



Development Service Center

Hipolito Olmos C.B.O. Building Division
7351 Rosanna Street, Gilroy, CA 95020
Phone: 408 846-0451 Fax: 408 846-0429
Visit us: www.cityofgilroy.org

**Building
Development
Services- During
COVID-19**

BUILDING DEVELOPMENT SERVICES- During COVID-19 Restrictions Effective March 30, 2020

City of Gilroy 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 our staff, the City of Gilroy Building Division will be only accepting building permit applications through email 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 our historic pace, however we will endeavor to process them as our staffing resources allow.

All permit applications may be submitted electronically by email to PlanSubmittal@cityofgilroy.org

After staff reviews application materials an email will be sent out with instructions for payment of applicable fees. All payment of fees will be processed electronically.

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, new residential construction, critical infrastructure services, affordable housing, health care facilities, energy & communications, 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.

The City of Gilroy 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 Building Inspectors from the hazard of COVID-19 through these provisions and limit transmission of COVID-19 on the jobsite.
2. We will require Permit Holders, through their general worksite practices, to initiate jobsite actions to mitigate COVID-19 exposure in the way their people work.

Prior to any inspections being scheduled the City of Gilroy Building Division will require the Permit Holder to acknowledge 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, 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.
 - 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 hours 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.
- f. Have all relevant work complete prior to scheduling inspections.

- g. 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.
- h. Contractors and subs shall not be staged in the inspection areas.
- i. Minimize the need for contact with surfaces on job sites.
- j. 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.
- k. Final inspections will be done with no one else in the building.
- l. If the terms outlined in these Building Division policies and the job site safety requirements plan are not being followed the inspection shall be terminated and a reinspect fee will be levied.

The City of Gilroy Building Division is requiring all Permit Holders to provide a COVID-19 Jobsite Safety Plan and acknowledge understanding, prior to any inspections being scheduled.

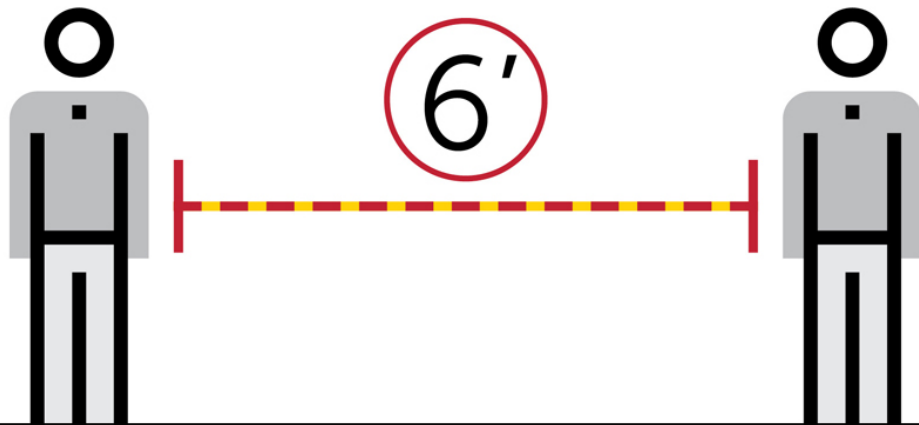
The COVID-19 Jobsite Safety Plan will entail the following:

- Provide a job site safety plan specific to COVID-19 that complies with Santa Clara County Health Shelter in Place Order issued March 16th, 2020
- 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 subcontractor 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.

Six Feet Away

COVID-19 is primarily spread through respiratory droplets produced when an infected person coughs or sneezes.

People who have sustained contact within 6 feet of an infected individual are most at risk of transmission.



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.
- The jobsite safety plan will be reviewed by the Building Inspector to determine if the plans meet the above criteria.
- Each inspection will be reviewed to determine eligibility. If City of Gilroy Building Inspector arrives 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.

These policies are effective 3/30/2020, however, due to the changing COVID-19 environment these policies are subject to revision.