

Worksite Specific Plan for the Eastern Kern APCD

Department: Eastern Kern Air Pollution Control District (District)

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Worksite Location(s): 2700 M Street, Suite 302, Bakersfield (PSB Building)
20406 Brian Way, Suite 4A, Tehachapi (District Field Office)

A. Individual Control Measures and Screening

Temperature and/or Symptom Screening

- District will utilize Kern Medical nurse to screen District Staff upon entering the PSB building.
- District Staff in the Tehachapi Field Office will utilize handheld non-contact thermometers to screen Staff entering the Tehachapi Office.
- In either office, if a Staff Member's temperature is registered at 100.4°F or higher, that Staff Member shall be required to vacate the premises, and be symptom free for at least 72-hours before returning to the workplace.

Face Coverings

- District will provide face masks (N95 and disposable) for all District Staff.
- District currently has 10 Staff Members, and has a supply of over 100, and is expected to receive 1000 additional masks.
- Staff is encouraged to wear masks while in large groups and when unable to maintain social distance.

B. Protecting High-Risk Employees

- District Management has interviewed each Staff Member to determine if he/she feels he/she identifies as high-risk, and will accommodate appropriately.
- All information obtained will remain confidential.
- While maintaining confidentiality and privacy, the District has an opportunity for employees to request accommodation if they or a member of their household is high-risk.
- District has a procedure (by e-mail or direct contact) to inform management if they believe there has been a change in status if they or a member of their household becomes high-risk.
- 4 (1-age, 3-health conditions) employees are estimated as high-risk

Protecting High-Risk Employees

- District has offered tele-work and minimized interactions with the public to accommodate high-risk employees.
- District will accommodate all reasonable requests.

C. Physical Distancing

Telework Options

- District has obtained VPN access for all employees, and is in the process of obtaining laptop computers for all Staff to enable remote work assignments.
- District Management has been appropriately trained to monitor and track work assignments from District Staff
- District has utilized ITS for laptop set-ups, TEAMS training, and VPN access.
- 10-Employees have telework arrangements

Scheduling Adjustments

- District Staff is working staggered shifts (only half of the staff in in the office on any given day).
- 10-Employees have altered work schedules.

Workstation Adjustments

- All employee work stations are at least 6-feet apart, with 5-feet high partitions.

Other Physical Distancing Strategies

- District Staff has been encouraged to eat lunch at his/her desk; thereby, eliminating use of common areas.
- Conference room has been re-arranged, and Field Staff has been directed to attend Staff Meeting remotely.
- Meetings with the California Air Resources Board and the California Air Pollution Control Officers Association have been held remotely (ZOOM meetings)
- With respect to the following items the District has done:
 - a. Establish directional hallways and passageways for foot traffic
 - i. Low staff concentration; therefore, directional hallways are unnecessary.
 - b. Designate separate routes for entry and exit into office spaces;
 - i. Low staff concentration; therefore, separate entry and exit routes are unnecessary.
 - c. Limit the number of individuals riding in an elevator;
 - i. Elevator riding will be monitored by building security.
 - d. Staggering employee breaks;
 - i. Low staff concentration, therefore, staggering employee breaks is unnecessary.
 - e. Discontinue non-essential travel;
 - i. Non-essential travel has been discontinued.

- f. Direct guests to meeting rooms to avoid congregation in lobbies;
 - i. District Staff will direct guests to meeting rooms to avoid congregations in the lobby.
- g. Utilize virtual tools or bulletin boards to hand-off information between staff.
 - i. District will utilize e-mail and text messaging to provide information to and between Staff.

D. Additional Measures to Limit Exposure to the Public

- The District resides in the County PSB. The building is currently closed to public access. Additionally, customers are able to contact District Staff by electronic means and make payments without visiting the office.
- If public access cannot be reduced, District Staff will utilize mask and gloves to assure proper protection.
- There are no limitations to enforcing adequate physical distancing at this worksite.

E. Ensuring a Clean and Hygienic Work Environment

The District is providing the following ensure a clean and hygienic work environment:

- District is requiring each Staff Member to thoroughly clean his/her workspace daily before commencing work. Employees will be tasked with cleaning common areas immediately after use and detailed cleaning weekly.
- District has sufficient cleaning supplies for the next 30-days.
- Employees have access to a sufficient supply for soap and hand sanitizer for the next 30-days. Additionally, employees encouraged to use sufficient time (as much as needed) for handwashing.
- Employees have been supplied with disinfectant/cleaner for their workstations. Employees will be given extra time to disinfect/clean their workstation at the start/end of their shift and as needed.
- Sanitizer has been made available to members of the public.
- The District has provided disposable face coverings for the Staff Members.
- The District will provide disposable face coverings for visitors entering the District Office.

F. Training and Communication of Managers/Supervisors/Employees

The District will be completing the following tasks in regards to training and communicating COVID-19 Safety Information:

- The District is planning 1-hour of communicating and training all District Staff on our Worksite Specific Plan and the *Guidelines for Safely Returning Kern County to Work*. Additional refresher training will be provided as necessary.
- The District's Management Staff held a meeting to communicate the County's goals in protecting the public and employees from COVID -19 infection.

- District Management Staff has been trained to isolate and send home any employees exhibiting symptoms of COVID-19.
- All staff has been provided with the *Guidelines for Safely Returning Kern County to Work* and will be discussed at a virtual Staff Meeting on 5/18/2020.
- The District has an open door policy, each employee is encouraged to review the Worksite Specific Plan and communicate any concerns or deficiencies he/she believes may exist in the plan to District Management.