

March 22, 2022

Guidance Regarding CSS and Wiring Inspections during the COVID19 Pandemic

1. When entering an installation, the Inspector will follow public health guidelines and adhere to processes as outlined “COVID-19 FIELD STAFF PLAYBOOK”
2. At the Inspector’s discretion, a wide range of options may be utilized to complete an inspection. Options include:
 - A physical inspection on site
 - Meeting remotely or at an alternate location
 - Pass without a visit as permitted by Best Business Practices
 - Sampling tools
 - Review photos and/or video - Must record what was accepted or what they were/were not able to view in the notification comments, preceded with “COVID19”
 - Review logged work through CSSL or have site contact email scanned copy of logged work (CSS)
 - Phone consultation with site contact or site electrician.
 - Participate in online meetings
3. Where a need is established for inspections in occupied areas, the inspector may:
 - Conduct a COVID-19 screening of the occupants prior to entry
 - Request the occupants either vacate the requested inspection area or respect physical distancing during the inspection
 - Leave the used PPE in a bag at site, for disposal by site contact
4. Daily COVID-19 screenings to be completed on e-compliance as required
5. Attendance at training, meetings and conferences can occur once again while following ESA and Public Health Guidelines
6. ESA will respect COVID specific facility requirements as much as possible
7. Scheduling:

Inspection Type	Licensed Electrical Contractors	Non-Contractors / Non-Account
R/I, Service, Final, Defects Corrected,	Schedule as per our pre-pandemic practices (REDY, Access Arranged)	Schedule as per our pre-pandemic practices (REDY, Access Arranged)

Consultation Requested, Water Crossing		Record the customers email address in applicant information and send “How to prepare for your inspection” email
Disconnect and Hold	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
Reconnection of Service	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

8. Additional Screening:

CSC will ask the following COVID Health/Safety question on all calls:

“Is anyone on the premises displaying symptoms of COVID-19 as currently defined by public health or has anyone tested positive on a rapid test in the last five days?”

- 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 the “How to prepare for your inspection” email.](#)