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| **Date:** | 4/28/2020 |
| **To:** | Commuity Risk Redcution Division  |
| **From:** | DC David A. Dumais, Fire Marshal |
| **Subject:** | Interim Guidance for Conducting Inspections During COVID19 Pandemic |

To ensure the health and safety of Community Risk Reduction Division (CRR) staff and the public during the COVID19 pandemic, as well as providing for the continuance of local construction projects, the following guidance has been created for on-site inspections as outlined below.

These procedures will remain in place until such time the State of Emergency has been repealed by the City of Torrance City Manager.

Unescorted inspections by CRR staff are strongly encouraged of any onsite, new construction or tenant improvement projects, including Underground Storage Tanks, Fire sprinklers and other Fire suppression systems under the following conditions;

* Contractors will ensure the inspection site is following social distancing practices of maintaining 6 feet of distance between individuals
* Construction site staff are required to wear, at a minimum, a cloth face-covering whenever interacting with employees and/or the public
* Contractors will ensure there are hand washing stations supplied with soap and disposable towels or hand sanitizers available
* The site/area to be inspected will be limited to only essential personnel while the inspection is being conducted
* Adequate ventilation and air movement to the inspection area will be provided before and during the inspection area
* Corrections, violations and other communications will be provided by email to the Contractor

CRR staff will take the following precautions:

* Ensure social distancing best practices are followed by ALL employees on-site and during the inspection
* Face coverings will be required during all inspections. Gloves and eye protection are optional
* CRR staff has the discretion to cancel the inspection at any time the inspector feels unsafe or any above conditions are not met

A remote or virtual inspection may be considered and must be pre-approved by the City of Torrance Fire Department, Community Risk Reduction Division.

Please contact the CRR Division at 310-618-2973, at least 48 hours before the requested inspection appointment.