Town of Boone Inspections and Similar Site Visit Protocol (COVID-19)

Listed below are the protocols put into place while the Governor’s Stay at Home Executive Order is in effect (through the end of phase 3). Please see below for two sets of requirements. The first set of requirements are to be followed by Town Employees (except for emergency responders) while conducting site visits during the course of their work day. The second set of requirements are to be followed by customers/business owners who are receiving the site inspection due to either a request, requirement of State or Local law, or because they are receiving a Town service which necessitates a site visit.

Section 1 Town of Boone Employee Protocol
1. Town employees are required to wear a face covering and safety glasses while making any site visit in the course of their work day.
2. Town employees are required to sanitize their hands both before putting on their mask and exiting their vehicle and after they return to the vehicle and remove their mask.
3. Town employees are required to maintain social distancing (minimum 6’) from any other person on site (except for other Town employees they may have arrived with).
4. Town employees are authorized to cancel any inspection or site visit immediately where the employee feels that there is any violation of the protocols listed in Section 2 below. A re-inspection fee shall apply where authorized.

Section 2 Customer/Business Protocol

A – Inspections/Site Visits for All New Construction & Businesses Not Currently Open Protocol
1. The whole building shall be emptied prior to the Town employee entering the building and shall remain empty during the entire time of the inspection or site visit.
2. Only the superintendent or the person responsible for the inspection is allowed to escort the Town employee while on site. This person shall be required to wear a face mask and follow social distancing recommendations at all times.

B- Inspections/Site Visits for Renovations of Businesses Legally Open For Business Protocol
1. The business has to be legally open pursuant to the Governor’s current Executive Order (all other businesses have to follow protocol set forth in Section 2A above). The business shall meet all face covering and all social distancing requirements set forth in the Executive Order.
2. Inspections/site visits initiated at the request of an applicant/property owner shall follow a tiered approach when being scheduled. First, an attempt to schedule the inspection/site visit shall be made prior to the business opening or after closing so long as those hours fall between 7 am – 6 pm. If the inspection/site visit cannot be accommodated during that time, then an inspection can be completed so long as the business is set up to follow the face covering and social distancing requirements set forth in the Executive Order*
3. Annual fire inspections or other periodic inspections (such a water/sewer meter reading) can be completed during regular business hours so long as the business is set up to follow the face covering and social distancing requirements set forth in the Executive Order*

*Note: if a Town employee feels like a business is too crowded or that patrons are not following face mask/social distancing recommendations, the Town employee may then end the inspection/site visit and schedule a follow up. In this instance a re-inspection fee shall not apply.

C- Inspections/Site Visits for Renovations of Residential Dwelling Units
1. The entire dwelling unit shall be emptied prior to the Town employee entering the dwelling and shall remain empty during the entire time of the inspection or site visit. For times when this is not possible, those is the dwelling unit shall quarantine themselves to an area of the dwelling where the Town employee will not be visiting.
2. Only the person responsible for the inspection is allowed to escort the Town employee while on site. This person shall wear a face mask and follow social distancing recommendations at all times.

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