



Employee-Owned

930 Fresno Street  
Newman, CA 95360  
phone 209.862.9511  
fax 209.862.1079

[www.csgegr.com](http://www.csgegr.com)

## **CSG Inspections Protocol when NO protocols are in place for your City/County of Work**

### **POLICY STATEMENT**

CSG is bound to ensure the safety of its employees and clients and avoid the potential spread of COVID-19. Please follow the policy of the jurisdiction in which you are performing inspections, and forward those procedures, emails or documents to your CSG supervisor for future reference.

### **PROCEDURES TO FOLLOW**

If you have not been given direction from the jurisdiction in which you work, please let your supervisor know as soon as possible. If the jurisdiction is relying on CSG for direction, please use these Best Management Practices (BMP) when performing inspections. Please note, these processes and procedures are constantly and rapidly changing, and may be revised in the near future.

- Wear and use your Personal Protective Equipment (PPE), mask, gloves, sanitizer, etc. If none are available in the jurisdiction, contact your CSG supervisor. Inspections should be performed alone, with no passengers in your vehicle. Avoid touching any unnecessary surfaces and do not use any tools, pens, or other equipment that are not your own. Dispose of or sanitize your gloves before entering your vehicle.
- Maintain appropriate “social distancing” of 6’-10’ when performing inspections.
- Avoid entering an occupied residence for inspections (HVAC, Water Heater, additions, etc.). Check with the jurisdiction/Building Official to determine if they are postponing these inspections or if they have another process. If it is an essential inspection for life safety, wear your PPE’s and have the residents leave the area and avoid any contact with them. Ask the resident or contactor to expose any areas that may need inspection and avoid touching any surfaces.
- If virtual inspections are available (Facetime, Skype, photos, etc.), do your best to perform the inspection. Inform the jurisdiction that extra time may be required if these types of inspections are allowed. Do not approve an inspection that has not been properly observed.
- Exterior only inspections (re-roofs, solar PV, electrical release, etc.) can be performed if social distancing and PPE’s are used.
- Inspections of newly constructed SFR’s (unoccupied buildings) are allowed if you follow appropriate social distancing and use PPE’s.
- Use your judgment and discretion in dealing with more complex situations and contact your supervisor or Building Official for direction. You are authorized not to perform the inspection if you deem the situation unsafe.
- Lastly, please make inspection notes for future reference to document the type of inspection, and whether you followed the jurisdiction’s guidelines.

These BMP’s are geared toward residential inspections. Please check with the local jurisdiction regarding commercial inspections. Use caution and your best judgment when confronted with a questionable situation. We ask that you contact your supervisor if you don’t feel comfortable.

Again, follow the jurisdiction’s guidelines. Please direct any questions to your direct CSG supervisor!

Thanks, and stay safe,

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