COVID-19 INDOOR FACILITY INSPECTION PROTOCOL

As San Mateo County begins to allow an increasing number of businesses to operate, Environmental Health Services (EHS) facility inspections will resume with important safety precautions to keep our staff, the public, and the regulated community safe in indoor environments that may pose a higher safety risk.

WHAT EHS IS DOING TO KEEP YOU SAFE

Before your inspection:

1. EHS staff must perform a health assessment, including a temperature check, and report the results to EHS management.
2. If staff are experiencing any potential COVID-19 symptoms, they cannot conduct any field work.
3. Ensure you have a monitored email address to communicate with EHS.

During your inspection, EHS staff will:

1. Properly wear a face covering.
2. Maintain a 6-foot physical distance from all individuals, whenever possible. In situations where this is not possible, EHS staff will wear additional PPE.
3. Wash hands with soap and water frequently or utilize hand sanitizer.
4. Refrain from reviewing paperwork on-site, unless necessary.
5. Minimize indoor conversations.

WHAT WE'RE ASKING OF YOU TO KEEP EVERYONE SAFE

Before your inspection, please:

1. Follow all safety precautions outlined in the SMC Health Order, including, but not limited to:
   a. Conduct health screenings of your employees and contractors.
   b. Ensure your Social Distancing Protocol is being practiced.
   c. Require all individuals to properly wear face coverings in shared/common areas.
2. Increase the ventilation within your facility:
   a. Ensure your ventilation system is operating properly, and filters are properly installed and maintained.
   b. Open windows and doors and turn on fans as much as possible to increase outdoor/indoor air exchange.
   c. Run your HVAC system on the highest reasonable setting when people are present in your facility.
3. Confirm with EHS staff upon request that employee health checks and social distancing are in place before your actual inspection.
4. Be prepared to submit compliance paperwork electronically.

During your inspection:

1. At the beginning of the inspection the person in charge may be asked to step outside to confirm that a protocol for health checks and social distancing are in place.
2. Limit the number of employees in inspection areas while EHS staff are on site.
3. Employees must maintain 6 feet or more of physical distance from EHS staff. EHS staff may request that your employees step away from an area to be inspected. If the employee is unable to step away from the area, please advise EHS staff of the reason so alternate arrangements can be made.
4. Ensure all individuals present are properly wearing facial coverings.
5. At the conclusion of the inspection, inspection findings will be reviewed with you outside or remotely.
6. The person in charge will not be asked to sign the inspection report but will be asked to verify your email address where the report will be sent, and for communications with EHS.

If you believe you are unable to comply with any of the above safety guidelines, please contact your district inspector. Failure to create a safe environment for inspection, including complying with the above requests, may result in reinspection fees.

EHS appreciates your cooperation in helping to keep everyone safe!

Thank you,
Heather Forshey
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