

Jan 6, 2022

Guidance to Regions Regarding Inspections During the COVID19 Pandemic

ESA's response team has continued to work diligently to address the emerging issues during the recent wave of the Pandemic. We are moving into 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:

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"
3. Where a need is established for inspections in occupied areas of dwelling units:
 - Conduct a COVID-19 screening of the occupants prior to entry
 - If possible, request the occupants to vacate the premises during the inspection
 - If vacating is not possible, occupants must be wearing a cloth mask as a minimum
 - Maintain physical distance of 2 meters from the occupants at all times
 - If possible, the client shall provide an escort who should be prepared to open doors, turn on lights, and provide access to areas where electrical work has been done etc, in order to minimize contact with surfaces in the dwelling
 - Don PPE as indicated in the section 11.0 of the "COVID-19 FIELD STAFF PLAYBOOK". Tyvek suits can be provided upon request.
 - At minimum an N95 or equivalent mask (non vented) must be worn
 - The used PPE will be left in a bag at site, for disposal by site contact

4. ESA is not scheduling ElecChecks in private homes, province wide, at this time
5. Only Essential Health and Safety Training for delivery to third parties, and approved by the General Manager will proceed.
6. ESA staff will not be attending external meetings of large groups (OEL nights, Conferences)
7. Team meetings and work-related gatherings will occur only in virtual formats
8. ESA is not conducting inspections on HVAC in occupied private homes, province wide, at this time.
9. Ensure that your daily COVID-19 screening is completed on ecompliance before the start of your shift as a requirement of the MOL.

10. Scheduling:

Inspection Type	Account Customer	NONCON
R/I, Service, Final, Defects Corrected, Consultation Requested	<input checked="" type="checkbox"/> Ready <input checked="" type="checkbox"/> NO Access Arranged	Not scheduling Inspections, except for defect correction
Disconnect and Hold	Ready as per the viewing window	Not scheduling Inspections
Reconnection of Service	<input checked="" type="checkbox"/> Ready <input checked="" type="checkbox"/> NO Access Arranged	Not scheduling Inspections
ElecCheck Inspections	ESA is not processing any new ElecChecks	ESA is not processing any new ElecChecks

11. Additional Screening:

CSC has updated the Health/Safety screening question to include information about those in isolation. The following question will be asked on all calls:

“Is anyone on the premises displaying symptoms of COVID-19 as currently defined by public health or has recently travelled outside of the country in the last 14 days? Is anyone currently isolating as a result of having symptoms or being a close contact?”

(If symptom examples are requested current examples include: fever, shortness of breath, sore throat, extreme tiredness, decrease or loss of taste/smell, headache, etc.)

- No – no action required
- Yes – schedule the inspection and apply priority H/S Alert
 - Inspectors are advised that H/S Alert means COVID-19 concerns
 - DO NOT record anything in writing on the notification due to privacy concerns
- Customer declines to answer – Toggle H/S Alert and Check Comments. Note in the Comments of the notification: CUSTOMER DECLINED TO VALIDATE H/S PRIORITY INDICATOR
- For other non-COVID related H&S concerns, record the details in the Comments and apply Check Comments priority

[View “How to prepare for your inspection” email.](#)

CSS Specific Inspections during COVID-19 Pandemic

Scheduled CSS inspection appointments – CSS Inspector will contact the site prior to visiting to determine if a site visit is permitted.

- 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.
- 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.
- Schools or Municipal sites that are allowing us site access, check with site contacts first.
- Streetlight or Traffic Signal Z1’s may be inspected.
- DDI inspections. Request documentation from LDC to start inspections.

For CSS 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).