**Temporary Remote Housing Inspection Procedures**

Alaska Department of Labor and Workforce Development

Office of Foreign Labor Certification

Purpose: To provide an alternative method to in-person H-2A housing inspections, during the COVID-19 pandemic that allows for accurate verification of whether housing can be certified as meeting applicable safety and health standards as a prerequisite for the Certifying Officer to grant temporary labor certification. This is both required by the most reasonable reading of the federal immigration statute and proper given the department’s responsibility to protect U.S. and foreign H–2A workers.

**Procedures for the Employer:**

Please print, sign and date, then scan the forms and photos in steps 1 and 2 after completion and e-mail to dol.flc@alaska.gov.

1. Complete the [Alaska Foreign Labor Certification Housing Inspection](https://labor.alaska.gov/dets/forms/H-2A_Housing_Inspection_Checklist.docx), which follows Employment and Training Administration (ETA) and Occupational Safety and Health (OSHA) guidelines.
2. Complete, sign and date the [Form ETA 338 Employer Furnished Housing and Facilities](https://labor.alaska.gov/dets/forms/ETA338.pdf).
3. **E-mail** photos,videos, or other documentation and accompanying ETA 338 to dol.flc@alaska.gov. This will assist the Alaska Foreign Labor Certification (FLC) office in determining that housing complies with applicable standards for the housing locations. For questions, call the Alaska FLC Office: (907) 465-6471. The employer must provide photo documentation of the following rooms and facilities listed on the ETA 338 form, to assist the Alaska FLC Coordinator to make a determination regarding housing compliance. Acceptable file types are: .mov, .wmv, .mp3, .mp4, .pdf, .jpeg, .gif, .doc, .png.
4. Please take enough photos to show the number and condition of each of these facilities. Please name the photo files with a make and date (such as “SleeproomNo1a-102620,” “SleeproomNo1b-102620”) to assist in description of each:

ALL SLEEP ROOMS

* 1. Beds
	2. Bunks
	3. Windows
	4. Flooring
	5. Closets
	6. Furniture
	7. Proof that there is electricity and heat – such as lights on

FACILITIES

* 1. Flush toilets
	2. Privy
	3. Urinals
	4. Lavatory or washbasins – show running water
	5. Showerheads
	6. Bathtubs
	7. Laundry Machines
	8. Fixed laundry tubs
	9. Movable Laundry Tubs
	10. Cook stoves
	11. Refrigerators
	12. Garbage Containers
	13. First-Aid Kits
	14. Fire Extinguishers
	15. If you have additional safety supplies during COVID, such as a supply of masks, social distancing set up

In addition to documentation furnished by the employer, the Alaska FLC office will take into consideration any evidence of prior inspections and compliance for the same or similar housing used by the employer. The Alaska FLC will also track and retain all evidence submitted by the employer, similar to any other housing related documentation, demonstrating compliance in the event of a future audit, field visit, or inspection by DOL or Alaska FLC staff.

The date on which these temporary alternative methods and arrangements of housing inspections becomes effective is 10/01/2020. The date which these temporary alternative methods and arrangements of housing inspections shall be reviewed for renewal is 06/30/2021.