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## **TSSA Considerations during COVID-19**

*Updated: July 31, 2021*

With the COVID-19 pandemic and the provincial and regional restrictions impacting organizations in Ontario in different ways, TSSA has been working closely with its regulated parties and stakeholders by taking several actions to help alleviate constraints while ensuring safety is not compromised.

### **Contacting TSSA**

TSSA's office remains closed to the public. Office employees are available by phone or email to serve and support all of our valued stakeholders.

General inquiries can be sent to [customerservices@tssa.org](mailto:customerservices@tssa.org).

When submitting applications electronically to TSSA, use the associated inbound email address located on the upper left of the application form. If the form does not list an email address, send your completed application with the associated prepayment to [intake@tssa.org](mailto:intake@tssa.org).

For urgent matters, credit card payments or flexible payment options, call 1-877-682-TSSA (8772).

Please visit the examination section of [TSSA's website](http://www.tssa.org) for information about scheduling an exam.

### **TSSA Inspections**

TSSA inspections are continuing with pre-screening questions, physical distancing, mask-wearing and the safety measures listed below. TSSA team members who have direct contact with Ontarians are taking precautions to reduce exposure to the virus and protect their health, customers' and the public's health. These safety precautions include:

- washing hands often with soap and water or using alcohol-based hand sanitizer
- sneezing and coughing into their sleeve
- avoiding touching their eyes, nose or mouth
- practicing physical distancing, wearing a mask and wearing safety eyewear

TSSA staff have been advised to stay at home if they have symptoms of COVID-19 or have tested

positive for COVID-19. Additional daily screening measures are in place and follow current public health guidelines. TSSA expects the same from other organizations.

TSSA inspectors may discuss the current COVID-19 situation with the site owner or manager to determine the level of risk. TSSA requires clients to wear a mask when a TSSA inspector is on site.

Inspectors may inquire about policies and procedures in place for locations that they are visiting and may ask the following questions about people they will be meeting with:

1. Has anyone been exposed to COVID-19?
2. Has anyone recently shown symptoms similar to that of COVID-19?
3. Has anyone had close contact with anyone who has been exposed to or recently shown symptoms similar to that of COVID-19?
4. Has anyone at the site travelled outside of Canada within the last 14 days or had close contact with anyone who has travelled outside the country in the past 14 days?
5. Has anyone had a positive COVID-19 test in the last 14 days?

If the answer is “no” to all of the above questions, the inspector will advise the site representative that he/she will only enter the site if social distancing of at least two metres between persons can be maintained at all times and clients will be wearing masks.

If the answer is “yes” to any of the above questions, the TSSA employee will contact their supervisor to determine an approach with the customer.

Inspections will be rescheduled if an organization’s onsite personnel are symptomatic or not following the public health and self-isolation guidelines.

Operating during COVID-19 comes with the responsibility of operating safely. Regulated parties remain responsible for the safety of their sites, devices and procedures and in particular must focus on addressing any high-risk sites, devices or situations.

We continue to ask customers to contact us if they are facing COVID-19 related barriers and they are unsure how to proceed.

## **Licensing Issuance, Renewals & Grace Periods**

Regulated parties are required by law to maintain their licenses in good standing. Customers will be invoiced for all licensing-related services.

- **Licensing independent from inspection:** TSSA will continue to require organizations to renew their licenses before expiry.

- **Licensing (or Authorization) dependent on inspection:**
- TSSA will continue to require organizations to renew their licenses (authorizations) before expiry.
- TSSA has been renewing licenses (or authorizations) even in cases where the mandatory pre-license (or pre-requisite) inspection could not be performed, with a valid reason. Any inspections that were deferred during wave 1 of the pandemic should have been completed by November 30, 2020. Please see program specific requirements in the sections below for requirements since wave 2 began.

#### **Certificate Holders:**

- TSSA expects certificates to be renewed prior to expiry. See the program specific procedures for re-certification that is conditional on continuing education.

### **Program Specific Procedures**

Please also note these program-specific procedures:

#### **BPV Record of Inspection and Certificate of Inspection**

- The Province had identified Insurance providers as [essential services](#) essential services and as such, insurers who are responsible for completing periodic inspections should be completing those inspections and following the safe work practices advised by provincial health officials.
- Owners who have shut down and/or are not operating their equipment are expected to notify TSSA by completing the following form (<https://www.tssa.org/en/boilers-pressure-vessels/resources/Documents/PV-09364-Fill-and-Save-07.17.pdf>), selecting F. for Reason for Removal, and emailing it to [bpvcustomerservice@tssa.org](mailto:bpvcustomerservice@tssa.org)
- Owners with operating equipment, are expected to request inspections as required by the Regulations and facilitate those inspections while still ensuring the safety of persons at their site as well as that of the inspector.
- TSSA expects owners to obtain a Record of Inspection from their insurer and expects insurers to perform inspections while following COVID-19 safety procedures. Any inspections that were deferred during wave 1 due to COVID-19 should have performed by November 30, 2020.
- Owners unable to facilitate periodic inspections are expected to formally request a grace period / extension by emailing: the company name, UID number, COI expiry date and reason for extension to [bpv\\_inquiries@tssa.org](mailto:bpv_inquiries@tssa.org)
- Insurers, owners and third-party inspectors are reminded of the importance of completing inspections during available windows of opportunity and are encouraged to complete these inspections while businesses and equipment are shut down.

- Insurers, owners and third-party inspectors are expected to put plans in place to ensure the continued safe operation and inspection of devices during the COVID 19 pandemic.

