



CITY OF SHELTON
COVID-19 PLANNED RESPONSE PHASE 1 CONSTRUCTION
DEVELOPMENT PERMIT INSPECTION PROTOCOL

Effective date: April 27, 2020

Summary: The document establishes the City’s procedures for scheduling and completing inspections during the COVID-19 Pandemic.

Involving: Building and Engineering Inspection Staff

Basis: Proclamation 20-25 “Stay Home Stay Healthy,” Construction Guidance Memorandum issued on March 25, 2020, and Phase 1 Construction Restart COVID-19 Job Site Requirements, issued on April 24, 2020 (hereinafter “State Guidance”), City COVID-19 Permitting Protocol and the City’s Continuity of Operations Plan (COOP) for the COVID-19 Pandemic Response

Construction: Development projects with an approved permit from the City including building, demolition, fence, plumbing, mechanical, fire protection, fill and grade, utility connection.

State Guidance: As of April 24, 2020, State Guidance allows construction to proceed when it falls into four categories:

1. Construction related to essential activities as described in Proclamation 20-25;
2. To further a public purpose related to a public entity or governmental function or facility, including but not limited to publicly financed low-income housing; or
3. To prevent spoliation and avoid damage or unsafe conditions, and address emergency repairs at both non-essential businesses and residential structures
4. Construction projects that had started before, but were paused by Proclamation 20-25 on March 23, when those projects are considered “low risk.” A project is low risk when it can be performed with physical distancing in which workers remain at least six feet apart at all times.

City’s Objectives: The City is not the enforcement agent for COVID-19 safety plans on construction sites. Per the State Guidance, the Department of Labor & Industries Division of Occupational Safety and Health (DOSH) has enforcement responsibility. The City is not required to shut down construction projects for failure to adhere to safety plans or State

Guidance. However, to reduce the possibility of disease transmission between City staff and owner/contractors during inspections, the City will verify that a project is eligible to proceed, and that a COVID-19 safety plan is in place and being followed, prior to performing inspections. The City may refuse to perform or may terminate inspections if an adequate COVID-19 safety plan is not in place or being followed.

Procedure: All inspections during the COVID-19 Pandemic shall comply with the following protocols:

- The City will not perform inspections on projects unless they fall into one of the four categories listed in the State Guidance section above.
- Prior to continuing or recommencing work all owners/contractors are required to develop a Comprehensive COVID-19 Safety, Exposure Control, Mitigation, and Recovery Plan (COVID-19 Safety Plan) consistent with the State Guidance. A copy of this plan must be posted at the job site before any inspections will be allowed for the project.
- Scheduling Inspections:
 - Inspections will be called in or scheduled on-line as normal.
 - At the end of each day a list of all the inspections that have been requested will be provided to the Building Official and Engineering Staff to review to determine if the inspection is consistent with the State Guidance.
 - If an inspection is requested for a project that is not in compliance with the State Guidance, the Building Official or Engineering Staff will contact the contractor/owner to let them know that the inspection is unable to be completed at this time and they should call back to request the inspection once the project is in compliance with State Guidance and/or authorized to proceed.
 - The Building Official or Engineering Staff will return the list of inspections provided by the Permit Coordinator identifying the inspections that are to be scheduled and the inspections that will need to be postponed.
 - The Permit Coordinator will schedule the inspections for that day and provide a list to the Building Official and Engineering Staff.
- In the field, the inspectors will take the following precautions:
 - Prior to conducting the inspection, the inspector shall verify that the required COVID-19 Safety Plan, the list of work that will be performed at that job site, and the contractor/homeowner's signed commitment to follow the COVID-19 Safety

Plan has been posted as required in the State Guidance. If these documents are incomplete, inadequate, or not posted the inspector will not perform the inspection.

- The inspector will sign the required a daily attendance log of all workers and visitors provided by the contractor/homeowner. If there is not a daily attendance log the inspector will not perform the inspection.
 - If during an inspection the inspector observes any violations of COVID-19 job site requirements, including but not limited to workers not wearing gloves and eye protection, lack of handwashing stations, and/or social distancing is not being maintained, the inspector will immediately cease performing the inspection.
 - If an inspection is cancelled for these reasons, it will be reported to the Community Development Director and Washington State Department of Labor and Industries(L&I). An inspection cannot be rescheduled until the contractor can demonstrate that the site is in full compliance with the State Guidance, its COVID-19 Safety Plan, and L&I has confirmed that the site can reopen, if shut down by L&I.
 - During the inspection the inspector shall take steps to reduce interaction with public as needed which shall include requiring contractors/homeowners to wait outside of the building or remain in a different portion of the site for exterior inspection during the inspection.
 - Inspectors shall wear gloves, eye protection, and a mask at all times when performing inspections. Staff shall keep hand sanitizer in their vehicles to be used after each inspection and shall wash their hands with soap and water at their earliest opportunity and again upon return to the Civic Center.
 - The Inspector will follow the work exposure procedures that are outlined in the COOP for COVID-19.
- Permits that have been postponed due to the State Guidance shall automatically be extended six months without the requirement that the applicant request the extension.