as recommended by the Centers for Disease Control (CDC) as well as specific guidance regarding steps to be taken by any Contractor or Property staff working on-site at Participating Multifamily Properties.

For additional information regarding COVID-19, please refer to [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).

General Requirements

- Any staff member who is feeling sick should stay home and should not report to the SoCalREN Participating Property jobsite.
- Staff who are sick should stay home at least three (3) days (72 hours) after recovery, which means their fever has resolved without the use of fever-reducing medications and there is improvement in their respiratory symptoms (e.g., cough, shortness of breath, etc.), AND at least 14 days have passed since symptoms first appeared.
- Inform your SoCalREN Account Manager if you have a sick staff member at home with COVID-19 or have been in contact with someone outside of work with suspected COVID-19. Workers who have been exposed should remain at home in quarantine for 14 days from their last contact with the ill individual.
- Avoid group gatherings of any size. Any time two or more people must meet, ensure a minimum 6-foot separation.
- Staff who are visiting jobsites to complete retrofit work should not have traveled outside the United States for the past six months.

Project and Jobsite Requirements

- Schedule appointments to complete retrofit work at times that accommodate property management and tenant safety and needs.
- Use rope or cord to designate the area of activity within the jobsite, leaving a six-foot barrier to prevent tenants or other individuals from entering.
- Use provided Program signage to communicate to tenants the nature of the activity and information about measures being taken to protect their safety.
- Ensure that crew members maintain a distance of at least 6 feet apart unless specific work assignments require less distancing; in situations where 6 feet distance cannot be maintained, strategies should be implemented to allow for maximum distancing and personal protection.
- Personal Protective Equipment (PPE) such as gloves, goggles, face shields, and protective face coverings should be worn as appropriate for the activity being performed. SoCalREN will assist in providing PPE upon request; contact your Account Manager for more information.
- Make sure to identify “choke points” and “high-risk areas” where individuals are forced to stand together or pass each other, such as hallways, elevators, and break areas; maintain social distancing in those areas.
- Avoid using other individuals’ phones, work tools, and equipment. If any equipment must be shared, be sure that it is disinfected before and after use.
- When a jobsite activity is complete, and frequently throughout the workday, staff should wash hands with soap and water for at least 20 seconds or use an alcohol-based sanitizer that contains at least 60% alcohol.

Personal Prevention Guidance

- Do not touch your mouth, eyes, or nose with unwashed hands.
- Avoid contact with people who are sick or are displaying COVID-19 symptoms.
- Bring your own food and drinks from home in order to avoid busy or congested restaurants or food trucks. Do not share food or drinks.
- Drive to jobsites or parking areas by yourself—no passengers or carpooling unless they are individuals who live in your home.
- Avoid sharing items such as phones or tools. If tools have to be shared be sure to wipe them down with a disinfectant wipe before and after sharing.

The SoCalREN team is here to support you as you return to Multifamily Property sites to complete retrofit projects. Contact your Account Manager if you have any questions or need additional guidance.