

April 1, 2020

Shelly Peterson  
President  
North Dakota Long Term Care Association  
1900 N 11th St  
Bismarck, ND 58501

Planning has been progressing quickly for the COVID-19 pandemic. During this time our division has received numerous calls from medical facilities inquiring how our office will handle scheduled maintenance and testing delays. We have compiled our responses and offer the following list of procedures that may be distributed to your membership.

**Accepted Procedures for Facility Maintenance and Inspections:**

NDDOH Division of Life Safety and Construction

March 31, 2020

- Life safety must be maintained to the best of your ability, during the threat of the pandemic, until normal surveys can continue.
- The facilities/environmental service departments should work closely with their infection control personal to determine if outside vendors conducting required tests and inspections will be allowed within the building.
- If the vendors can enter the facility, the owner may limit exposure of the vendors from patients, residents and staff. This limited inspection of systems shall be documented.
- If the vendors cannot enter the facility, the owner shall ensure systems are inspected and operational. It shall be documented vendors were not allowed in the facility and how the owner maintained and inspected the life safety systems.
- Certain in-house testing and training, such as fire drills, can be modified as deemed necessary by the facility.
- Proposed temporary plan modifications shall be submitted to NDDOH Division of Life Safety & Construction. Please submit a plan, photos and description of the proposed modification. Waivers will receive priority status by our staff to expedite construction.

- Please report any modifications of your testing and inspection protocols to the NDDOH Division of Life Safety & Construction. You may email our office at [lsc@nd.gov](mailto:lsc@nd.gov) or call 701.328.4873. The facility shall also keep this documentation available for future inspections by our surveyors.

If you have any questions or comments, please give our office a call.

Sincerely,

*David L. Nelson*

David L. Nelson, AIA  
Division Director  
Division of Life Safety and Construction