



## COMMUNITY DEVELOPMENT DEPARTMENT

COVID-19 | Shelter-in-Place Order No. C19-14

### Planning Entitlement Applications | Building Permits & Inspections/Construction

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The Town of Windsor has temporarily limited its operations to prevent the spread of the respiratory disease “coronavirus disease 2019” (COVID-19) in our community. This means that Town Hall, including the Community Development Department, is currently closed to the public; however, Town staff is working remotely.

To reach the Community Development Department please e-mail Jessica Jones, Community Development Director, at [jjones@townofwindsor.com](mailto:jjones@townofwindsor.com).

Community Development Department staff is focused on providing inspection and support services for construction projects in compliance with the June 5, 2020 Order and the Construction Field Safety Requirements in Appendix B to the Order (attached), as described below.

For the full text of the June 5, 2020 Shelter-in-Place Order please visit <https://socoemergency.org/order-of-the-health-officer-c19-14-stay-well-sonoma-county/>.

For current information on COVID-19, please visit <https://socoemergency.org/>.

For information on COVID-19 resources for Windsor businesses, please visit <https://www.townofwindsor.com/1209/Coronavirus-Resources-for-Windsor-Busine>.

**As of June 5, 2020, the following services are available from the Town of Windsor’s Community Development Department:**

#### PLANNING ENTITLEMENT APPLICATIONS

- **New Applications:**

The Town of Windsor is accepting all new Planning Entitlement Applications.

- **Existing Applications:**

The Town of Windsor **will continue processing existing Planning Entitlement Applications** that were submitted prior to the current Order, including those applications that were previously submitted for Concept/Preliminary review. If you have an existing application in process, please contact your project Planner, or Jessica Jones, Community Development Director, at [jjones@townofwindsor.com](mailto:jjones@townofwindsor.com) for questions or status updates.

*“Planning Entitlement Applications” include the following: Concept Review/Preliminary Planning Application, Home Occupation Permit, Sign Permit, Tree Removal Permit, Annexation, Site Plan and Design Review, General Plan Amendment, Lot Line Adjustment, Subdivision, Use Permit, Variance, Zoning Change/Prezoning.*

## How to submit a new Planning Entitlement Application:

- Planning Entitlement Applications may be submitted via e-mail to Jessica Jones, Community Development Director, at [jjones@townofwindsor.com](mailto:jjones@townofwindsor.com). Instructions on how to submit large scale plans and application materials, as well as required fees, will be provided as needed.

Please note, **projects that also require a Building Permit will be subject to the restrictions** listed below under “Building Permits”.

## BUILDING PERMITS

The Town of Windsor is **accepting all new Building Permit applications and issuing Building Permits** pursuant to the regulations provided in the Order dated June 5, 2020, as identified below:

- All construction is allowed to build, expand, maintain, operate, repair, replace, remodel, retrofit or refurbish any structure, including services needed to support construction activity including, for example, environmental review work, land-surveying, painting, plumbing, electrical, roofing, drywall, fencing, paving, fixture installation, inspection, and similar services.
- Businesses providing construction services shall be subject to all of the following:
  1. Strict compliance with Social Distancing and Hygiene Requirements set forth in Order No. C19-14 (<https://socoemergency.org/order-of-the-health-officer-c19-14-stay-well-sonoma-county/>).
  2. Construction sector specific guidance as noted in Section 18 of the Order, and provided below:

Framework for Reopening. All businesses, including public agencies, operating in the County shall comply with local and state orders and guidance, including preparing, posting, and implementing a Social Distancing Protocol, attached to the June 5, 2020 Order as Appendix A (and as attached to this document), at all facilities operating in the County, as well as requiring all employees to perform a self-check for COVID-19 symptoms and temperature check before reporting to their work site or other assignment away from their residence. Employers should use the free Sonoma County SoCo COVID-19 Check Application. An alternative system may be utilized as long as it meets the same purpose of employee and employer assessments and as long as it allows the electronic reporting of equivalent data to be reported to the County in aggregate form.

County Orders and Guidance are located here:

- <https://socoemergency.org/emergency/novel-coronavirus/health-orders/>
- <http://sonomaedb.org/Business-Assistance/Coronavirus/Business-Management-Plans/>

State Orders and Guidance are located here:

- <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/SO%20Order%205-7-2020.pdf>
- <https://covid19.ca.gov/industry-guidance/>

SoCo COVID-19 Check is located here:

- Apple IOS version is on the Apple App store  
<https://apps.apple.com/us/app/soco-covid-19-check/id1511037042>
- Android version is on Google Play Store  
<https://play.google.com/store/apps/details?id=com.sococheck>
- SoCoEmergency Website  
<https://socoemergency.org/emergency/novel-coronavirus/soco-covid-19-check/>

3. Develop and comply with COVID-19 Construction Field Safety Requirements in Appendix B of the Order (see attached).

For questions regarding Building Permit submittal please contact Courtney Rider, Community Development Technician, at [crider@townofwindsor.com](mailto:crider@townofwindsor.com).

## INSPECTIONS

Beginning June 6, 2020, the Town of Windsor is conducting inspections on construction projects as identified in the Building Permits section above.

Please note the following as you request inspections for your project:

- **On-site inspections** for major projects are currently being scheduled for **Mondays and Thursdays only**.
- **Inspections for minor projects** (i.e. electrical panels, solar installation, water heaters, re-roofs, HVAC, and window replacement) will be completed **virtually during regular Town business hours** (Monday through Thursday). Please be prepared to provide the address, building permit number, type of inspection being requested, and a photo and/or video of the work to be inspected.

