



RIA / IICRC COVID-19 Joint Task Force

Task Force Process and Procedures,

Version 1.1,

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1. RIA/IICRC COVID-19 Joint Task Force (JTF)

The COVID-19 JTF is a collaboration of the Institute of Inspection, Cleaning and Restoration Certification (IICRC) and the Restoration Industry Association (RIA). The JTF was formed to manage the production, review and publishing of reports specific to the COVID-19 pandemic, and its impact on the professional cleaning and restoration industry. The JTF is charged with reviewing available information, to the extent possible, from various institutions to include recognized authorities from government, education, healthcare and research. Further, the JTF has been provided with the request to update and revise reports as frequently as practical in an effort to incorporate rapidly changing and developing information.

1.1 About the IICRC

The IICRC is the leading certification body in the cleaning and restoration industry, and an ANSI Accredited Standards Developer. For more information on the IICRC, visit www.IICRC.org.

1.2 About the RIA

The RIA is the only international, professional trade association for the cleaning and restoration industry. Its national and international member firms specialize in cleaning, treating and repairing damaged buildings and their contents. RIA sponsors education, training, and certification programs, and is the leading voice advocating for the rights of restorers. For more information, visit www.restorationindustry.org.

2. Policies and Procedures

The following sections describe the methods by which the RIA, IICRC and the JTF manage report development and publishing.

2.1 Joint Task Force Appointment

Members of the JTF are volunteers, appointed by executive representatives of the RIA and the IICRC. Members are selected to represent each organization and based upon subject matter expertise related to the JTF area of emphasis. The current executive representatives of each organization are as follows:

- Kevin Pearson, Chairman, IICRC
- Mark Springer, President, RIA

2.2 Joint Task Force Members

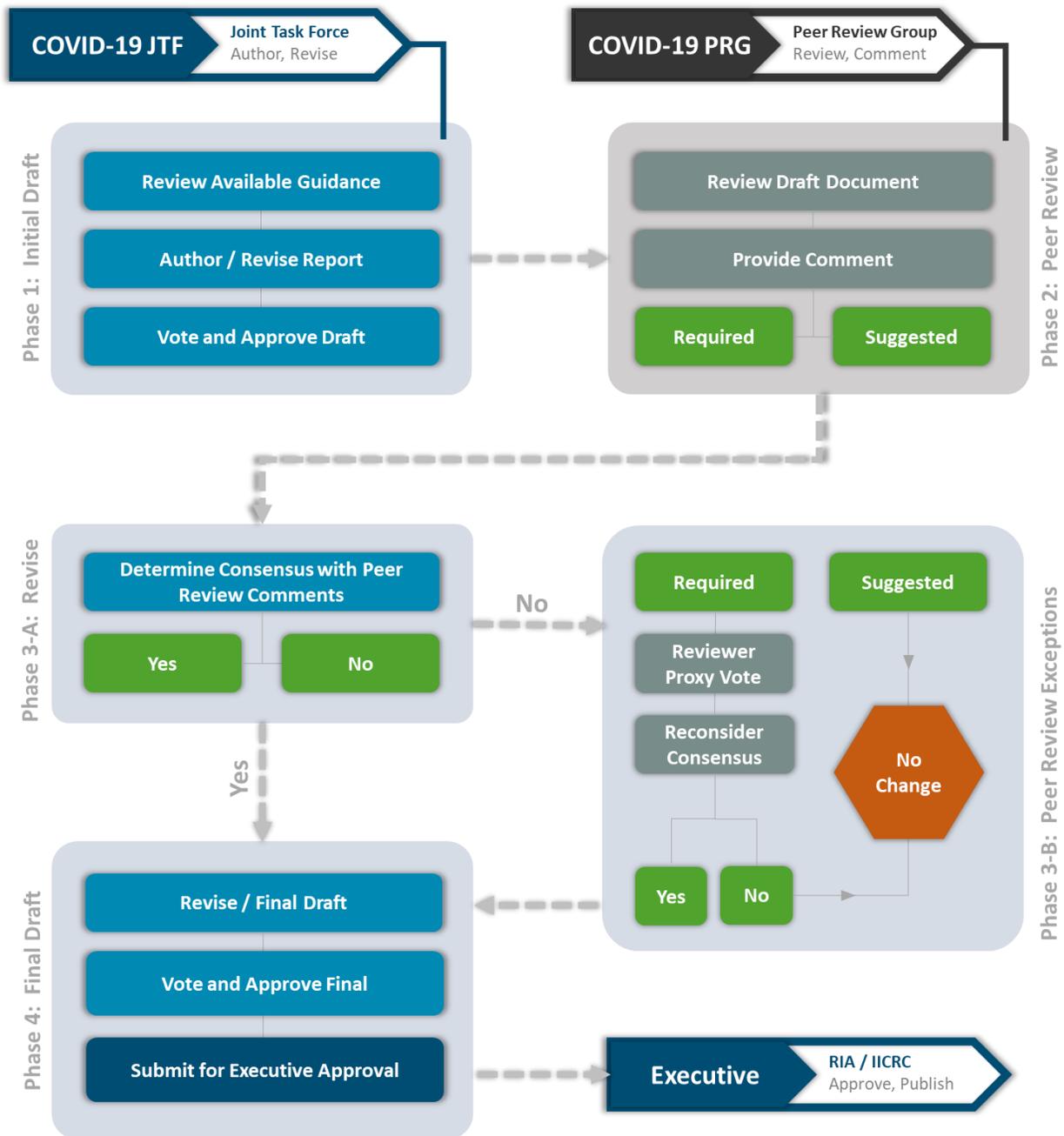
The JTF is presently comprised of the following volunteers, represented alphabetically:

