

UPDATED April 19, 2021

Guidance to Regions Regarding Inspections during the COVID19 Outbreak – April 19, 2021

ESA's response team has been working diligently to address the emerging issues. We are moving into circumstances that will require us to focus on the highest safety and related priorities of the province, while protecting our staff and the public

CSS and Wiring operating During Lockdown (the entire province is in the grey Zone)

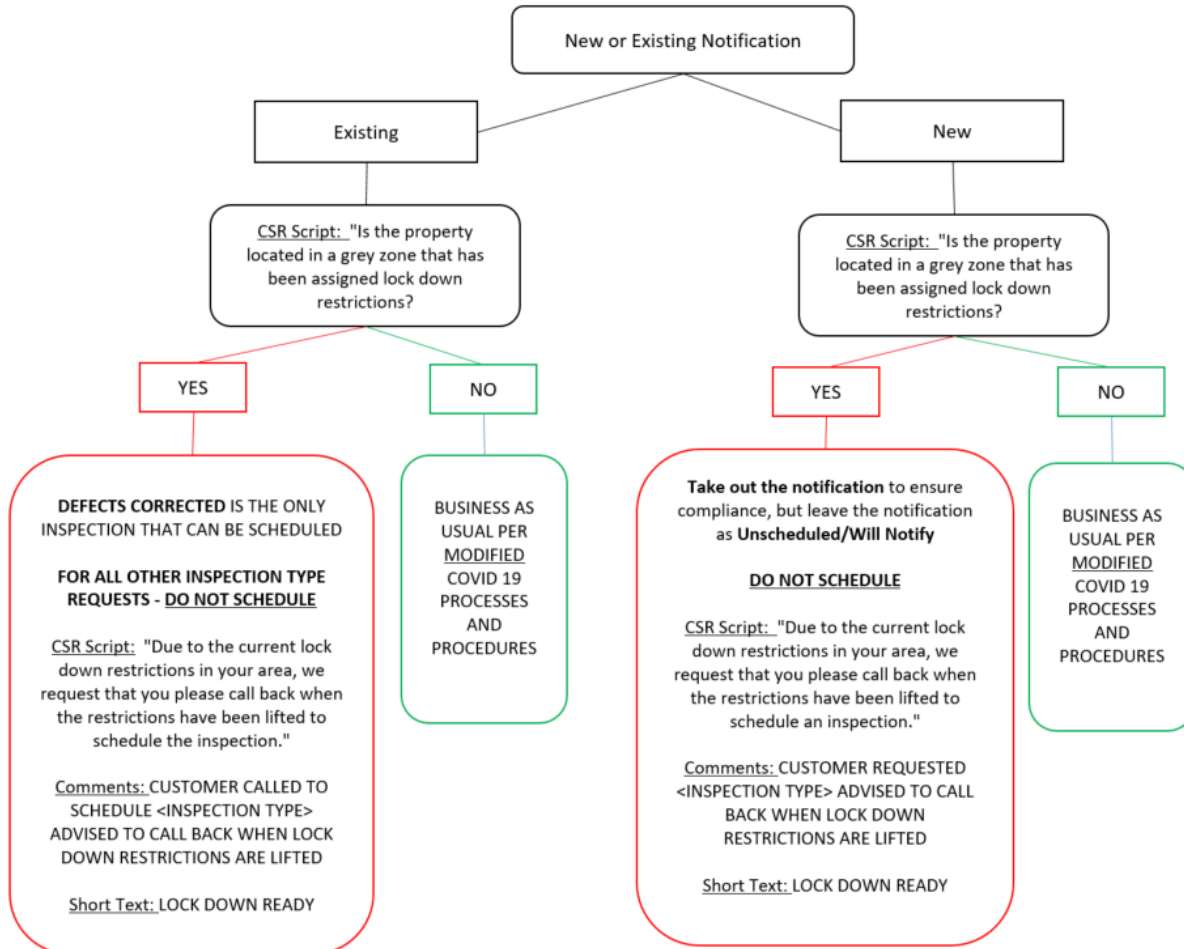
1. When entering an installation, the Inspector will only view or access the areas needed to complete the notification. Touch as little as possible and maintain a safe social distance
2. At the Inspector's discretion, if a physical site visit can not take place, they will use a wide range of options and discretion to both allow business to continue, exercise their authority and conduct inspections in the coming days and weeks
 - Instead of visiting a facility or dwelling, our Inspector may meet the LEC performing the work at a safe location to review pictures, videos and any other available evidence to give the Inspector comfort regarding the state of electrical safety for the site or installation
 - Pass without a visit as directed and guided by our Best Business Practices
 - Sampling tools
 - Photos
 - Videos – live or recorded
 - If an inspector is unable to physically view an installation but has accepted pictures, videos or other evidence, they will record what was accepted or what they were/were not able to view in the notification comments, preceded with "COVID19"

