

**UPDATED June 2021**

Guidance to Regions Regarding Inspections during the COVID19 Outbreak – June 2021

ESA's response team has been working diligently to address the emerging issues. We are moving into a circumstance 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 within Step 1 Areas

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 could 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 areas that do not fall under public health restrictions (in a Stepped re-opening):

<b>Inspection Type</b>	<b>Licensed Electrical Contractors</b>	<b>Non-Contractors / Non-Account</b>
<b>R/I, Service, Final, Defects Corrected, Consultation Requested, Water Crossing</b>	Schedule as per our pre-pandemic practices (REDY, Access Arranged)	Schedule as per our pre-pandemic practices (REDY, Access Arranged)  Record the customers email address in applicant information and send "How to prepare for your inspection" email
<b>Disconnect and Hold</b>	Ready as per the viewing window	Ready as per the viewing window  Record the customers email address in applicant information and send "How to prepare for your inspection" email
<b>Reconnection of Service</b>	Schedule as per our pre-pandemic practices (REDY, Access Arranged)	Schedule as per our pre-pandemic practices  Record the customers email address in applicant information and send "How to prepare for your inspection" email

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CSC will continue to ask the Health/Safety question on all calls

“Is anyone on the premises displaying symptoms of COVID-19 (fever, dry cough, sore throat, tiredness) or has recently travelled outside of the country in the last 14 days”?

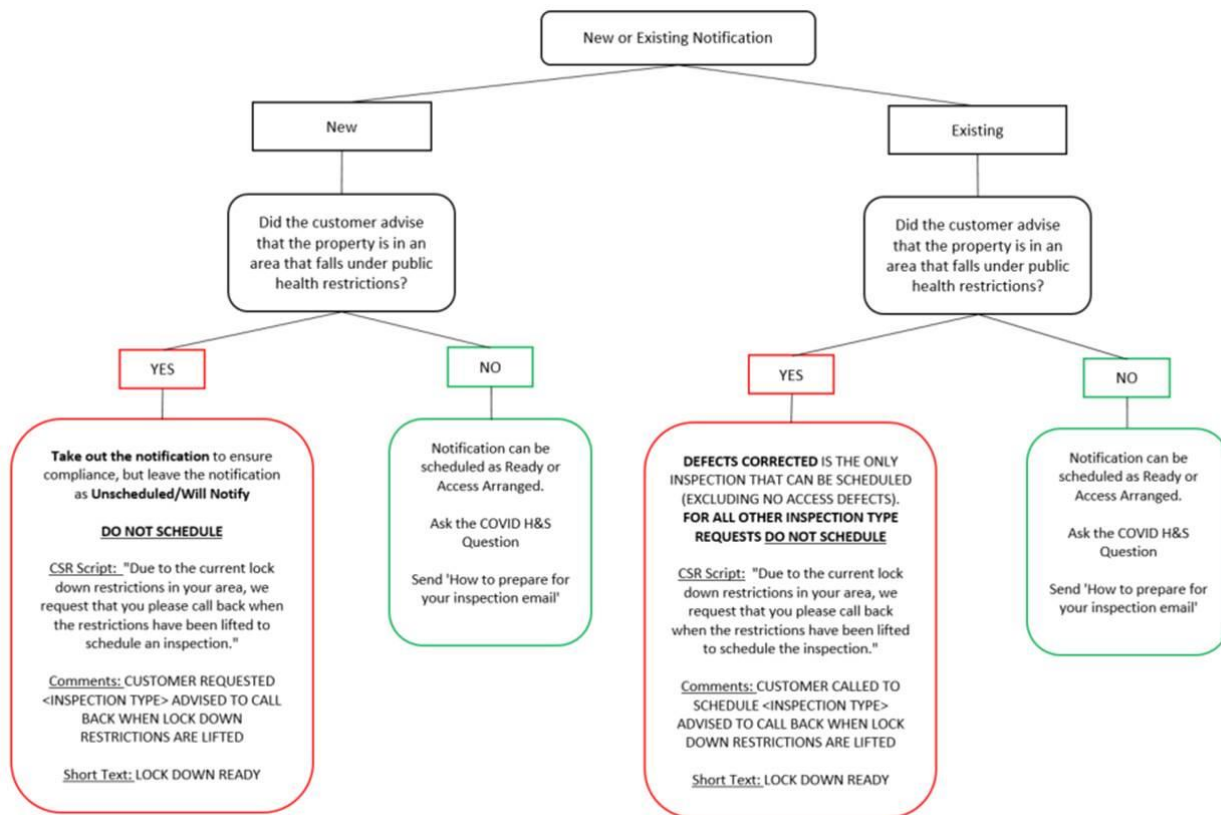
- NO - no action required
- YES - apply priority = H/S ALERT

For non-COVID-related H&S concerns, details will be in the Comments with the Check Comments priority

Link to other CSC Processes:

<http://esaintranet/csc/Survival%20Guide/COVID-19%20Processes%20and%20Procedures.aspx>

### One-Time Customers (NONCON):



*How to prepare for your inspection email.*



Homeowners - How to prepare for your in:

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Scheduling for Areas that fall under public health restrictions (not in a stepped re-opening):

<b>Inspection Type</b>	<b>Licensed Electrical Contractors</b>	<b>Non-Contractors / Non Account</b>
<b>R/I, Service, Final, defect correction, Consultation Requested Water Crossings</b>	✓ Ready × NO Access Arranged	Not scheduling Inspections, except for defect correction.
<b>Disconnect and Hold</b>	✓ Ready as per the viewing window	Not scheduling Inspections
<b>Reconnection of Service</b>	✓ Ready × NO Access Arranged	Not scheduling Inspections

**CSS and Wiring-What ESA is Not Doing until further notice:**

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
- Community Housing for non-critical routine inspections
- ESA staff will not be attending external meetings of large groups (OEL nights, Conferences)
- All Public Training Sessions and all Master Exams are canceled

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

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

**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 as 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.



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- 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.
  - This may be an opportunity to promote CSSL if customer is still using paper logbook.
- 2) Defect follow up.
  - Review outstanding defects with the customer.
  - Customer should confirm corrected defects by email.
  - Customers may opt to use CSSL to document corrected defects.
  - 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.
  - 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).