



Department of Planning

POLICY NOTE

PN 0001-May 2020

COVID-19 INSPECTION PROTOCOL

These are the procedures for Building Code inspections to be used during the COVID-19 Emergency Period.

Scheduling an Inspection

- Inspections must be scheduled through OPS at least 2 days prior to the required inspection date
- When scheduling the inspection, a contact name and phone number of the person on site assigned to accompany the inspector must provide in the comment line.
- The Inspector will call thirty (30) minutes prior to the inspection to allow the contractor to relocate all personnel from the inspection area. For elevator inspections the elevator technician should coordinate with the building manager to secure the area around the elevator scheduled for inspection.

On-Site Inspections

- When inspector arrives on-site, the contact person who is assigned to walk with the inspector can approach the inspector. If workers are present within the inspection area, the inspector will cancel the inspection.
- Contractor needs to maintain a safe and healthy job site environment and follow the Public Health guidelines regarding social distancing.
- Social distancing guidelines must be observed, stay at least **six feet** or **two metres** from any other persons.
- All persons participating in the inspection must wear mask.
- Inspections will only be conducted with one person; the building inspector will have the right to approve another person being present
 - Electrical – the licensed Electrician
 - Plumbing – the licensed Plumber
 - Building – the Contractor or Site Supervisor

- Elevator – Service Technician, Fire Alarm Technician and Electrician
- Fire – the person responsible for the fire system installation
- Mechanical - the person responsible for the mechanical system installation
- At the completion of the inspection, the results will be posted on OPS.

The building inspector have the right to refuse to conduct the inspection if the protocol outlined are not being followed or in the opinion of the inspector the contractor fails to maintain a safe and healthy job site environment. In this event the contractor shall be informed, and the inspector shall document the reasons for the refusal and a request for reinspection must be submitted through OPS.

For Inspectors

Your safety is your responsibility, take whatever actions that is necessary and reasonable for your protection. PPE will be provided for your use

- Social distancing guidelines must be observed, stay at least **six feet or two metres** from any other persons.
- Always wear a mask when onsite conducting an inspection. Mask need not be worn when driving the vehicle
- If you experience any difficulties while wearing the PPE discontinue the inspection until conditions are such that you can continue.
- Wear rubber/vinyl gloves during inspection or wash or use sanitizer prior to entering your vehicle
- Use your tablet to view plans on site if necessary, wipe down our tablets after each inspection.
- Do not Travel together
- Wipe down the vehicles after each inspection, or end of day