

Worksite Specific Plan

Department: Employer's Training Resource (ETR)

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Worksite Location(s): Employer's Training Resource 1600 E. Bell Terrace

A. Individual Control Measures and Screening

Provide a detailed explanation of what your Department is doing with regard to the following:

Temperature and/or Symptom Screening

At ETR sites, the department has implemented the use of contactless thermometers as the primary tool for symptom screening. All individuals will have their temperature taken with a contactless thermometer prior to entering the building. This screening will be done by an individual wearing personal protective equipment such as mask and gloves. Anyone registering a temperature of 100.4 degrees or higher will be denied entry into the building. Information regarding testing sites and registration for testing will be provided to those individuals.

Face Coverings

The department is committed to the safety and well-being of employees and the public and believe we have secured enough face coverings for employees upon return to work. The department is also making masks available to members of the public at the time of their contactless screening. The department believes it can continue to acquire more face coverings and has started the process of expanding its inventory.

B. Protecting High-Risk Employees

Provide a detailed explanation of what your Department is doing with regard to the following:

Identifying High-Risk Employees

The department has, through supervisors, distributed the county supplied Return to Work Questionnaire as a means of identifying and accommodating high-risk employees due to their own risk factors and that of family members. There is also prior knowledge of some employee's conditions that is used as an identifying factor as well. No employee is asked to reveal any PHI or other medical information about themselves or family members. Presently, the department estimates that 40 employees alone are high risk.

Protecting High-Risk Employees

The department has issued an internal guideline that, among other things, informs high-risk employees to continue teleworking until further notice.

C. Physical Distancing

Provide a detailed explanation of what your Department is doing with regard to the following:

Telework Options

The department has purchased enough devices (laptops, surface pro's, and mobile devices) to ensure that every high-risk employee will have telework capabilities. The department has not developed a telework monitoring process. The department has, however, reached out to ITS regarding narrowing VPN usage to scheduled work hours but has yet to hear back. The only limitation to teleworking would be printing. Some employees are using their personal printers, but large-scale print jobs will be done at the office. ITS has also started routing desk numbers of employees to their county issued devices. The department estimates that approximately 80 employees currently have teleworking arrangements.

Scheduling Adjustments

The department is implementing a gradual phase in of staff returning to work. Management and a bare essential staff will work the first week. Supervisors will join the following week. 50% of non- high risk and other teleworkers will arrive to work a week later. 75% of this population will arrive the following week. We plan to have 100% of this population on site by June 18th. The department has also reinstated the 9/80 flexible schedule that was used prior to the pandemic. Additionally, the department's three divisions are implementing a schedule that is a combination of telework and on-site work that will permit for full department capability to serve clients and simultaneously reduce the possibility of exposure. Approximately 80 employees have teleworking arrangements.

Workstation Adjustments

For workstations that are not 6 feet apart, the department has measured those desks and ordered plexiglass barriers to help prevent the possibility of exposure. When we open to the public, we will also use our conference rooms for one on one meetings to ensure 6 feet of separation.

Other Physical Distancing Strategies

The department is placing social distancing markers in common use areas such as break rooms and notifying employees of the reduced number of people allowed in those areas at one time. The department has also eliminated all physical gatherings for meetings and conducts meetings through Microsoft Teams and/or Zoom and has purchased additional cameras to install employee desktops to facilitate increased capacity of meeting participation. This includes our Workforce Development Board meeting and its various committee meetings. This eliminates the need to socially distance. The department has stopped in person orientation for services and has created an online orientation to begin the enrollment process for services. In addition, the department has implemented the following physical distancing strategies:

- The department's marketing team is developing arrows to denote directional hallways

and passages for foot traffic.

- The department has reached out to General Services to have all points of building entry disabled except for a single-entry point for staff and a separate entry point for the public.
- The department's marketing team is developing a "6 feet apart" banner to be placed in our elevator to demonstrate the proper social distancing. In addition, we are developing communications that will limit the number of individuals riding in the elevator to two (2).
- The department is notifying supervisors to review and/or modify break schedules and ensure that they are in conjunction with our new staffing pattern continues to promote safety and reduction of possibility of exposure/transmission.
- The department has discontinued all non-essential travel.
- The department has sealed off our waiting area and has purchased social distance markers from our reception desk and leading out the front doors.

D. Additional Measures to Limit Exposure to the Public

Provide a detailed explanation of what your Department is doing with regard to the following:

The department has reached out to General Services to disable all access to the building with the exception for one entry point for the public and a keycard entry for staff.

E. Ensuring a Clean and Hygienic Work Environment

Provide a detailed explanation of what your Department is doing with regard to the following:

The department contracts with a janitorial service that cleans the facility using a PH-7 solution known to kill the Corona Virus. That company will supply the department with this solution for cleaning common use areas such as copiers and printers. The department also has soap on hand in the break rooms and restrooms available for employees. In addition, each employee will be given their own personal supply of masks, gloves, hand sanitizer, and cleaning wipes upon return to the physical and are not being asked to bring their own supplies. The department has also purchased hand sanitizer dispenser stands for public use upon entry into the building and additional hand sanitizer wall dispensers to be installed in resource rooms and other meeting rooms as well. At this time, members of the public will not be refused entry into the building without a face covering. Rather, the department is making masks available for the public at the time of their temperature screening.

F. Training and Communication of Managers/Supervisors/Employees

Provide a detailed explanation of what your Department is doing with regard to the following:

The department has developed a COVID-19 Operations and Safety Practices Committee that has met regularly to review and discuss guidelines for safely returning to our work environment in a way that protects both employees and the public. Procedures developed in these meetings and information received from the county have been shared with staff in Teams meeting and

through email. Additionally, the department is directing supervisors to state and federal guidelines regarding symptom discovery and is setting aside a small conference room to make available to employees who exhibit COVID-19 symptoms at work. Both the conference room area and the employee's workstation will be sanitized upon their departure from the workplace. Finally, the department has sent all employees a return to work guideline and will distribute the Worksite Specific Plan upon approval. Staff has been notified that our plans are very fluid and are subject to change. The department has encouraged staff to express concerns about our guidelines and plans to their supervisor for review, discussion, and if necessary, revision.