



COVID-19 Inspection Protocol

The intent of this protocol is to institute procedures for Fire Prevention Bureau inspectors who are supporting ongoing essential services during the COVID-19 emergency to minimize their risk. This protocol is posted on the LPPD website and referenced in our Inspection Line.

1. If a contractor/responsible party fails to follow these protocols, the inspector shall terminate the inspection.
2. The contractor/facility representative shall provide a single point of contact. To the greatest extent possible, that contact will be the only individual the inspector will interact with during the inspection.

All other site staff shall clear the unit/floor/area as directed by the inspector.

3. The inspector and contractor/facility staff shall practice social distancing (no physical contact, at least six feet distance between individuals). Some situations, such as small spaces, may require somewhat modified inspection logistics.
4. To the greatest extent feasible, the inspector will avoid touching surfaces: Let the contractor lead the way, open doors, etc. When touching surfaces is unavoidable, such as when using a ladder, the inspector shall utilize disposable gloves or hand sanitizer. When in doubt about the logistic of an inspection, wear gloves.
5. Inspections in care facilities, such as 850 fire clearances, shall be conducted by Fire Department inspectors using gloves as well as masks.
6. Inspectors will be provided with laser pointers to help facilitate effective inspections while maintaining social distance.
7. Inspectors will not ride in lifts during this crisis. Where possible, have contractors take photos.
8. In cases where a contractor takes photos for the inspector to maintain social distance, there are a number of options for safe viewing of the photos. The best solution will depend on a variety of factors, such as number of photos needed, size of contractor's device, availability of gloves, etc.
 - Email the photos to the inspector
 - Display the photos on a larger monitor
 - Inspector wears clean gloves to hold contractor's device, then disposes of them.

Fire Trucks

- Contractor holds the device at arms-length with the inspector a few feet beyond that
9. If the inspector observes anyone on the jobsite exhibiting illness symptoms, like shortness of breath or persistent coughing, the inspector will immediately halt the inspection and leave the premises. The inspector has the authority to terminate the inspection.
 10. The inspector shall limit post inspection interaction to the extent practical. Paperwork or data entry should be completed in the Inspector's vehicle or at home.
 11. When an inspector terminates an inspection for cause, the inspector shall:
 - document the circumstances in detail in the inspection report.
 - send an email to the Fire Marshal, Assistant Fire Marshal, FPB support staff and the other inspectors with the inspection report attached
 12. Where possible, when a re-inspection is required have the contractor send photos.