

POLICY TITLE	Covid-19 – Site Inspection Protocol
CATEGORY	Municipal Services
POLICY NUMBER	A09 MUN 006
DEPARTMENT	Community Development
POLICY AUTHOR	Building Services
POLICY TYPE	Departmental Policy
APPROVED BY	Department Head
EFFECTIVE DATE	03/24/2020
REVIEW DATE	03/01/2021

POLICY STATEMENT

Strategy and steps to safeguard the health and safety of Building Division staff and community members while maintaining service.

PURPOSE

It is the priority of the City of Cambridge Building Division to ensure the health & safety of our staff and customers during the evolving Covid-19 pandemic. This policy outlines the steps we are taking to ensure the safety of our staff while maintaining limited services.

DEFINITIONS

N/A

AUTHORITY

There are no related authorities.

SCOPE

Effective March 18th 2020 and to be reviewed April 6th 2020, Building Division site inspection staff will conduct limited inspections in response to the Covid-19 pandemic.

POLICY

Building staff will conduct limited inspections under the following protocols:

1. Inspection requests will be reviewed each morning prior to 10:00 am.
2. Building staff will only conduct inspections of unoccupied buildings.
3. Building staff have discretion to refuse an inspection if they deem it a health risk.
4. Building staff must adhere to strict social distancing on site by maintaining a distance of at least 6ft from other people.
5. Building staff will use their own vehicles for site inspections.
6. Staff will use hand sanitizer after each inspection and before returning to their vehicles. Sanitizer refills will be made available to staff.
7. Inspection reports can be left on site, or emailed for notification of inspection results.
8. If building staff are sick they are to stay home and notify their supervisor as soon as possible. If staff have a respiratory illness they must call the **Employee Illness Line (519) 740-4694** and leave their name, division and a contact number. The Wellness Health and Safety Team will follow up with the employee. This will help us track any potential cases in one central place. Any questions can be referred to wellnesshs@cambridge.ca. This information will be kept confidential by Wellness, Health and Safety.

POLICY COMMUNICATION

Communication of this protocol will be emailed to all inspection staff.

RELATED PROCEDURES

No related procedures

RELATED DOCUMENTS/LEGISLATION

There are no related documents/legislation