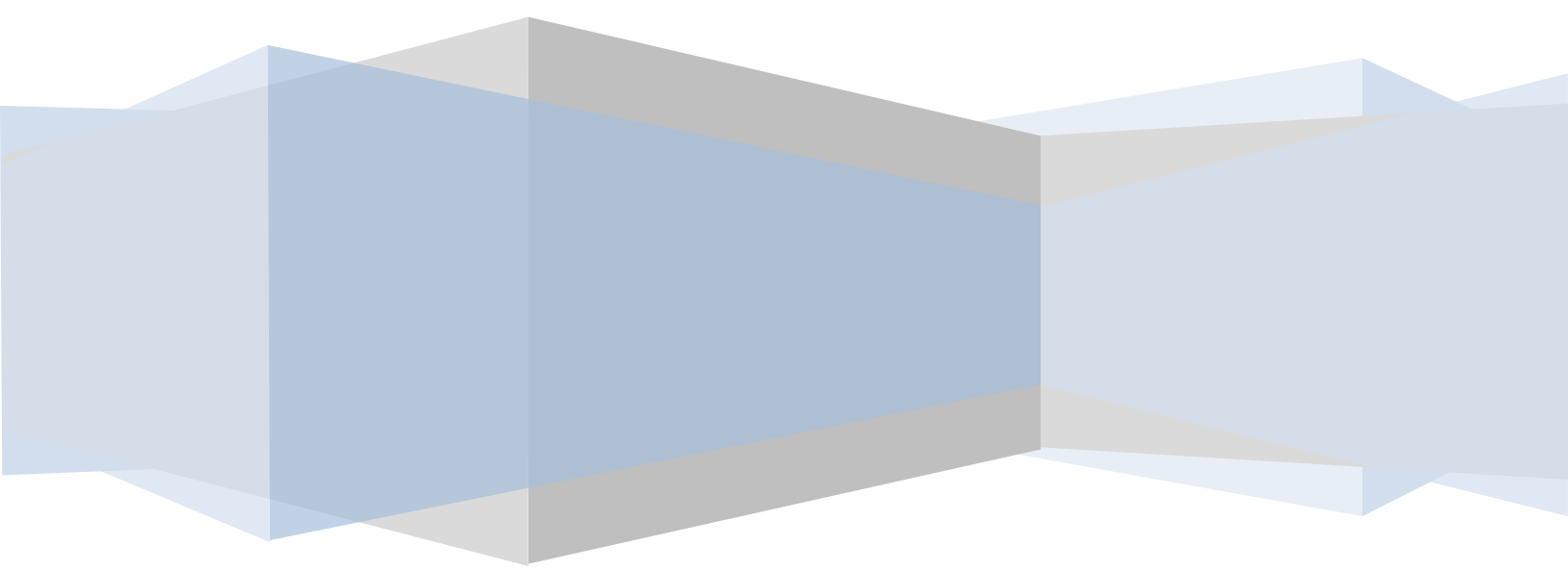




Architectural Woodwork Manufacturing Association of Canada  
BC Chapter

# COVID Site Inspection Policy & Pre-Screening Questionnaire

June 9, 2020





## **AWMAC BC COVID Site Inspection Policy**

1. AWMAC BC's Ad hoc COVID Inspection Committee will assess the risk of each project requesting a site inspection and will decide on the viability of each inspection based on the risk profile of the site
2. The project inspector has the right to refuse to perform a site inspection.
3. The contractor will be required to send AWMAC BC their COVID Policies and Procedures which must include their First Aid coverage policy and procedures prior to the inspection being agreed to. If the project has been turned over to the owner/owner's rep, the COVID Policies and Procedures including First Aid coverage policy and procedures of this entity will be required prior to the inspection being agreed to. If the inspector is at the site when the First Aid attendant is not there, WorkSafeBC Occupational Health and Safety Part 3, Table 2 shall apply. This table is applicable to a workplace that an employer determines under section 3.16 (2)(b) of the Regulation, creates a low risk of injury, and that is 20 minutes or less surface travel time away from a hospital. Per Table 2.2 – when there are 2-10 workers on site, they are required to carry a basic first aid kit which will be provided by AWMAC BC.  
While on site, the inspection team is required to abide by the strictest COVID protocols, be it AWMAC BC's, the General Contractor's, or the Owner/Owner's Representative.
4. All inspectors must complete the attached Pre-Screening Questionnaire at the site before the inspection, including verbally asking any other party present at the inspection for their answers to the questions, and recording them on the attached form (use multiple copies of the form if there is more than one other individual present). This document must be scanned and sent to the AWMAC BC office within 8 hours of the inspection being completed. AWMAC BC will follow up with all individuals who attended the inspection 14 days after the site visit (or as close to 14 days after the site visit as possible). If the contractor or inspector exhibits symptoms of COVID-19, they are required to contact the AWMAC BC Office immediately, and follow all directives from the Provincial Health officer, including self-isolating for 14 days.
5. Wherever possible, inspections are to be done when there are no individuals other than the inspection team present on the project site. A maximum of two people may make up the project inspection team, the AWMAC BC inspector, and a representative of the general contractor or owner's representative, or if neither of the preceding is available, a representative of the manufacturer who submitted the project to AWMAC BC. Strict physical distancing protocol (minimum 6ft/2m) must be maintained throughout the inspection. The inspection team must abide by site occupancy limits posted on elevators, washrooms, corridors, and other small places. If there is no signage posted, the inspector will wait to occupy these spaces until they are able to maintain (6ft/2m) distance from others.