Scheduling for Red Zone or Lower

| Inspection Type | Licensed Electrical Contractors | Non-Contractors and all others |
|---|--|---|
| R/I, Service, Final, Defects Corrected, Consultation Requested | <ul style="list-style-type: none"> ✓ Ready ✓ Access Arranged | <ul style="list-style-type: none"> ✓ Ready ✓ Access Arranged <p>Record the customers email address in applicant information and send "How to prepare for your inspection" email</p> |
| Disconnect and Hold | <ul style="list-style-type: none"> ✓ Ready as per the viewing window | <ul style="list-style-type: none"> ✓ Ready as per the viewing window <p>Record the customers email address in applicant information and send "How to prepare for your inspection" email</p> |
| Reconnection of Service | <ul style="list-style-type: none"> ✓ Ready ✓ Access Arranged | <ul style="list-style-type: none"> ✓ Ready ✓ Access Arranged <p>Record the customers email address in applicant information and send "How to prepare for your inspection" email</p> |

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One-Time Customers (NONCON):



CSS and Wiring-What ESA is Not Doing During the Lockdown

ESA inspectors will not enter **occupied areas** of the following facilities except where permitted (exceptions as approved by the ESA General Manager and/or Senior Inspector):

- Long Term Care Homes and Seniors residences
- Hospitals
- Retirement Homes
- Day Care facilities
- Personal Dwellings-including homes, apartments and condos
- Community Housing for non-critical routine inspections
- ESA staff will not be attending external meetings of large groups (OEL nights, Conferences) until further notice.
- All Public Training Sessions and all Master Exams are canceled until further notice.

ESA is not scheduling ElecChecks in private homes, province wide, at this time.

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These steps are taken both to protect the residents of those facilities, as well as our staff from unnecessary exposure.

Areas in the Grey Zone or Lockdown areas (the entire province is in lockdown)

As of April 17, all non-essential workplaces in the construction sector will be closed, with only essential construction permitted to operate. Examples of non-essential sites may include shopping malls, hotels and office towers.

Critical infrastructure projects such as new hospitals, roads and bridges will continue. Residential construction that has already started will continue.

The definition (Essential Construction) is posted on the Government of Ontario's site, titled COVID-19: Enhanced Public Health and Workplace Safety Measures.

The situation is very fluid therefore, please refer to the site below for future updates;
<https://www.ontario.ca/page/enhancing-public-health-and-workplace-safety-measures-provincewide-shutdown#essential-construction>

Essential construction

Construction activities or projects and related services (including land surveying and demolition services) are essential if they:

- are associated with the health care sector or long-term care, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space
- ensure safe and reliable operations of, or provide new capacity in:
 - municipal infrastructure
 - provincial infrastructure, including but not limited to, the transit, transportation, resource, energy and justice sectors
- support the operations of, or provide new capacity in, electricity generation, transmission, distribution and storage, natural gas distribution, transmission and storage or in the supply of resources
- support the operations of, or provide new capacity in, schools, colleges, universities or child care centres within the meaning of the *Child Care and Early Years Act, 2014*
- are required for:
 - the maintenance and operations of petrochemical plants and refineries
 - significant industrial petrochemical projects where preliminary work commenced before April 17, 2021
 - industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance or enhancement of personal protective equipment, medical devices such as ventilators and other identified products directly related to combatting the COVID-19/covid 19 pandemic
- would provide additional capacity in the production, processing, manufacturing or distribution of food, beverages or agricultural products
- were started before April 17, 2021 and would provide additional capacity:
 - for businesses that provide logistical support, distribution services, warehousing, storage or shipping and delivery services
 - in the operation and delivery of Information Technology (IT) services or telecommunications services

