



Town of Blue River

The Town of Blue River fully understands and respects the significance of this health crisis, and is dedicated to the safety of all of our residents. We also understand the importance of the building community's contributions to our community and their desire to continue to work, and maintain some semblance of normality. In order to assure the continued health and safety of job site employees and our staff the Blue River Building Department will continue to accept building permit applications so that we may begin the plan review process. Additionally, we will provide limited, essential and critical building inspections. Our typical plan review and inspection services will not occur at historic pace, however we will endeavor to process them as our staffing resources allow.

We are temporarily preventing entrance to our Town Hall offices.

All technical permit applications not requiring a plan review may be submitted electronically. All other permits, plans, plan changes and hard copies of the application materials will need to be placed in the drop box located to the right of our exterior door. We do require electronic copies to be provided as well and in many cases the electronic copies will suffice. Our office is located at Blue River Town Hall, 0110 Whispering Pines Circle. Payments may be made by dropping a check in the drop box or over the phone for a convenience fee. No permit will be issued without payment. After staff reviews application materials an email will be sent out for payment of applicable fees.

As we further adjust to the escalating response needed to slow the spread of COVID-19, we are requiring all on-site building inspections to follow the set of protocols listed below. Until further notice, ***only essential and critical inspections will be scheduled.*** These essential and critical inspections include, but are not limited to, occupied residences without electricity, heat or water; inspections related to services necessary to maintain the safety, sanitation; critical operation of jobsites; and other essential services as determined by the building official.

Blue River will provide limited building inspection and plan review services to our building community. Revised policies and staff availability during this public health emergency will dictate the limits. Two objectives we will adhere to are as follows.

1. We will protect our inspectors from the hazard of COVID-19 though these provisions and limit transmission of COVID-19 on the jobsite.
2. We will require General Contractors, through their general worksite practices, initiate jobsite actions to mitigate COVID-19 exposure in the way their people work.

Once inspections are approved to be scheduled, the Blue River Building department will require the contractor to demonstrate that the following mitigation strategies are being implemented on the jobsite in order to achieve the above stated objectives:

- a. Proper hand hygiene and sanitation measures must be readily available to all employees, and vendors and frequently utilized by all employees and vendors. These measures shall be in the form of hand washing sinks or hand sanitizer stations (sanitizer to contain >60% alcohol).
- b. Environmental cleaning guidelines from the US Centers for Disease Control and Prevention (CDC) must be followed (e.g., clean and disinfect high touch surfaces frequently).
- c. Social distancing recommendations must be met, include limiting contact of people within 6 feet from each other for 10 minutes or longer, and any other applicable social distancing requirements that are promulgated. No more than 10 persons shall be gathered on the jobsite at any time.
- d. Employees must be screened for coronavirus symptoms each day and excluded if symptomatic.
- e. General Contractors must ask workers if they have symptoms of COVID-19 (fever over 100.4°F, cough or shortness of breath) and, if they do, prohibit symptomatic attendees from being on the jobsite. This screening for COVID-19 symptoms should occur daily for all workers. Example of a [screening tool](#).
 - i. If an employee is found to be ill, they shall not report to work for at least 7 days after symptoms started or 72 hrs. after fever ends and other symptoms improve, whichever is longer. In determining fever and other symptom improvement, no fever or symptom suppressing medicines may be used.
 - ii. What if a household member has respiratory symptoms and/or fever? Based on the needs of the jobsite, these personnel may be permitted to continue to work following potential exposure to COVID-19, provided they remain asymptomatic (no symptoms). Personnel who are permitted to work following an exposure should self-monitor under the supervision of the General Contractor including taking their temperature before each work shift to ensure they remain afebrile (without a fever). On days these individuals are scheduled to work, the General Contractor must require the staff person to measure temperature and assess symptoms prior to their starting work. Per [CDC Guidance](#). Results are to be reported daily to the General Contractor. This check-in process is to continue for 14 days after the household member recovers from their illness.
- f. Older adults and individuals with underlying medical conditions that are at increased risk of serious COVID-19 must be encouraged not to be on the jobsite.
- g. Have all relevant work complete prior to scheduling inspections.
- h. There shall be a single point of contact on-site and communication on site will be by phone or carried out with a minimum six feet separation at all times with inspector.
- i. Contractors and subs shall not be staged in the inspection areas.
- j. Minimize the need for contact with surfaces on job sites.
- k. Contractors, if possible, shall cluster multiple inspections to ensure fewer visits on site. For instance building, mechanical, electrical, plumbing inspections should be scheduled the same day.
- l. Final inspections will be done with no one else in the building.
- m. If the terms outlined in these building department policies and the job site safety

requirements plan are not being followed the inspection shall be terminated and a re-inspect fee will be levied.

The Blue River Building Department is requiring all building permit holders to provide a COVID-19 Jobsite Safety Plan for the Building Department's review. The COVID-19 Jobsite Safety Plan will entail the following:

- Provide an electronic job site safety plan specific to the project to the building dept. at jmccormick@townofblueriver.org. The plan will be provided by the building permit holder for review and approval prior to scheduling building inspections.
- The jobsite safety plan is required to describe interior and exterior procedures the building permit holder will put into place for everyone on site, including transportation, sick employee restriction policies, verification of no symptomatic contacts on site, staggering of sub-contractor work hours, and how the public health interventions mentioned above will be implemented.
- Large building projects and large job sites (e.g., more than 10 workers on site) shall have established protocols and posting of job site(s) with the procedures to be followed. Sanitation stations, rules limiting the number of workers in areas and cleaning of high contact surfaces multiple times a day. Example of a [social distance sign](#).
***No more than 10 persons may gather together at any time.**
- Provide verification (through sick contractor sign-in logs written in both Spanish and English) to ensure that no one is arriving to the job site sick. Example of a [sign in sheet](#).
- The jobsite safety plan will be reviewed by the Building Official to determine if the plan meets the above criteria.
- The general contractor will then be able to schedule essential inspections. Each inspection will be reviewed to determine eligibility.

If Town building inspectors arrive at a job site and discover that any of the above provisions are not being followed, there will be an immediate suspension of the inspection process and the general contractor will be subject to extra inspection fees?

***** Due to the changing COVID-19 environment these policies are subject to revision.