### **How to request an inspection:**

- Building inspections may be requested through the Town's inspection request line at **(707) 522-8346** or by e-mailing Courtney Rider at [crider@townofwindsor.com](mailto:crider@townofwindsor.com).
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### Attachments:

- Appendix A: Social Distancing Protocol
- Appendix B: COVID-19 Construction Field Safety Requirements

## Appendix A: Social Distancing Protocol

Business name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Approximate gross square footage of space open to the public: \_\_\_\_\_

**Essential Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

**Signage:** \_\_\_\_\_

Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear facial covering, as appropriate; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

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### Measures to Protect Employee Health (check all that apply to the facility):

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Educated employees and management to carry out COVID-19 mitigation plans and protocols.

Provide training to employees on COVID-19 mitigation measures for customer-facing activities.

Temperature checks to verify the employee's temperature is below 100.0 F before entry into workplace.

Symptom checks are being conducted before employees may enter the work space.

Employees are required to wear facial covering, as appropriate.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms:

Bathrooms:

Other

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- Disinfectant and related supplies are available to all employees at the following location(s):
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Soap and water are available to all employees at the following location(s):
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

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**Measures to Prevent Crowds from Gathering (check all that apply to the facility):**

- Limit the number of customers in the store at any one time to, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:
- Optional—Describe other measures:

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**Measures to Keep People at Least Six Feet Apart (check all that apply to the facility)**

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Optional—Describe other measures:

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**Measures to Prevent Unnecessary Contact (check all that apply to the facility):**

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- Preventing people from self-serving any items that are food-related.
  - Lids for cups and food-bar type items are provided by staff; not to customers to grab.
  - Bulk-item food bins are not available for customer self-service use.
  - Not permitting customers to bring their own bags, mugs, or other reusable items from home.
  - Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.  
Describe:
  - Optional—Describe other measures (e.g. providing senior-only hours):
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**Measures To Increase Sanitization (check all that apply to the facility):**

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets regularly.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional—Describe other measures:

\* Any additional measures not included here should be listed on separate pages and attached to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

## **Appendix B: COVID-19 Construction Field Safety Requirements**

The following are required elements of a Social Distancing Protocol for construction businesses engaged in allowed construction activity under Section 17.b.v. of the Health Officer's Order C19-14, dated June 5, 2020.

1. If requested, submit to the appropriate County Representative the new or updated Social Distancing Protocol consistent with these guidelines;
2. Establish an assembly point for staff, before the start of work each day that complies with the recommended social distancing parameters;
3. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the work site. If workers leave and re-enter the work site during the shift, re-screen individuals prior to re-entry into the work site;
4. Provide a daily tailgate session reviewing site protocols to mitigate potential spread of the virus. As information is changing continuously regarding COVID-19, these tailgates should occur daily and contractors should document attendance and require worker signatures;
5. Designate a Site Safety Rep (SSR) to monitor and implement all recommended safety practices regarding the COVID-19 virus with all contractor staff members. Labor supervisors must have the authority, through consultation with the SSR, to halt all activities that do not adhere to the COVID-19 safety practices. The SSR should have training commensurate with this hazard and all required industrial hygiene practices that may be required on the job site. This person will be responsible to maintain supplies of disinfectants and make sure that workers follow decontamination, hand washing, and distancing;
6. For work sites where multiple employers share the same work space, inform all employers about each Social Distancing Protocol and site-specific COVID-19 Construction Field Safety Requirements. Where one contractor enters the space of another contractor, the most stringent protocol or guideline will be followed. Stagger the trades as needed to reduce density and maintain social distancing and separation of at least 6 feet. Minimize interactions when picking up or delivering equipment or materials;
7. Regularly clean and sanitize trailers, toilets, and other enclosed spaces;
8. Social distancing must be maintained in elevators and lifts. Establish a regular cleaning and disinfection schedule for elevators and lifts. Identify other "choke points" or "high-risk areas" where persons may come into close contact, and take appropriate steps to maintain social distancing and hygiene;
9. Establish a cleaning and decontamination protocol prior to entry and exit of the job site. Establish a similar cleaning protocol within the job site area;

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10. Establish cleaning and/or hand washing stations within the work areas. They should be of sufficient quantity to allow staff to remain within the work areas without exiting into break areas. It is critical to adequately maintain these stations continuously;
11. Establish adequate time in the workday to allow for proper cleaning and decontamination including prior to leaving the job site for the day;
12. Ensure easy access to parking, since public transit may be limited;
13. Assign a second safety officer to the construction site to ensure protocols are being followed;
14. Ensure all persons utilize appropriate personal protective equipment, including Face Coverings or masks, depending on the nature of the work; and
15. Establish a Code of Safety Practices that will at a minimum require staff/labor to follow the following practices during the course of their work:
  - a. If you feel sick, or have been exposed to anyone who is sick with COVID-19, stay at home. You may be required to provide COVID-19 test result showing a negative result (not infected with COVID-19) before being allowed to return to work. This is critical to preventing spread of the virus.
  - b. Wash hands frequently for at least 20 seconds with soap and water. Avoid touching your face with un-sanitized hands. Avoid touching common surfaces with bare hands.
  - c. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum 6 feet separation from one another at all times feasible. Do not shake hands or make other unnecessary direct contact with other staff.
  - d. Do not carpool with other staff unless they are family members living within your household. Do not share phones. Use of microwaves, water coolers, and other similar group equipment for breaks is suspended until further notice.
  - e. Clean and disinfect personal tools prior to use, as well as group tools.
  - f. Disposable paper towels and similar waste must be deposited in non-touch waste bins.
  - g. Do not cough or sneeze into your hand; rather, direct coughs and sneezes into a cloth or tissue or, if not available, the crook of your arm at your elbow; follow established CDC guidelines.
  - h. Workers should change work clothes and shoes prior to arriving at home. All clothing should not be shook out. Launder work clothes separate from other laundry.