Worksite Specific Plan – Assessor

Department: Assessor
Contact(s): Heather Bullard, bullardh@kerncounty.com, 868-3382
Worksite Location(s): 1115 Truxtun Avenue, 2nd and 3rd floors

A. Individual Control Measures and Screening

- **Assessor staff will conduct our own department screening, directing all staff to the 2nd floor employee entrance through the stairwell entry door. Screening will be conducted in an office for privacy. Employees will be asked to wear a mask before screening. Screener will be wearing a mask and gloves and will have a face shield available for use. Screeners will use an infrared thermometer. Employees with a temperature reading at or above 100.4 degrees will be provided with information on testing and asked to self-isolate. Employees sent home will be advised that the CDC recommends and the county requires 72 hours *fever free* before being allowed to return to work. Additionally, posted notification will advise staff that those feeling sick or exhibiting symptoms should notify a supervisor.**

- **Park Rangers, on the first floor of the Administration Building, will require public to wear masks to enter building. Social distancing reminders will be displayed at the two department lobbies, and seating will be reorganized and floor stickers placed through the public areas to encourage compliance.**

- **With temperature screening in place, staff will not be required to wear masks at desks or outside publicly accessible areas, except at the public counter or common workstations. Cloth masks will be distributed to staff. Gloves are in supply and will be available to any staff-member desiring them.**

- **Staff members are required to wear mask in any area accessible to the public, hallways and elevators, and in any situation or space where 6' physical distancing is not possible.**

- **Staff members are required to wear mask in common areas, such as parking facilities.**

B. Protecting High-Risk Employees

- **Assessor's Office has identified employees over 65, and offered those and self-identified high-risk employees (any medical condition deemed by the employee to place them at risk) the option of remote work, if practicable. If not practicable, high-risk employees will be offered option of working at an isolated workstation.**

C. Physical Distancing

- **Almost the entire Assessor's Office staff has been working remotely through the emergency. Option remains available to majority of staff and most high-risk employees. If remote work is not practicable, high-risk employees will be offered option of working at an isolated workstation, with no public contact.**
- **Quality standards and quantity requirements are maintained by supervising staff.**
- **Some work, sorting mail and forms, handling appraisal records and forms, and servicing computers, for example, requires temporary office visits.**
- **County ITS has provided employees with VPN and formatted several new computers for staff home use.**
- **Telework, full or part-time has been made available for 80 employees.**
- **Majority of Assessor staff will continue to work remotely. Office visits by staff are staggered, and majority of staff works on schedules other than 8-5.**
- **Currently, 50 staff members work on schedules other than 8-5.**
- **All employee workstations meet the 6 feet distancing requirements. Seven stations, where the employees may face each other at a six-foot distance, but potentially facing each other for extended periods, are considered problematic. We intend to continue offering remote work to at least half the staff at those workstations and staggered schedules on the occasion the employees need to visit the office. The option to relocate individual employees for distancing is available.**
- **Common areas will have posted notices recommending distancing.**
- **Breaks and lunch will be staggered on established schedules.**
- **Snacking at desk, normally discouraged, will be allowed and encouraged to promote distancing for the duration of the pandemic.**
- **Meetings will be restricted in size to allow for social distancing.**
- **Department has no plans for large gatherings.**
- **Directional indicators for foot traffic throughout high traffic areas in the office will help avoid close contact.**
- **Employees will be directed to use different doors for entry and exit.**
- **No non-essential travel is currently scheduled or anticipated.**
- **Meeting rooms are available for staff to meet with public for discussion of complex**

issues, to avoid crowding the lobby.

- **Social distancing information will be posted on bulletin boards, distributed though emails and though Microsoft Teams.**

D. Additional Measures to Limit Exposure to the Public

- **Posted recommendations and information on our website will highlight the availability of services via phone or email.**
- **Glass barriers exist between the public and employees. Reduction and rearrangement of existing seating in our lobbies and floor stickers will be used to promote social distancing in the public area.**
- **Staff and public are expected to follow simple guidance on social distancing. Non-compliance by staff will be considered a disciplinary issue. Any member of the public showing an unwillingness to comply will be asked to leave.**

E. Ensuring a Clean and Hygienic Work Environment

- **Disinfectant spray and wipes have been procured and will be available at all shared workstations and staff common areas. Staff will be asked to wipe all shared equipment and work areas before and after each use. Customer counters and equipment will be cleaned at regular intervals. Break rooms will be cleaned with disinfectant wipes each morning and staff will be asked to wipe contacted surfaces after use.**

- **Employees will have access to disinfectant spray and wipes and will be afforded time to clean their own workstations.**

- **Hand sanitizer is available for staff use. Employees will be afforded time for handwashing.**

- **Hand sanitizer will also be available at the customer counter.**

- **Disposable face coverings are on hand for staff. Employees will have the option to supply their own face covering.**

F. Training and Communication of Managers/Supervisors/Employees

- **Guidelines for Safely Returning Kern County to Work has been forwarded to staff and discussed among supervisorial staff – particularly the emphasis on protecting employees and public from infection and handling employees exhibiting symptoms of Covid-19.**

- **Upon approval, Specific Plan will be forwarded to staff and discussed via Microsoft Teams.**

- **Staff will be asked to direct concerns or recommendations about Assessor Specific Plan to supervisors. Supervisors will forward department contact – Heather Bullard.**