

Human Resources Worksite Specific Plan

Department: Human Resources Division

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Worksite Location(s): Kern County Administrative Building – 1115 Truxtun Avenue

A. Individual Control Measures and Screening

The Human Resources Division is implementing the following individual control measures and screening:

Temperature and/or Symptom Screening

All employees will have their temperature screened at the beginning of their workday.

Each employee working on-site shall report to the main Human Resources office area to be screened. The screening will take place in the first office inside the side entrance. Staff conducting the screening will wear a mask and protective gloves and use a contactless thermometer. If an employee has a temperature of 100.4 degrees or above, they will not be permitted to continue to their workstation. The employee must immediately contact the on-duty Deputy Chief and arrange for the appropriate use of leave, and receive information on available COVID-19 testing facilities.

Staff who are teleworking shall screen their own temperature at home each day. If a teleworking employee has a temperature of 100.4 degrees or above, they shall immediately contact their supervisor and arrange for the appropriate use of leave, and receive information on available COVID-19 testing facilities.

Face Coverings

Face coverings must be worn at all times by all employees and members of the public in the Human Resources office areas. Employees may remove their face coverings at their assigned work station only. Employees may wear their own office appropriate face coverings. If an employee does not own a face covering, one will be provided to them.

B. Protecting High-Risk Employees

Identifying High-Risk Employees

1. The Human Resources Division has identified its high-risk employees. If additional employees provide notice of their high-risk status, they will be added to our list.
2. The Human Resources Division will permit high-risk employees to seek accommodation.
3. Requests for accommodation shall be made directly to the Chief Human Resources Officer.
4. The Human Resources Division estimates having 3-5 high-risk employees.

Protecting High-Risk Employees

1. The Human Resources Division provides remote work to temporarily accommodate employees in the high-risk category.

2. If remote work becomes unfeasible, the Chief Human Resources Officer will engage in the interactive process with the high-risk employee to determine alternate accommodations.

C. Physical Distancing

Telework Options

The Human Resources Division seeks to provide the ability for all staff to telework as needed. From June 1, 2020 through the summer, the majority of staff in the Division will be teleworking one week and working on-site the following week. Some staff will be almost completely teleworking. Some staff are limited in their ability to telework due to deadlines and security of information.

All supervisors will provide teleworking employees with sufficient direction about work needed to be completed each day. Teleworking employees will be responsible for completing all assigned work timely and responding to email and phone calls throughout the workday.

The Human Resources Division worked with ITS to pilot the Virtual Desktop Interface program for 5 employees and has VPN access for the remainder of employees. The Human Resources Division will procure additional equipment to assist staff in being able to telework successfully.

The Human Resources Division has 31 employees that will telework on a periodic basis.

Scheduling Adjustments

The Human Resources Division staff will continue on a Monday-Friday 8-hour per day work schedule.

Workstation Adjustments

The Human Resources Division has relocated employees to workstations that are a minimum of six feet apart.

Other Physical Distancing Strategies

1. The Human Resources Division restricts access to all common areas as follows:
 - a. Lobby – 2 people
 - b. Health & Wellness Lobby – 1 person
 - c. Sequoia Room – 10 people
 - d. Sierra Room – 4 people
 - e. Tahoe Room – 4 people
 - f. Work Room – 1 person
 - g. Break Room – 2 people
 - h. Health & Wellness Break Room – 1 person
 - i. Health & Wellness Kitchen – 1 person
2. The Human Resources Division shall conduct all meetings virtually through the Microsoft Teams platform to ensure complete physical distancing is practiced.
3. All large gatherings are postponed until September 1, 2020. The Human Resources Division will begin planning for virtual gatherings following that date.
4. The Human Resources Division encourages all staff to refrain from congregating in open areas at

all times. All non-essential travel and non-essential visits are restricted for the foreseeable future. Staff have staggered rest and meal breaks to avoid group outings. Staff are permitted to eat at their workstations.

D. Additional Measures to Limit Exposure to the Public

1. The Human Resources Division makes all attempts to have appointment-only or virtual visits to its worksite. Information will be provided to all health plan members and employees, and posted on the Human Resources web pages.
2. In-person visitors are required to follow common area restrictions and wear face coverings at all times.

E. Ensuring a Clean and Hygienic Work Environment

1. All common areas will be sanitized at the beginning and end of each day and after any significant use by staff or members of the public.
2. The Human Resources Division ordered additional cleaning products to supplement our existing stock. We will continue to ensure that the Division has adequate supplies to maintain the cleanliness of our facility.
3. The Human Resources Division has an adequate supply of sanitizer and soap to ensure staff are able to regularly wash/sanitize their hands.
4. All staff are provided disinfectant supplies to clean their workstations and will be provided sufficient work time to do so. Each Friday all staff working on site will perform a thorough cleaning of the office area.
5. Hand sanitizer is available to members of the public at the front counter and in all common areas.
6. Employees are permitted to wear their own work appropriate face coverings, and if needed, face coverings will be provided to them. Face coverings will be provided by building security to members of the public.
7. All members of the public must wear face coverings at all times and will be escorted out of the building if they do not comply.

F. Training and Communication of Managers/Supervisors/Employees

1. The Human Resources Division provided all employees with a copy of its Worksite Specific Plan and the *Guidelines for Safely Returning Kern County to Work*. We discussed these documents at an all-hands call.
2. The Human Resources Division communicated the County's goals in protecting employees and the public from infection to all managers and supervisors.
3. Supervisors were told that all symptomatic employees must immediately be isolated from other staff and members of the public. These employees are provided information regarding available COVID-19 testing and sent home to self-isolate until they have been cleared by a physician to return to duty.
4. Staff inquiries about the Human Resources Division implementation of the Worksite Specific Plan shall be made to the Chief Human Resources Office as soon as practicable.