

Kern County Airports Department

COVID-19 Guidelines

Effective June 22, 2020, latest updates in yellow

The Airports Department, employees, and tenants have a role to play in reducing the spread of COVID-19. Following these guidelines to ensure our ability to support our community with vital services and protect them from exposure to COVID-19 and other contagions. Tenants should adopt their own plan that mirrors the steps or intent of this plan.

The purpose of this plan is to ensure the continued safety of our staff, tenants and their staff, service providers, and the traveling public. These guidelines incorporate the guidance issued by the [California Department of Public Health and Cal/OSHA on May 7, 2020](#) with the update on [face coverings on June 18, 2020](#) subject to the unique characteristics of the interstate air passenger terminal at Meadows Field Airport under FAA Part 139 and G.A. airfields in the County airport system.

COVID-19 CALL CENTER **661-321-3000**

KC Public Health Services
8-5p M-F 10-4p S-S

Ron Brewster, Airports Chief Operating Officer (661-747-4053) is tasked with implementing this plan and communicating the details to operators and tenants. This plan will be distributed and discussed with employees and service providers. The plan will be evaluated regularly to ensure compliance and adjusted as new conditions warrant revision.

MEADOWS FIELD AIRPORT (BFL)

[Face coverings are required in the public areas of the William M. Thomas Terminal.](#) Airline passengers will report to their carrier and follow the guidelines adopted for that operator. Rental Car customers will report to their provider and

follow their guidelines. Fixed Base Operators (FBOs) and other public facing tenants will engage their customers as their guidelines require.

Individual Control Measures and Screening

Airports Department staff will self-certify that they exhibit no symptoms of COVID-19 at the beginning of their workday and shall sign their name on a daily log sheet. A contactless thermometer will be available near the log sheet for their use. Customers entering the administration office will also self-certify that they exhibit no symptoms of COVID-19 and shall sign their name on the new daily log sheet. A contactless thermometer will be made available for their use. Those with a fever of 100.4 °F or above will be asked to leave, and information will



be provided for testing locations and instructions for self-quarantine. Any documentation of temperature and/or symptom screening must be maintained as protected health information, but it can be shared with KC Public Health Services for

contact tracing.

[Face coverings are required at the worksite accessible to the public.](#) Employees may use their own face coverings, but they should be washable. Upon request, non-medical dust masks will be provided to employees as supplies continue to be readily available. All used face coverings should be disposed of safely.

Handling Sick Workers

Airports Department workers who have symptoms (i.e., fever, cough, or shortness of breath, etc.) are asked not to report to work and advise their supervisor of a possible case of COVID-

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19. Workers can find information about available testing sites for COVID-19 below:

<https://www.kerncounty.com/government/covid-19-testing-sites>

Individuals with COVID-19 symptoms should follow CDC-recommended steps for self-isolation shown below:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Airports Department employees should not return to work until meeting the criteria to discontinue home isolation, in consultation with healthcare providers and state and local health departments. The Airports Department will require a physician's certification from the employee prior to permitting their return to work after being sick with COVID-19. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions for self-quarantine at the website above. Sick County employees or employees with sick family members may have access to extended paid sick leave.



Check for any extended sick leave policies with your supervisor.

<https://www.kerncountyemployees.com/resources/kern-county-employee-resources-during-the-covid-19-emergency>

Protecting High-Risk Employees

The Airports Department will prioritize any employees aged 65 or older, those with chronic health conditions, or those with a compromised immune system. We will engage with these workers to determine the most appropriate and most available temporary work adjustments. These could include:

- Remote work solutions
- Alternate work schedule
- Workstation separation
- Limit public contact
- Personal protective equipment

Worksite Exposures

The Airports Department will collect information about how workers might have been exposed to COVID-19. Relevant information will be sent to the Kern County Department of Public Health to assist with its investigation. As the Department of Public Health Services conducts COVID-19 investigations, they will contact those employees identified as close contacts of the infected individual. Employees shall follow the directions of the local public health officials in responding to their own exposure. Following a reported case of COVID-19, the workspaces will be thoroughly cleaned and sanitized.

