

Title:	Inspection Protocol Requiring Social Distancing Health Practices during an Identified State of Emergency	SOP #:	C.D. – B.5
Departments/ Divisions	Community Development Building Services	Reference:	CDC Protocol
Original Date:	03.23.2020	Revision Dates:	
Review Committee:	Sam Zahorka, Bruce Freckleton, Joe Nelson, Kevin Pitt, Tyler Perot, Stephanie Archibald		

Purpose *To set forth the standard practices and procedures for conducting and handling inspection services during a City, County or State-wide declared state of emergency for the control of and risk to health, safety and/or life to the employees, the citizens and the general community of Meridian City requiring social distancing.*

Scope This protocol applies to all inspections carried out by Community Development workers in the event of a declared state of emergency where social distancing is required by an emergency declaration of the City, County or State.

Policy The protocol for Building Services inspectors in the event social distancing is required by an emergency declaration of the City for inspections at occupied residences.

Authority & Responsibility Development Services (Land and Building), and Planning Services with the Community Development Department shall be responsible for administering and interpreting this policy. Supervisors shall report to the Administrative Services team of any inspection that is cancelled or rescheduled due to safety concerns.

Procedures and Related Information **Responsibility of the inspector:**
All Inspectors must take proper measures to safeguard themselves which includes maintaining proper social distancing, wearing recommended personal protective equipment (PPE) and following protocols recommended by the CDC or appropriate government agency.

When work requiring an inspection is in a garage or in an unoccupied area of the home, the inspector shall call the homeowner or permit holder asking for access to the area requiring inspection and, when necessary, if carbon monoxide and smoke alarms are installed within the home.

Once the inspection is completed the inspector will leave an approval sticker or correction notice and call homeowner explaining the inspection has been completed and the area that was inspected can be secured.

If a new gas branch line has been added for new appliances, e.g., gas ranges or dryers, the inspector and direct supervisor will determine the inspection protocol.

If work requiring inspection is inside an occupied residence and the inspector has determined the home is unsafe to enter, they may at their discretion, ask the resident or

contractor to walk them through the work requiring inspection using a video chat application (i.e. FaceTime, Skype, etc.). The option to use a video chat application should only be used on a limited basis and only if entry to an occupied residence is required or adherence to the federal, state and local guidelines issued under the declared emergency cannot be maintained.

IMPORTANT: All inspections require documentation of the results and the process by which the inspection was conducted. If the inspection is cancelled, the inspector must include specifics on how adherence to the federal, state and local guidelines issued under the declared emergency and CDC guidelines could not be maintained. Include facts such as; did not enter house, spoke to homeowner only at front door maintaining the minimum social distancing required, or communicated only via the phone.

PLEASE NOTE: If at any time an inspector does not feel comfortable or safe during an inspection, if it be for the inspector's safety or the safety of the residents or contractors, the inspector may cancel the inspection. The inspector **MUST** notify their supervisor immediately of the cancelled inspection and the rationale behind that decision. The Inspector, the residents and contractors are more important than completing an inspection. However do not leave any potential life safety issues unresolved that may be present or created by the work being done without inspection. The Inspector will document the inspection result in Accela within the inspection "Result Comments" and status the inspection as "Cancelled". Documentation must include:

- 1) Reason for cancelation.
- 2) Statement indicating that it is the permit holder's responsibility to reschedule the inspection before the permit's 180 day expiration date.

Re-inspection fee(s) shall **not** be assessed on "Cancelled" inspections under this standard operating procedure.

Permit holder's responsibility: It is the permit holder's responsibility to reschedule the cancelled inspection under this standard operating procedure before the 180 day expiration date.

Certified Building Official



Signature

3/30/2020

Date

Development Services Manager

Signature

Date

Administrative Services Supervisor

Signature

Date