**VHFA Inspection Guidelines**

In response to the nationwide health crisis, the following guidelines will be implemented for all inspections.

Please be assured that VHFA will be following safety practices for social distancing. We are requesting that our compliance staff avoid as much physical contact with owners, management agents, maintenance staff and residents as possible. Our greeting, entrance and exit conferences may be conducted over the phone or done electronically. Tenant file reviews will be conducted electronically through our secure Microsoft Teams site. If you are not set up for electronic file reviews at this time, we will coordinate with the site and require an alternate method that will provide a private, clean and sanitary area for VHFA staff to complete this review. Compliance staff may opt to perform a quality control review of the physical files to ensure due diligence.

**Safety Procedures During Inspection**

* On the first day of the inspection, VHFA compliance staff will fill out a health assessment survey and send it to the owner/management agent upon request.
* VHFA will ask the owner/management agent to fill out health assessment prior to the start of the inspection including temperature check on the day of the inspection.
* Masks that cover both the mouth and nose must always be worn throughout all phases of the inspection process.
* Refusal to wear a mask is grounds for stopping the inspection.
* Only essential staff should be included on the inspection to limit exposure.
* Gloves or hand sanitizer should be used when touching surfaces. Upon entering each separate inspectable area, VHFA compliance staff will either sanitize their hands or put on new gloves each time.
* VHFA compliance staff will maintain social distancing throughout the entire inspection. We will not shake hands, or bump elbows.
* VHFA compliance staff will perform a physical inspection of the property; which includes the general appearance, common areas, building systems, security and vacant units. We will not be entering occupied units.
* The owner/management agent may be required to provide work orders and pictures to support the turnover status of each vacant unit.

VHFA is willing to entertain alternative ways to complete the annual physical inspection. If you have the capability to perform a live remote inspection at your site, please reach to your VHFA compliance contact and we will consider your request.