6. The inspection team must not hold the door for each other, or for others on-site and must always avoid all hand to hand passing of anything (including tools, documents, etc.).

7. The inspector is required to wear a mask and gloves during the inspection and carry hand sanitizer with a minimum 70% alcohol content for immediate hand cleaning. After use, safely remove mask and gloves, put into a plastic bag, and securely tie the bag. Place in ordinary garbage waste, DO NOT RECYCLE. Inspectors are required to watch videos for proper use of PPE equipment to avoid virus contamination.  
Glove removal video <https://www.youtube.com/watch?v=ATU383IIfT8>  
Mask application [https://www.youtube.com/watch?v=zoxpvDVo\\_NI](https://www.youtube.com/watch?v=zoxpvDVo_NI)  
Inspectors will also take a basic first aid kit with them.
8. When an inspection is completed, disinfect tools used (phone, camera, T&H meter) and sanitize all touch points in the vehicle. Inspectors may not ride in a vehicle with any individual with whom they do not cohabitate.
9. COVID Hygiene. Follow all the Provincial Health Officer recommendations, including:
  - **Wash your hands frequently** with soap and water, scrubbing for at least 20 seconds, or use an alcohol-based hand sanitizer. Make sure this is done at the site before the inspection and after inspection.
  - **Do not touch your face.**
  - **Cover coughs and sneezes** with the inside of your elbow or upper arm.
  - **Stay home if you are feeling sick**, and seek appropriate medical guidance



## AWMAC BC COVID SITE INSPECTION PRE-SCREENING QUESTIONNAIRE

This questionnaire must be completed for both parties by in the Inspector.

Do not pass on to the other party to complete.

	Yes	No
	Rep Insp.	Rep Insp.
Do you have a fever, new or worsening cough, runny nose, sore throat, shortness of breath, sneezing, nausea, vomiting or diarrhea today?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Have you had a fever, cough, runny nose, sore throat, shortness of breath, sneezing, nausea, vomiting or diarrhea within the last 10 days?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Have you or anyone you have close contact with, travelled internationally in the last 14 days?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Have you, or anyone you have close contact with, been directed to self-isolate within the last 14 days?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Have you, or anyone you have close contact with, been tested for COVID-19 and are awaiting the results or have tested positive?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Contractor / Owner Representative

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email address for Contractor / Owner Representative

\_\_\_\_\_  
Name of AWMAC BC Inspector

\_\_\_\_\_  
Phone #

If the answer to any pre-screening question is **yes** then the inspection must be postponed. The appointment should be rescheduled for when the answer is **no** to all the pre-screening questions. In the meantime, the person should be referred to follow their local public health authority's direction and seek further assistance by calling their healthcare practitioner or 811 and should self-isolate for 14 days.

Please scan this document when completed and send to [glenda.bc@awmac.com](mailto:glenda.bc@awmac.com) within 8 hours of completing the inspection.