



Conducting Agency & Vehicle Inspections During the COVID-19 Pandemic: Guidance for KBEMS Field Staff and EMS Agencies

In April 2020 KBEMS suspended in-person agency & vehicle inspections in response to the COVID-19 global pandemic. With the loosening of restrictions and phased reopening of Kentucky businesses in the coming weeks and months KBEMS intends to proceed with on-site inspections beginning June 1, 2020. This guidance is intended to assist KBEMS Field Inspection Staff and EMS Agency Administrators in preparing for and conducting on-site inspections safely.

Initial Contact with EMS Agencies

Inform EMS Agencies about precautionary measures and alternatives

- Prior to conducting any inspection, you should contact the EMS agency to discuss the need for the inspection. Ask the facility to limit the number of people at the inspection, if possible. Ask them to call and cancel the appointment if they are feeling ill, especially if they are having any of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, coughing, or difficulty breathing. Assure them you will do the same.
- Let the agency know you are taking precautions to prevent the spread of COVID-19. Share this document with them. Advise them you are washing your hands frequently, physical distancing, wearing a cloth face covering, sanitizing equipment routinely, and are aware of your possible impact on others.
- If you observe something during your inspection that you feel puts you at risk, remove yourself from the area and call the KBEMS Director of Field Operations. If you encounter workers or members of the public who appear ill, you can discontinue an inspection at any time. If you feel unsafe about conducting field visits for any reason, you may reschedule.
- If you know agency employees who are at a greater risk for serious complications from COVID19, then you may want to reschedule.

Timing of Inspections

- An inspection may be rescheduled at your discretion. It is only necessary that you contact the Director of Field Operations if you choose to reschedule.
- Overnight stay is not allowed at this time.
- The inspection may be delayed due to circumstances beyond your control (transportation issues, travel restrictions, etc.)
- Limit your time at an agency. Conduct a thorough inspection of the agency but reduce the amount of time you spend at an agency, if possible.



Vehicles and Inspection Tools

- Clean the surfaces of tools after each inspection, or as you feel necessary. Probes and other tools should be sanitized with alcohol pads or other approved methods in between inspections.
- Wipe down all shared pens, clipboards, phones, or other equipment with sanitizing wipes after and prior to each use.
- Do not bring personal items not necessary for the inspection into the agency.

Vehicle Disinfection

Wipe down commonly touched areas to disinfect/clean at the end of each day. Commonly touched areas include:

- Outside door handles
- Inside door handles and surrounding surfaces
- Instrument controls, gear shifts, control knobs
- Steering wheel
- Cup holders
- Seat belts
- Center console
- Keys and key fobs; and
- Seat adjustment controls.

Protecting Yourself and Others During an Inspection

KBEMS Field Staff should follow any COVID-19 safety plans the EMS agency has established, specifically any requirements for visitors to the workplace.

Social Distancing

During the on-site inspection continue to practice physical distancing, including:

- Maintain a minimum of six feet of distance between yourself and others when feasible.
- No handshakes.
- Avoid sharing equipment such as pens, clipboards, tools, and other frequently used items. If items must be shared clean and/or sanitize them between uses.
- Limit the number of people in attendance to only essential staff.
- Discuss any findings in open areas.
- Wash or sanitize your hands upon arrival and departure; and after touching frequently touched surfaces such as door handles.
- Avoid touching your face with unwashed hands especially your eyes, nose, or mouth.
- Cough and sneeze into your elbow or a tissue. Throw away the tissue immediately after use and wash hands.
- Avoid unnecessarily touching surfaces.



Hand Washing

Wash your hands with soap and water for 20 seconds routinely at each site and after touching any potentially contaminated surfaces and at beginning, during, and end of an inspection. If handwashing facilities are not available use alcohol-based hand sanitizer and wash your hands at the earliest opportunity.

Use of Personal Protective Equipment (PPE)

- PPE may be needed to prevent certain exposures, but it should not take the place of other more effective prevention strategies such as the controls above.
- KBEMS Field Staff shall wear a well fitted face mask during an onsite inspection. Wearing a face covering does not a substitute for physical distancing. Wearers should wash their hands before and after touching and adjusting the mask. To preserve PPE for EMS providers, N-95 respirators should not be used.
- Use gloves during the onsite inspection. Avoid touching your face with gloves. Gloves are not a substitute for washing or sanitizing your hands frequently.
- If PPE is required to conduct an inspection but is unavailable, consider rescheduling the inspection.

If a KBEMS Inspector Starts to Experience Symptoms Before, During or After Inspection

- **BEFORE:** Cancel inspection and notify KBEMS Director of Field Operations.
- **DURING:** Discontinue inspection. Notify KBEMS Director of Field Operations as soon as possible.
- **AFTER:** Notify KBEMS Director of Field Operations. Identify EMS agencies you have inspected within the last 48 hours.