



Department of Public Safety

Division of Fire Safety

Berlin Administrative Office

1311 US Route 302 – Berlin – Suite 600

Barre, VT 05641

Firesafety.vermont.gov

(phone) (802)479-7561

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March 31st, 2020
COVID-19 Pandemic Operational Adjustments

Regional Offices/Fire Academy/Haz Mat-USAR

- 1.) Regional Offices, Fire Academy, Haz Mat- USAR and the Central Office remain open during normal business hours with emphasis on tele working with approval from Supervisors.
- 2.) Cleaning wipes and hand sanitizer has been ordered through BGS, with an unknown delivery date. Please continue to wash hands frequently and practice social distancing.

Inspections

- 1.) With the need to protect our most vulnerable, healthcare facilities (Hospitals, Nursing Homes, Residential Board & Care and Senior Elderly Housing) will not be inspected unless approved by the Director or Deputy Director with consultation with DAIL.
- 2.) Rough inspections (electrical, plumbing and construction) may be completed via electronic means, pictures or video. On-site inspections shall be discontinued, unless approved by your Manager. Electrical energizing permits can be performed after detailed review and approval of your Manager.
- 3.) Final, On-site inspections will only be allowed with consultation and approval of your Manager. Social distancing and recognizing the risk to the most vulnerable will be part of every decision to conduct any inspection. Final Occupancy inspections maybe waived and approved with receipts of photographs and/or video and to the satisfaction of the Inspector. Should a final inspection be warranted, all safety and health guidelines shall be adhered to.
- 4.) Third-party inspectors (TQP) may find it difficult to conduct inspections. We will exert flexibility and we will not penalize building owners if the system(s) does not have a current POI (Proof of Inspection).
- 5.) All license, certification and TQP registration renewals will be put on a hold status without penalty in those circumstances where continuing education classes were cancelled or not available because of the COVID-19. Many renewals are completed on-line, but some are face to face.
- 6.) Any inspection (Building/Complaint, Construction, Electrical, Plumbing) completed under these Operational Adjustments should be documented in the database using the **NEW “COVID-19 Directive” inspection type.**

**All contractors should be following the direction of ADDENDUM 6
TO EXECUTIVE ORDER 01-20
See the Division of Fire Safety Webpage for more information links
or call the ACCD hotline @ 1-800 347-0488.**





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Meetings, Boards, Councils and Interviews

- 1.) To the extent possible, all face to face meetings will be postponed and conducted by conference call. Staff meetings, division wide training, pre-construction meetings and board meetings will be either cancelled or held by phone conference call.
- 2.) All initial job interviews involving more than one person shall be accomplished by telephone conference or other social media means- skype.

Tele-working:

- 1.) Working remotely is highly encouraged when amenable between the supervisor and employee.
- 2.) Employees with authorized teleworking plans shall keep supervisors apprised of any work plan change.

If you have any questions or concerns, please contact your supervisor. Please keep up to date by reading the daily guidance reports provided by the Health Department and Commissioner of Public Safety. A link to these guidance reports is located on the Division's homepage and is updated daily.