Face Coverings or Masks

The use of face coverings has been shown to limit the spread of COVID-19 by asymptomatic or pre-symptomatic people. It is mandated that they be used at work in public spaces, hallways, parking lots, and anywhere that social distancing cannot be maintained. Some exceptions apply to those with medical and mental health conditions.

Physical Distancing

Federal, state, and local public health officials determined physical distancing is a key factor in reducing the spread of COVID-19. Departments should continue with every possible

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effort to avoid unnecessary employee interactions for the near future. This means taking steps to provide alternative means of work assignments, communication, and work environments to observe physical distancing.

While we have an essential service to provide, the Airports Departments continues to limit public exposure as much as practical. Taking steps to create physical separation with members of the public and provide additional precautionary measures.

Physical Distance Marking of Publicly Accessed Space – Floor markings to provide queuing solutions about where to stand to maintain a separation of 6 feet, limiting the number of individuals using elevators, and extending touch-free access through the facility as much as possible.

Limited Access Schedule – Credentialing (badging) office hours will continue on a short week schedule; balancing customer service while limiting exposure.

Ensuring a Clean and Hygienic Work Environment

Other key factors in limiting the spread of COVID-19 have been observance of good hygiene practices and the sanitization of workspaces. In order to maintain a safe working environment for employees, the Airports Departments consistently cleans public areas, workplaces, and other highly trafficked areas within their facilities (i.e., break rooms, bathrooms, and copy rooms) at regular intervals throughout the day.

The Department will have disinfecting products available to employees, so that they can ensure clean work areas. Departments should use products approved for use against COVID-19.



Appropriate cleaning and disinfecting protocols include:

- Thorough cleaning on high traffic areas such as break rooms, areas of ingress and egress including stairways, stairwells, handrails, and elevator controls.
- Frequent disinfecting of commonly used surfaces including doorknobs, toilets, and handwashing areas.
- Require employees to clean and disinfect personal work areas often and provide them with paid time to implement these cleaning practices before and after shifts.
- Avoid sharing phones, other works supplies, or office equipment wherever possible. Never share personal protective equipment.
- When items must be shared (i.e., copiers, fax machines, printers, telephones, etc.), disinfect between shifts or uses, whichever is more frequent.

Employee Health Practices

Employees are also encouraged to follow healthy practices at work to avoid the spread of COVID-19 and other contagions around the workplace. These include:

Washing Hands – Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water e not available.

Avoid Touching Eyes, Nose and Mouth – Avoid touching your eyes, nose, and mouth with unwashed hands.

Covering Coughs and Sneezes – Cover your mouth and nose with a tissue when you cough or sneeze

Kern County Airports Department

COVID-19 Guidelines

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or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.

Physical Distancing – Practice physical distancing at work and off work time by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

Proper Use of Face Coverings – Face coverings do not replace the need for physical distancing and frequent handwashing. Employees should wash or sanitize hands before and after using or adjusting face coverings. Face coverings should be washed after each shift.

General Aviation Airports – (Kern Valley, Wasco, Poso, Elk Hills – Buttonwillow, and Taft)

The Airports Department does not staff these airfields on a daily basis, but schedules inspections, maintenance work, and repairs on a regular monthly basis.

Fixed Base Operators (FBOs) and other public facing tenants will engage their customers as their guidelines require but it is strongly recommended to have efforts parallel to this plan. Face coverings are strongly recommended at the airport when around other employees or customers. Floor markings are recommended to provide public queuing with a separation of 6 feet and creating touch-free processes as much as possible.

Airport workers who have symptoms (i.e., fever, cough, or shortness of breath, etc.) are recommended to advise their supervisor of a

possible case of COVID-19. Workers can find information about available testing sites for



COVID-19 above. Individuals with COVID-19 symptoms should follow CDC-recommended steps for self-isolation as noted above.

Airport workers should not return to work until meeting the criteria to discontinue home isolation, in consultation with healthcare providers and state and local health departments. Employees who are well but who have a sick family member at home with COVID-19 should follow CDC-recommended precautions for self-quarantine at the website above.

Feedback

If employees, tenants, or members of the traveling public have concerns or questions about this plan, please contact me as shown below.

Mark Witsoe

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