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- to, or enhance the efficiency or operations of, businesses that extract, manufacture, process and distribute goods, products, equipment and materials
- support the operations of broadband internet and cellular technologies and services
- are residential construction activities or projects and related services
- prepare a site for an institutional, commercial, industrial or residential development, including any necessary excavation, grading, roads or utilities infrastructure
- are necessary to temporarily close construction sites that have paused, or that are not active, to ensure ongoing public safety
- are funded in whole or in part by:
 - the Crown in right of Canada or in right of Ontario
 - an agency of the Crown in right of Canada or in right of Ontario
 - a municipality
- are:
 - intended to provide shelter or supports for vulnerable persons or affordable housing
 - being funded in whole or in part by, or are being undertaken by:
 - the Crown in right of Canada or in right of Ontario
 - an agency of the Crown in right of Canada or in right of Ontario
 - a municipality
 - a service manager as defined the *Housing Services Act, 2011*
 - a registered charity within the meaning of the *Income Tax Act (Canada)*
 - a not-for-profit corporation
- ESA will issue connection authorizations, organized through Licensed Electrical Contractors so people can receive electrical service from their Local Distribution Company
- ESA will offer Disconnect and Holds, organized by Licensed Electrical Contractors and known in the industry as a “Disconnect and Hold”. This will allow Local Distribution Companies to facilitate service upgrades, emergency panel changes and service repairs

Non Contractor notifications will not be scheduled until the lockdown restrictions are lifted in the area. Customers will be instructed to call once the lockdown has been lifted to schedule the inspection.

Access Arranged appointments – ESA will notify these customers/clients directly that dedicated appointments will not be available and the Inspector will visit sometime through the day, provided the site does meet the exclusions set out below.

ESA will not be doing any water crossing unless the boat is governed by the Ontario Ferries Act.

Scheduling for Grey Zone or Lockdown Area (the entire province is in lockdown)

| Inspection Type | Licensed Electrical Contractors | Non-Contractors and all others |
|---|---|---|
| R/I, Service, Final, defect correction, Consultation Requested | <ul style="list-style-type: none"> ✓ Ready × NO Access Arranged | Not scheduling Inspections, except for defect correction. |
| Disconnect and Hold | <ul style="list-style-type: none"> ✓ Ready as per the viewing window | Not scheduling Inspections |



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| Reconnection of Service | ✓ Ready × NO Access Arranged | Not scheduling Inspections |
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Guidance on CSS Specific Inspections during COVID-19 Outbreak

What ESA is doing:

1. Scheduled CSS inspection appointments – CSS Inspector will contact the site prior to visiting to determine if a site visit is permitted.
 - a. For sites that allow the CSS inspection to proceed, the CSS Inspector will wear PPE required. CSS Inspectors will maintain physical distance requirements and limit time spent on site by only going to specific areas of the facility where work is to be inspected. Facility reviews will be postponed to a future inspection visit.
 - b. For sites where the CSS scheduled inspection is postponed due to COVID-19, enter the “consultation”, “no access” defect and the note in comments “no access due to COVID-19 concerns” text in FW.
 - c. Schools or Municipal sites that are allowing us site access, check with site contacts first.
 - d. Streetlight or Traffic Signal Z1’s may be inspected.
 - e. DDI inspections. Request documentation from LDC to start inspections.

For sites that cannot be physically visited:

1. Review logged work through CSSL or have site contact email scanned copy of logged work.
 - i. This may be an opportunity to promote CSSL if customer is still using paper logbook.
2. Defect follow up.
 - i. Review outstanding defects with the customer.
 - ii. Customer should confirm corrected defects by email.
 - iii. Customers may opt to use CSSL to document corrected defects.
 - iv. Defects not fixed? Issue 30-day outstanding defect (generates an OS defect report)
3. Review of installations with photos or videos. Follow the BBP for documenting and storage of these photo/video files.
4. Phone consultation with site contact or site electrician.
 - i. Review previous defects as well as current and upcoming electrical work
5. Participate in Online Safety Meeting presentations with customers if available.
6. Keep up correspondence with customers (could let them know that this is a good time to send you questions or ask to review identified issues at their site).