

November 30, 2020

### **Staff Property Assessment Inspections during the COVID-19 Outbreak**

The purpose of this communication is to explain how Nicollet County Property Assessment staff will conduct property inspections during the COVID-19 outbreak. Property Assessment is committed to the health, safety, and welfare of the public and staff. Property Assessment is also committed to continuing to provide the community with the essential services delivered by their department.

In response to the COVID-19 outbreak, Nicollet County has implemented employee education and practices aimed at reducing the spread of the virus, such as:

- Hand hygiene, hand washing, and sanitizing;
- Covering the nose and mouth with a tissue or flexed elbow when coughing or sneezing;
- Social distancing;
- Staying home when sick;
- Minimizing public access to County facilities by requiring appointments for Government Center business.

County employees will be observing these measures at all times, and staff asks that property owners and tenants also commit to the recommended measures listed for limiting transmission of the virus.

#### **Interior property inspections will be limited to those deemed absolutely necessary with the following protocol in place:**

- Social distancing of a minimum of six feet will be observed, additional Center for Disease Control guidelines may also be implemented if deemed appropriate.
- The individual(s) intended to meet staff cannot be sick or showing any symptoms of a cold or the flu. Individuals who are not pertinent to the purpose of the interior inspection are asked to remain out of the area until the inspection has been completed. This will ensure proper social distancing and minimize the congregating of people.
- Staff will request that the property owner/tenant have all doors open for staff prior to their arrival at the property as to minimize staff contact with surfaces within the home.
- When an interior inspection is requested and/or deemed absolutely necessary, staff will ask the individual requesting the inspection whether these safety practices will be in place before staff arrives onsite, as well as who will be onsite at the time of visit.
- Staff is authorized to be situationally flexible, and, when possible and practical, use photographs, video and other methods as appropriate to observe and document property finishes, features, and condition.