- Brandon Burton, WLS, MWR, IICRC Standards Chair, Next Gear Solutions, BIEC Consulting
- Mark Drozdov, IICRC Board of Dir., Vice Chair S410 Infection Control Consensus Body
- Norris Gearhart, CR, FLS, CLS of Gearhart and Associates
- Michael Pinto, FLS, CSP, CMP of Wonder Makers Environmental

2.3 Joint Task Force Procedures

The method administered by the JTF is designed to deploy an expedited consensus process. As represented in Figure 1: *Overview of the JTF Report Development and Maintenance Process*, the JTF authors and revises reports in four phases.

Figure 1: Overview of the JTF report development and maintenance process



2.3.1 Phase 1: Initial Draft

The process of authoring or revising a report begins with a review of available guidance, published scientific papers, previous peer review comments and other sources of information relevant to the COVID-19 pandemic and the professional cleaning and restoration industry. The JTF is not expected to be knowledgeable or aware of all available information. Members of the JTF are requested, however, to make reasonable efforts to stay abreast of changing or developing information.

The information collected or reviewed by the JTF members is then used to author or revise the JTF report(s). Content is then voted on by the JTF, and prepared as an initial draft. The Initial Draft phase typically spans two weeks. It is initiated immediately upon the publishing of a prior report edition.

2.3.2 Phase 2: Peer Review

The initial draft is forwarded to the peer reviewer group (see *Peer Reviewer Members*). Peer reviewers are provided the report in Microsoft Word® format, and requested to track all changes made in the document. Peer reviewers are further instructed to mark edits by use of comments to indicate if the edit is 'required' or 'suggested.' If an edit is not noted as either 'required' or 'suggested,' the comment is deemed to be 'suggested' by the JTF.

Peer reviewers are given a full calendar week to submit comment. If comment is not provided, the JTF will make effort to confirm that the peer received and reviewed the draft. Unless otherwise notified, the JTF assumes the peer reviewer has reviewed the draft if comments are not received.

2.3.3 Phase 3: Revision and Peer Review Exceptions

As reviewer comments are received, the JTF evaluates each comment or edit to determine if consensus can be achieved. The process of consensus varies depending upon how the reviewer marked the edit.