### **Propane:**

- TSSA expects licenses to be renewed. License-dependent inspections that may have been deferred during the onset of COVID-19 restrictions were to have been completed no later than November 30, 2020. Inspections for license renewals must be completed following COVID-19 safety protocols.
- TSSA has continued to require propane licenses to be renewed before the date of expiry. Any licensee who deferred submission of a new or revised Risk and Safety Management Plan (RSMP) during wave 1 should have submitted one no later than November 30, 2020.
- TSSA offered propane distributors a grace period to complete the 10-year inspections of tanks and appliances required by section 18 of O. Reg. 211/01 if they could not be completed safely. Any inspections deferred during wave 1 were to have been completed by November 30, 2020. Inspections must respect physical distancing and mask-wearing requirements.
- Since wave 2 of COVID-19 some 10-year inspections of tanks and appliances in personal dwellings, hospitals, long term care and retirement homes were deferred if there was a health risk to those in the premises or to those performing the inspection. Distributors were to notify TSSA of deferred inspections to the Statutory Director of Fuels.
- Extensions will be granted on 10-year comprehensive inspections that were deferred as long as the last inspection was carried out no earlier than Jan. 1. 2010
- Any deferred inspection should be performed by prioritizing sites where the inspection came due first (i.e. if inspection was due in Feb. 2020 and it has not been done to date, it should be done before a home whose inspection was due, say, April 2021)
- 10-year comprehensive inspections can be delayed to Dec. 31. 2022
- Distributors are asked to continue to work with homeowners and customers and abide by COVID safety protocols and to convey the safety importance of distributor inspections to ensure that inspections are carried out and to prevent the inspection backlog from growing unsustainably.
- Applicants are allowed to continue to defer the submission of a new Record of Training (ROT) required as part of the renewal process until no later than July 1, 2022 in order to perform the scope of work defined in Ontario Regulation 215/01.
- ROT holders (individuals and individual teachers) must renew their ROT no later than July 1, 2022.
- Those with an expired ROT who have not completed the mandatory full retraining or skills retesting, will be required to obtain a valid ROT certificate from an accredited training provider no later than July 1, 2022.

- In order to meet the July 1, 2022 deadline, TSSA recommends that those with an expired ROT should begin retraining no later than March 1, 2022.
- Beginning July 1, 2022, TSSA inspectors will enforce the requirement to hold a valid ROT certificate.
- Beginning July 1, 2022, TSSA will no longer accept applications for new requests or a renewal for the purposes of operating a fuels industry facility in Ontario that require a valid ROT certificate as a pre-requisite to the application, unless a valid ROT is produced as part of the application.
- Training providers (companies) must renew their TSSA accreditation before its expiry and pay any associated fees, unless other arrangements are made.

### **Annual Mobile Food Inspections, Propane Terminal & Propane Dispenser Inspections**

- As per Ontario Regulation 211/01, these installations must be inspected annually for propane supply. Any deferred inspections that were permitted during wave 1 for devices/sites that plan to operate should have been completed no later than November 30, 2020. At this time, inspections are required for any business that decides to operate.

### **Fuels:**

- TSSA offered fuel oil distributors who supply fuel oil and who were unable to complete the distributor inspections as required by section 7 of O.Reg. 213/01 a grace period during wave 1. All inspections deferred during wave 1 should have been completed no later than November 30, 2020.
- Inspections must respect physical distancing and mask-wearing requirements.
- Since wave 2 of COVID-19 some inspections in personal dwellings, hospitals, long term care and retirement homes were deferred if there was a health risk to those in the premises or to those performing the inspection. Distributors were to notify TSSA of deferred inspections to the Statutory Director of Fuels.
- Extensions will be granted on 10-year comprehensive inspections that were deferred as long as the last inspection was carried out no earlier than Jan. 1. 2010
- Any deferred inspection should be performed by prioritizing sites where the inspection came due first (i.e. if inspection was due in Feb. 2020 and it has not been done to date, it should be done before a home whose inspection was due, say, April 2021)
- 10-year comprehensive inspections can be delayed to Dec. 31. 2022
- Distributors are asked to continue to work with homeowners and customers and abide by COVID safety protocols and to convey the safety importance of distributor inspections to ensure that inspections are carried out and to prevent the inspection backlog from growing unsustainably.

### **Non – Immediate Hazard Warning Tags**

- As per Ontario Regulation 211/01, 212/01 ,213/01, and 217/01 a non-immediate warning tag can be granted for a period of up to 90 days for deficiencies deemed non-immediate. Extensions on this requirement will be granted on a case by case basis only.

### **Amusement Device Permit Renewals:**

- Operators must complete Renewal Packages and must contact TSSA to book an inspection prior to opening. Amusement ride operators are allowed to operate provided they have passed their annual inspection and as permitted by public health guidelines.

### **Elevating Device Certificate Holder Training Requirements:**

- Elevating Mechanics whose certificates expire beginning March 16, 2020 must renew their certificates under Ontario Regulation 222/01 (Certification and Training of Elevating Device Mechanics) even if they have not been able to complete the continuous education requirements due to COVID-19.
- Certificate holders who have sought the exception for the continuous education requirement from March 16, 2020 through December 31, 2021 are encouraged to complete continuous education training, through an accredited training provider; however, it will not be mandatory for renewal and proof will not be required to be submitted to the Director.
- Certificate holders will no longer be required to request an exception, as a condition of the certificate renewal process.
- Certificate holders whose certificates that expire on or after January 1, 2022, will be required to complete the continuing education requirements, submit proof of completion to the Director, and remit payment for their renewal invoice, in order to renew their certificate.

### **Elevating Devices – Rescue Operations/Emergency Evacuation Record of Training:**

- Rescue Operations/Emergency Evacuation certificate holders (individuals) have a grace period to renew their certificate. Online training for the theoretical component should be pursued as it becomes available.
- Rescue Operations/Emergency Evacuation training providers (companies) must renew their TSSA accreditation before its expiry and pay any associated fees, unless other arrangements are made.