



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Village of Willowbrook Building & Zoning Division / Memorandum

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Robert Schaller

Director of Finance

Carrie Dittman

From: Roy Giuntoli, Building Official

Date: April 8, 2020

Re: Field Inspections and Scheduling Inspections Guidelines (COVID-19)

Effective immediately, and until further notice is posted, the Willowbrook Village Hall is closed to the general public. In response to the COVID-19 pandemic the following policies and procedures are being implemented for all required field "Inspections" and "Inspection Scheduling". Please note, the following policies and procedures are subject to change without advanced notice, as deemed necessary, at the discretion of the Village of Willowbrook.

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Inspection Requests/Scheduling:

Currently, all "Exterior Inspections" are being accepted.

- "Interior Inspections" are taken and accepted on a 'Case-to-Case' basis.
- Please e-mail all inspection requests to bzadmin@willowbrook.il.us.
 - The e-mail "Subject Line" shall indicate/include the property address and the permit number.
 - The e-mail message shall include all pertinent contact information, property address, permit number, the specific 'exterior' and/or 'interior' inspection(s) being requested.
 - Allow for a minimum of 72 hours (3-days) lead time to schedule the inspections(s).
- Please note, inspection availability is limited and will be restricted to essential work and business. Inspections will be scheduled only on the mornings (~8:30- ~12:00) of Mondays, Wednesdays & Fridays.

Exterior Inspections:

- Only one individual responsible for the project can accompany the inspector during the inspection, providing all relevant social distancing protocols listed in detail below are followed.

Interior Inspections (Rough and Final):

Vacant Buildings / New Construction Inspections:

- The Interior Rough and Final inspections will be performed in person by the building inspector provided that no other individuals are on-site during the inspection.
- Alternate Option: Only one individual responsible for the project is on-site during the inspection complying with all relevant social distancing protocols listed in detail below.

Occupied Buildings / Existing Construction Inspections (Rough):

- Currently interior "Rough / Critical Path" inspections are being considered on a Case-to-Case basis.



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Occupied Buildings / Existing Construction Inspections (Rough) / Continued):

- The requested inspection(s) will be reviewed by staff and assigned to the inspector or plan reviewer.
- The inspector or plan reviewer will determine a course of action needed to verify code compliance.
- Staff may also authorize the work to proceed with guidance on how to preserve the site for future inspection(s).

Occupied Buildings / Existing Construction Inspections (Final):

- Interior "Final" inspections are temporarily suspended at this time.
- However, in an effort to track the project, please request the desired inspection(s) in your e-mail.
- The requested inspection(s) will be assigned to the inspector or plan reviewer.
- The inspector or plan reviewer may determine if documentation can be submitted to verify code compliance.

Note: The Village reserves the right to prohibit the continuance of work, or require on-site inspection.

Hot Water Heater & Furnace Final Inspections:

Interior "Final" inspections are temporarily suspended at this time. However, in an effort to track the project, please request the Final Inspection in an e-mail. The e-mail "Subject Line" shall indicate/include the property address and the permit number. The e-mail message shall include all pertinent contact information, property address, permit number and the requested inspection.

Social Distancing Protocols:

- Onsite personnel shall meet the inspector at the exterior of the *building/structure*.
- On-site personnel shall be required to answer all questions on the IDPH questionnaire (embedded below) at the time of the inspection *prior* to the inspector entering the *building/structure*. (i.e. prior to conducting an interior inspection, Village personnel will ask whether anyone has been sick, has any symptoms of being sick, or has been diagnosed or associated with a COVID-19 diagnosis.)
- If any of the responses are in the affirmative, the inspector will not enter the building.
- The inspector is authorized to refuse an inspection request if any individual on-site is displaying signs of illness or violates social distancing protocols listed above.
- Inspections that are refused due to any of the above reasons, shall be re-scheduled by the applicant at a point in time that it will be safe for village personnel to attempt to perform the inspection once again, whereas the same protocols will apply.
- Inspectors shall wear all the appropriate PPE at the time of the inspection.
- No handshaking or other physical contact shall occur in the field.
- If one individual responsible for the project is on-site, a six-foot (6') separation between that individual and the inspector shall be observed at all times.
- Inspectors are to stagger inspections occurring at the same job site so that multiple inspectors are not present at the same time.
- Inspectors are to travel in separate vehicles.
- Inspectors are to *immediately* wash their hands in accordance with all CDC guidelines when re-entering Village Hall.



Visitor Screening Questionnaire Notice to be posted at all building entrances

In an effort to protect our residents, clients, and patients, from illness we are screening visitors and volunteers. Please answer the following questions:

Within the past 14 days, I have traveled to a location
Where COVID-19 has been diagnosed or suspected. Yes No

Within the past 14 days, I have been in close contact
with persons who have traveled to a location where
COVID19 has been diagnosed or suspected. Yes No

Within the past 14 days, I have been sick
with a cold or the flu. Yes No

Within the last 7 days, I have had a fever. Yes No

Within the last 7 days, I have had nausea and
vomiting. Yes No

Within the last 7 days, I have had diarrhea. Yes No

I now have symptoms of a cold or flu. Yes No

I now have a fever. Yes No

Within the past 14 days, I have been around people
who have been or are sick with colds or flu. Yes No

Within the past 14 days, I have been around people
who were sick with colds or flu. Yes No

I have been nauseated or have vomited
or had diarrhea within the past week. Yes No

**IF YOU HAVE MARKED “YES” TO ANY OF THESE QUESTIONS, PLEASE
POSTPONE YOUR VISIT FOR AT LEAST 14 DAYS FROM THE DAY YOUR
SYMPTOMS BEGAN**

Thank you for your understanding