



Town of Ashland, New Hampshire

20 HIGHLAND STREET • P.O. BOX 517 • ASHLAND, NEW HAMPSHIRE 03217-0517
TOWN OFFICE (603) 968-4432 FAX (603) 968-3776

BUILDING DEPARTMENT

DEPARTMENT DIRECTIVE

2020-001

Protective Actions During COVID-19

Purpose:

During the very important and ever-changing directives from the Center for Disease Control, the Federal Government and the State of New Hampshire, the Department of Building Safety is instituting the following directive to support the CDC guidelines. The safety of our staff, our community, our clients and their families, and the occupants of the properties we inspect is paramount to us. The Department of Building Safety's practices are intended to help prevent the transmission of the Coronavirus.

The Building Department is continually monitoring the directives of the CDC, Federal and state officials. This directive will be altered as needed.

1. No inspections will be conducted within occupied buildings where the risk of transmission of Coronavirus is possible unless special circumstances exist such as fire, structural damage or other unsafe condition that would require entry to properly assess. Should the situation require entry into an occupied building all precautions, such as wearing of protective gloves and masks and thorough use of sanitizers shall be taken to minimize the risk of transmission.
2. Additions, alterations and renovations to occupied buildings that are isolated from occupied portions of buildings and have direct access to the exterior of the building will continue to be conducted.
3. No client, contractor, property owner, tenant, resident, business owner or employee is to accompany any inspector during the inspection unless requested by the city inspector or if special circumstances exist such as a high security facility that require all guests to be chaperoned. At all times, a minimum six feet separation must be maintained from all those present.
4. Department of Building Safety inspectors shall not shake hands, bump fists or touch elbows and will maintain a minimum of six feet social distancing from others at all times.
5. If anyone involved with the project is experiencing a fever or persistent cough, they are not to be present at time of inspection. Inspectors witnessing any symptoms being displayed by anyone involved with the project will immediately discontinue the inspection and the client will need to reschedule.



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6. Building Safety inspectors who begin experiencing a persistent, dry cough combined other symptoms such as fever, loss of smell or taste or dizziness will notify the office and department manager and immediately self-isolate at home. If no other inspector is available to substitute for the inspection(s) the office will reschedule the inspection(s) with the client.
7. Before and after any inspection, inspectors will use hand sanitizer to disinfect hands per CDC guidelines. Inspectors will refrain from touching of face at any time per CDC guidelines.
8. Before and after all inspections, inspectors will sanitize mobile devices and tools.
9. Inspectors will wear masks during the inspection whenever others are present to limit the risk of transmission. In addition, any persons accompanying town inspectors (see #2 above) shall also wear masks, provided by others. If masks are not provided, the inspector will discontinue inspection and the client will need to reschedule.
10. Inspectors will refrain from touching any item that is not directly included in the inspection process.
11. Inspectors will report weekly to the town manager any protective items or sanitizing products used in order for the department to maintain a sufficient amount of replacement items in stock.
12. Inspectors will allow for remote inspections to be performed that comply with the Remote Inspections guidelines or that in the inspectors opinion can be conducted remotely.

This directive may be updated as needed to address community needs or to further reduce the risk of exposure to personnel.

Gary A. Gauthier
Liaison Building Inspector
Building Department