

Responsible Restart Ohio

Protocol for Restarting Housing Rehabilitation Programs

Applications

In an effort to limit guests in the office, applications must be emailed and/or mailed.

Intake

In an effort to limit guests in the office, applicants must mail and/or email required documentation.

The loan/grant processor will contact applicants if additional information is needed. In an effort to expedite verification of eligibility, applicants may be allowed to drop off any additionally required documentation to the office, if they don't have computer access. Applicants must wear a mask while in the office, as well as personnel.

The loan/grant processor will have a sneeze guard protector on the desk as a barrier for protection.

Once an applicant leaves the office, the loan/grant processor will be required to disinfect her desk and seating area and must wash and sanitize her hands.

Inspections

Applicants will be notified prior to our inspection that they must always ensure a minimum of 6 ft between them and our inspector and they must wear a mask. If they do not have a mask, they must not enter the area(s) of their home being inspected while the inspection is taking place.

Inspectors are required to wear a mask, gloves and shoe booties during the inspection. Once the inspection is complete the inspector will dispose of the mask, gloves and booties upon return to their vehicle. A bag will be provided for each vehicle and shall be disposed of into a trash bin at the end of each day.

The inspector is required to hand sanitize after each inspection. Purell hand sanitizer will be available in each vehicle for inspector use.

LIRA

Lead Inspection / Risk Assessment for Lead Safe Program. The Lead Risk Assessor is required to wear a mask during the

inspection. The homeowner will be notified to keep a 6 ft. distance. It is also suggested the inspector wear shoe booties.

Pre-Bid

Projects for bid often have pre-bid dates scheduled to allow contractors to view the property before bidding. In this case, each person will be required to wear a mask, gloves, and shoe booties if entering the property. A minimum of 6 ft between people will be adhered to if possible.

A bag will be available for each person to dispose of their mask, gloves, and shoe booties when leaving the property. The inspector will dispose of the bag.

Contract Execution

A request has been made to allow digital contract signing to assist with limiting guests in the office. Until that is possible, both contractors and homeowners will be required to execute contracts in office. Each guest must wear a mask.

Before handling pens to sign the contract, guests will be required to wear gloves which will be provided to them.

When guests leave, the desk/workstation will be disinfected.

Loan/Grant Processor must wash hands and use Purell Sanitizer.

Construction Inspection

During construction inspectors will continue to visit jobsites. They will be required to wear masks, gloves and shoe booties and dispose of them upon return to their vehicle.

The inspector is required to hand sanitize after each inspection. Purell hand sanitizer will be available in each vehicle for inspector use.

Rehabilitation Work

It is suggested that contractors wear a mask during construction work if occupants are nearby. It is also suggested that contractors wear a mask around their workers for personal protection.

Clearance

Homeowners/Occupants are required to stay 6 ft away from the Inspector performing the clearance and advised to wear a mask.

The assessor performing the Lead Clearance is required to wear a mask.

Job Completion

The Inspector will perform a final inspection and have owner sign completion documentation while keeping a 6 ft distance. The Inspector will wear a mask, gloves and shoe booties. The homeowner must also wear a mask.

MANDATORY

Ensure 6 ft between people

Masks are required

Disinfection of desks/workstations after use by guest

Wear gloves when inspecting

Wear shoe booties when entering a constituent's home

Sanitize Hands

Regular Hand Washing