



PLANNING AND DEVELOPMENT SERVICES

MAYOR: Lauren McLean | DIRECTOR: Mark Lavin

MEMO

Updated

TO: Building Industry Professionals, Planning & Development Services
FROM: Mark Lavin, PDS Director, Jason Blais, Building Official
CC: Courtney Washburn, Chief of Staff, Elizabeth Koeckeritz, Civil Section Senior Attorney
DATE: 7/7/2020 (**Updated from previous 6/29/20 Updated Memo**)
RE: Inspection Safety Precautions

COVID-19 Update

City functions to review, process and issue permits, and to conduct inspections are considered "essential", however, in carrying out our services, additional heightened safety precautions will still be implemented at this time.

Safety Precautions

During these times it is imperative our team members adhere to safety precautions. It is highly recommended that those who can work from home, do work from home. If you must work at City Hall, practice social distancing, wear a facemask when appropriate and practice good hygiene.

There are many precautions to consider when carrying out inspections:

1. Ask if anyone in the area or building is sick, has been sick or has been asked to be quarantined or isolated. Other questions that can also be asked:
 - Have you or anyone in your residence/job site recently experienced any illness related symptoms such as fever, cough, or shortness of breath?
 - Have you or anyone in your residence/job site recently traveled outside of the United States or been on a cruise in the past 14 days?
 - Have you or anyone in your residence/job site recently tested positive for COVID-19, is suspected of having COVID-19, or had close contact with anyone diagnosed with COVID-19?

If yes, do not conduct the inspection and ask them to reschedule for a later date.

(6/29/20 Update – Added language to questions that can be asked. 4/2/20 Update – Added additional questions that can be asked.)

2. Ask contractors what provisions they have implemented on the job site for safety considering the COVID-19 situation. Where it is learned that a job site may have been contaminated with persons showing symptoms or having been diagnosed with COVID-19, conduct reinspection procedures as follows:
 - Where it can be determined that the job site, or portion thereof, has been properly cleaned and sanitized, or for work outside in direct sunlight and not enclosed, reinspection can occur after at least 48 hours has passed.
 - Where it cannot be adequately determined of proper cleaning and sanitizing, reinspection can occur after 7 days has passed.
 - For occupied homes, reinspection can occur after at least 14 days has passed, after no symptoms or illness is in the home.

(6/29/20 Update – Moved reinspection procedures to contaminated or possibly contaminated job sites into item #2 and changed to 7 days for one item. 4/2/20 Update – Reference separate document – COVID-19 Precautionary Job Site Practices)

3. Have awareness of the symptoms of COVID-19. People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

If you observe any of these, do not conduct the inspection and ask them to reschedule for a later date.

(6/29/20 Update – Updated possible symptoms.)



4. Maintain at least 6' of social distancing from persons at all times and wear a facemask during the inspection. If this cannot be achieved, do not conduct the inspection and ask them to reschedule for a later date. Request any persons accompanying you on the inspection to wear a facemask.

Request that workers and/or subcontractors be removed from the building, applicable floor or area subject to inspection. Inspectors will not enter construction trailers at this time. All approved plans and documents that need to be referenced or signed off by the inspector need to be brought out to the inspector.

(6/29/20 Update – Added language to wear a facemask during inspections. Added language to request any persons accompanying the inspector on an inspection to wear a facemask.)

5. Carry only items, tools or equipment needed to conduct the inspection. Avoid placing items, tools or equipment on surfaces unless properly disinfected.
6. Wash hands and/or use hand sanitizer or disinfectant wipes often.
7. Use provided Personal Protection Equipment (PPE) gear as necessary, gloves, shoe covers, masks, biohazard bags, etc., especially in occupied living spaces and businesses. Lead by example with use of this gear.
8. Have higher caution in interior remodels, repairs or additions to existing occupied homes. If any concerns, do not conduct the inspection and ask them to reschedule for a later date. Consult supervisor if needed.

Wearing proper Personal Protective Equipment (PPE) (masks, gloves, shoe covers), adhering to social distancing, having people removed in advance from the direct areas needing inspections, having job sites cleaned/sanitized and having areas or rooms ventilated (open windows) are all safety precautions to be implemented.

Virtual inspections according to Item #10 below may also be an option for inspections in existing occupied dwellings.

(7/7/20 Update – Effective 7/9/20, due to significant increases in COVID-19 cases reported, most all in person inspections for projects involving the interior of existing occupied homes are again suspended until further notice. Re-evaluation of this condition will continually occur. Residential permits, including water heater, electrical service and HVAC retrofit permits, can still be issued.

As an exception and per inspector discretion, inspections for items such as electrical service panels, water heaters and HVAC retrofits located in a garage, accessed from the outside and through a large open garage overhead door,



may occur with safe distancing and appropriate PPE gear worn by all parties. Virtual inspections according to Item #10 below may also be an option for any inspections and inspections for emergency repairs of power, heating, gas, water and sewer services for a safe and healthy living environment can still occur with safe distancing and appropriate PPE gear worn by all parties.)

9. Where possible, avoid high risk areas with patients or occupants such as hospitals, medical offices, assisted living facilities, or daycares. Determine if the inspection can be delayed or rescheduled. Consult supervisor if needed.
10. In high risk areas or occupied homes, consider the possibility of virtual inspection approvals by video, photos, video calls or cell phone apps such as Google Duo (preferred), Zoom, Skype, Teams, etc.

(4/2/20 Update – Added occupied homes and updated cell phone apps that can work with both Samsung phones and I-phones. Virtual inspections can be an option in some cases. Contractors and Inspectors can communicate and work directly together to determine if this can be accomplished for a specific inspection or situation.)

11. Where inspections need to be rescheduled, enter comments of the reasons for the need to reschedule in the inspection activity within our permit system.
12. If you feel sick, stay home. Communicate to supervisor.