2.3.3.1 Suggested Edits

Suggested edits or comments are defined as those responses from peer reviewers that are either indicated as 'suggested' by the reviewer, or that contain no indication that the comment is 'required.' Suggested edits or comments are managed by a simple consensus process within the JTF. If no objections are made to the edit, it is adopted. If an objection exists, the objection is discussed, and attempts are made by the JTF to modify the edit to alleviate the concerns of the objector. If after editing, the JTF can adopt the edit with no objections, the edit is accepted. If the objection cannot be addressed, the JTF then votes the change. A two-thirds majority is required to accept the edit.

2.3.3.2 Required Edits

Required comments are defined as those comments that meet the following criteria: (1) have been marked 'Required' by use of comment or parenthetical note; (2) are provided in the form

of an in-line edit (i.e., tracked change in the draft document added by the reviewer); and (3) include an authoritative citation or reference in support of the required change.

When a comment or edit meets the definition of 'required' the consensus process is modified to include the view of the peer reviewer as a vote within the consensus process. If the JTF has no objection to the comment or edit, the edit is accepted. If an objection exists to the change within the JTF, the edit or comment is discussed, and attempts are made by the JTF to modify the edit to alleviate the concerns of the objector while not changing the substance of the peer reviewer's intent. If the objectors concern can be alleviated in this way, the edit is adopted. If however the objection cannot be addressed, the JTF votes to approve the edit. A two thirds majority, with the peer reviewer included as an 'in favor' vote, is required to accept the edit.

If the edit provided by a peer reviewer that has been marked 'required' fails to gain consensus or has been modified in a way that may affect the intent of the edit, the JTF will contact the peer reviewer prior to publishing. An attempt will be made to eliminate the objection that caused the proposed edit to fail in the JTF vote. If the objection can be eliminated, the edit or comment will be adopted.

In the event that no solution can be achieved to address the JTF objection with the comment, the peer reviewer will be asked to confirm their intent to be listed as a peer reviewer for the specific report in question.

2.3.4 Phase 4: Final Draft and Publishing

Upon completion of the revision process, the JTF prepares and votes to approve the final draft. Once accepted by the JTF, the final draft is supplied to the executive representatives from the IICRC and RIA for final approval. The report is published upon receipt of the executive approval.

2.4 Peer Review Appointment

Peer reviewers are appointed by the executive representatives of the RIA and IICRC. Peer reviewers may be proposed by the JTF, by the peer review group or by other industry stakeholders.

2.5 Peer Reviewer Members

The following individuals and organizations have contributed content or peer review or other support to one or more versions of the joint COVID-19 reports. By listing below, the individual did not necessarily directly contribute by comment to all report titles or editions. They have however contributed time, expertise, peer review or other support to one or more of the RIA/IICRC Joint COVID-19 reports. Peer reviewers are listed here alphabetically:

- Leslie Anderson, Vice President of Training & Launch, Paul Davis Restoration
- J. Scott Armour, M.S., Armour Applied Science
- Jaclyn Carpenter, Ideal Restoration

- Kristy Cohen, CEO of Restoration Industry Association
- Hugh Crisp, BluSky
- Edward H. Cross, Esq., Law Offices of Edward H. Cross; RIA Contractor Advocate
- Graham Dick, Infection Control Training Group; Chair, S410 Infection Cont. Consensus Body
- John DiMenno, CR, CMRS, CMP, WLS, Romualdi Davidson and Associates
- Peter P. Duncanson, Director of Commercial Operations, ServiceMaster Restore
- David Dybdahl, CPCU, MBA, CIC, ARM, American Risk Management Resources Network
- Josh Hobbs, Dalworth Restoration
- Mark Meece, Complete DKI
- Tom Peter, CIH, Insurance Restoration Specialists
- Kent Rawhouser, CMP, WLS, A&J Property Restoration, DKI
- Lee Senter, CEO of Dryit.ca and IICRC Standards Vice Chair
- ServPro Industries for both their technical and financial contributions
- Halden Shane, M.D., Steramist
- Shawn Silliman, CR, WLS, First Restoration Services
- Mark Springer, CR, RIA President, President of Dayspring Restoration
- Joe Spurgeon, Ph. D., CIH
- Bruce White, SGS Forensic Laboratory