

**Healthy@Work Protocols
For REE BPI certification testing**

In use during the COVID-19 pandemic.

Drafted June 17, 2020

Due to the COVID-19 Pandemic, Kentucky Housing Corporation (KHC) is outlining the following safety protocols for KHC staff who proctor Building Performance Institute (BPI) certification exams as part of their employment at KHC. All KHC staff must follow the Healthy@Work procedures on [KHC's internal COVID-19 Response page](#). The following guidelines are aimed at keeping KHC staff, partners, and customers healthy by reducing the risk of spreading COVID-19.

1. **Daily temperature checks.** Every day a KHC employee is working outside of the employee's home, that employee must check his or her temperature at home and email a completed [Self-Certification Form](#) to [Teresa Tyler](#). This applies any time staff will be on-site at a KHC building including the REE training center.

If the employee's temperature is 100.5° or higher, or if the employee answers "yes" to any of the Self-Certification Form's questions, the employee shall NOT enter any KHC building, must get tested for COVID-19, and shall provide to KHC written clearance by a physician before resuming on-site services.
2. **Symptoms of Certification Exam Candidates.** KHC staff will ask Exam Candidates if they would be willing to answer health check questions (those on the [Self-Certification Form](#)). Refusal by any Exam Candidate to answer health check questions or complete the Self-Certification Form shall not affect the Exam Candidate's scheduled exam time. If Exam Candidates report a temperature of 100.5° or higher, or answer "yes" to any of the form's questions, the Exam Candidate will be instructed not to report to the REE test facility and KHC staff shall not conduct the certification exam at that time.
3. **On-site temperature checks for Certification Exam Candidates.** The Exam Candidate will be required to check the Exam Candidate's temperature upon arrival at the REE training facility using an infrared thermometer provided by KHC. If the Exam Candidate has a temperature of 100.5° or higher, the Exam Candidate must immediately leave the building and will not be permitted to reschedule a certification exam for at least 2 weeks. The Exam Candidate may choose to provide documentation of clearance by a physician in order to reschedule a certification exam before the end of the 2-week waiting period.
4. **Limited number of people on site.** There will be no more than four Written Exam Candidates per session and one Field Exam Candidate per session and there will be no more than seven people in the building at one time. All written exam sessions will be conducted in classroom 2 (the large classroom) and will be performed with only four Exam Candidates and one Exam Proctor in the room. Field practical exams will be conducted in the Whole-House Lab and will be performed with one Exam Candidate and one Exam Proctor in the lab.
5. **Personal Protective Equipment (PPE):**
 - a. **Masks.** Masks MUST be worn by KHC staff AND Exam Candidates at all times while on KHC premises. KHC staff should notify Exam Candidates of this requirement prior to the exam date. Exam Candidates will be asked to provide their own masks during testing but KHC may provide a mask if the Exam Candidate is unable to do so.
 - b. **Gloves.** KHC staff can wear gloves while performing Field Practical Exams and dispose of these after each exam.
 - c. **Hand sanitizer** will be provided. KHC staff should, and Exam Candidates are advised to, use this often, especially after touching any surfaces that may have been touched by another person.
6. **Hand washing.** KHC staff will, and Exam Candidates are advised to, wash and/or sanitize hands often, especially after touching any surfaces.
7. **Social distancing.** KHC staff and Exam Candidates should remain 6 feet apart from all persons.

8. **Cleaning and sanitizing equipment.** KHC staff will sanitize all equipment used for testing after each exam. Equipment will be cleaned with a solution of one tablespoon of bleach per one quart of water.
9. **Changing clothing.** KHC recommends changing clothes upon returning home.

Additional information for KHC employees is posted on [KHC's internal COVID-19 Response page](#).

Information for KHC's partners may be found on [KHC's external COVID-19 Response page](#).

Governor Beshear's guidance is available at kycovid19.ky.gov, including [Healthy at Work](#) guidelines.