

BEST PRACTICES FOR INSPECTORS & COVID 19



Workplace Flexibility and Protection for ALL Staff

- Health and Safety comes first. Stay home if you are sick.
- If other household members are sick, we encourage employees to monitor their own health.



Assess your Essential Functions

- Be prepared to change your business practices if needed to maintain critical operations (e.g., identify options for minimal contact, call/email ahead to ensure clients are aware of visit and following social distancing practices, or temporarily suspend some of your operations if needed).
- Utilize your emergency communications plans, including a forum for answering workers' concerns.



Avoid Close Contact and Practice Social Distancing

- Put distance between yourself and other people.
- The Governor's Executive Order 20-83 issued a public health advisory against social or recreational gatherings of 10 or more persons and the CDC recommends social (physical) distancing of 6 feet to aid in preventing the spread of the virus.
- Minimize contact with other employees and clients by replacing face-to-face interactions with virtual communications and implementing telework if feasible.



On-Site Inspections

- An inspector should call 30 minutes prior to the inspection to allow the contractor to relocate all personnel from the inspection area.
- When the inspector arrives on-site, no more than one contact person who is assigned may walk with the inspector and may approach the vehicle. If workers are present within the inspection area, the inspector will cancel the inspection.
- Contractors need to maintain a safe and healthy job site environment and follow the CDC's best practices.

Clean your hands often

- Stop handshaking – use other no-contact methods of greeting.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Set reminders for yourself to schedule regular hand washing (e.g., emails, calendar reminders, and phone alerts).
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean and Disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
- At inspections try to minimize contact with heavily touched areas without protection or cleaning first (e.g. handrails, clipboards, writing utensils, maintenance logs, cell phones, tablets, etc.).
- We encourage you to use your own equipment as much as possible and wear gloves or use a towel or other barrier to avoid direct contact with these surfaces.

BE SAFE OUT THERE!

- Safety is our top priority. During this stressful time people may be on edge and exhibiting behavior that may be aggressive, in these situations, it is the best practice to remove yourself from those situations without escalating the interaction.
- When in doubt leave the area of conflict and contact your supervisor immediately and make them aware of the situation.

Special Circumstances

Due to the concern for inspector safety we understand that signatures may not be something you feel comfortable obtaining in order to practice safe social distancing.

- If on-site, inspectors should indicate on the form that the copy was hand delivered to the named individual on 'x' date, sign the inspection report, and hand a copy of it to the named individual.
- If off-site, or if paper copy is refused, a scanned or printed copy can be emailed with a note on the form as to how a person was provided a copy.

NOTE: THIS IS A TEMPORARY PRACTICE AND WILL ONLY BE ALLOWED UNTIL THE RISKS HAVE BEEN MITIGATED.

