

Worksite Specific Plan Template

Department: Information Technology Services

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Worksite Location(s): ITS Building – 4175 Mount Vernon Ave., Bakersfield, CA 93306

A. Individual Control Measures and Screening

Temperature and/or Symptom Screening

For staff primarily assigned to the ITS building - ITS has purchased two (2) Infrared Digital Non-Contact Thermometer Guns to be used for temperature screening. The entrance to the building will be restricted to the front entryway into the lobby area. A staff member, wearing appropriate PPE, will be assigned to conduct the screening as employees arrive to start their shift. If the employee presents with a temperature within the acceptable range, they will be able to proceed to their designated workstation. If the employee presents a temperature outside the acceptable range (100.4 or greater), they will not be allowed entry and required to return home for self-isolation.

For staff primarily assigned to other departmental locations – ITS will work with the departments to verify they have temperature screening processes in place as part of their worksite plan. If so, we will coordinate with those departments to have ITS staff screened prior to reporting to their work area at those locations. If the departments chooses not to perform temperature screening, then ITS staff will report to the ITS building for screening prior to being dispatched to those departmental locations.

Face Coverings

For staff primarily assigned to the ITS building - ITS has currently procured a sufficient amount of disposable face coverings to provide to staff as they report to the worksite and will be offered to staff for use. As supplies diminish, we will continue efforts to procure in order to maintain an adequate supply. With the current situation, replenishing supplies is a concern, so if supplies become low and we are unable to procure more, we will notify staff and request they return to a remote work status. However, due to the layout of the ITS building, staff will be able to maintain the minimal physical distancing requirements while at the worksite. Therefore, face coverings will always be recommended, but not be required, as long as staff can maintain the 6-foot distance requirement.

For staff primarily assigned to other departmental locations – we will inform and supply staff with face coverings that report to other departmental worksites. Face coverings will be **required** for these staff member(s), unless after a worksite risk assessment has been complete, does not conflict with the respected departmental worksite plan, and the minimal physical distancing can be maintained, then face coverings will become optional but highly recommended.

B. Protecting High-Risk Employees

Identifying High-Risk Employees

- ITS has identified employees age 65 or older by notification from County HR
- ITS has identified employees that may have chronic health conditions or compromised immune systems by self-reporting from staff. If staff reported they, or a member of their household, had either condition, they were classified as high-risk category.
- All ITS staff have been informed to notify their respective supervisor, manager and/or internal HR POC to request accommodation if they believe there has been a change in their status, or a family member's, that now has become high-risk
- Currently, ITS has 8 staff that have been identified as high-risk.

Protecting High-Risk Employees

- All identified high-risk employees have and will continue to provide services through remote work.

C. Physical Distancing

Telework Options

- Currently, 82% of all ITS staff that provide essential services, do so through telework. This includes those identified as high-risk
- Supervisors/Managers have a daily cadence call with staff to verify and monitor the work and services being completed by telework staff. Additionally, they are monitoring the service desk ticketing system to ensure all service requests are being addressed in a timely manner.
- Currently, the only identified limitation that prevents additional telework is the service requests that require a physical presence to resolve and/or address.
- Currently, ITS has approx. 62 telework staff members

Scheduling Adjustments

- ITS has not had a need to adjust or stagger shifts, due to the limited staff that report to the worksite.
- As described above, only 18% of the staff are needed to be onsite, and our worksite(s) can maintain the proper distancing and protocols to minimize exposure risk.

Workstation Adjustments

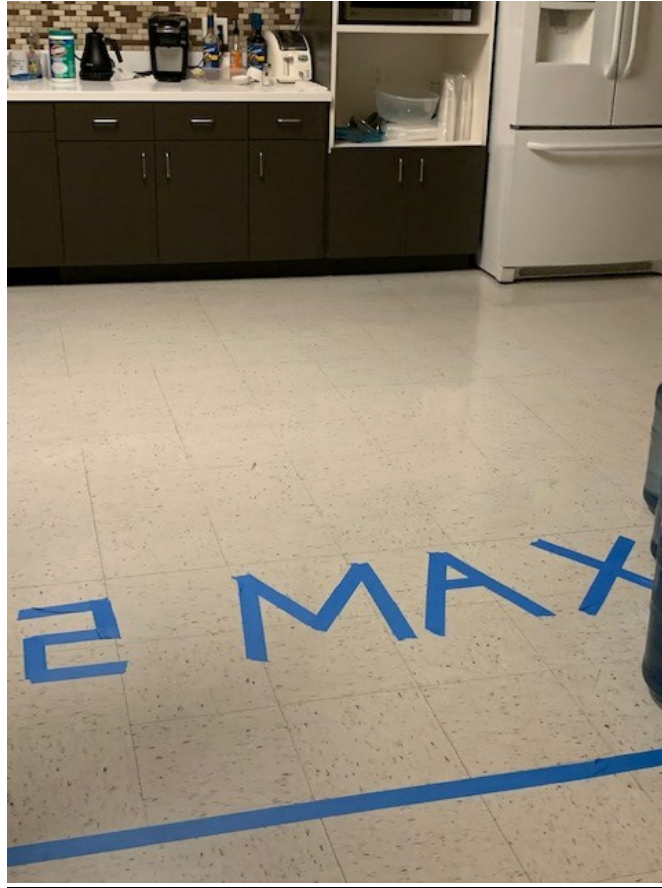
- The majority, if not all, workstations at ITS have been measured, and meet or exceed the minimum 6 feet distancing requirement.
- If any workstation is identified as being less than 6 feet, that workstation will either not be utilized and/or be relocated to meet the necessary requirement.

Other Physical Distancing Strategies

- ITS has placed signs and/or barriers to restrict the common areas. The breakroom has been rearranged to only allow a single individual to smaller tables, only 2 individuals for tables that are long enough to accommodate physical distancing, and the tables have been reduced to allow for appropriate distancing between occupants.



- The common kitchen area has been restricted to allow only 2 occupants at a time; this also accommodates the need distancing.



- Signage has been placed into the restrooms limiting occupancy to accommodate the needed distancing.
- All departmental in-person meetings and/or gatherings have been postponed. All meetings are now conducted using MS Teams teleconferencing solution.
- All hallways and passageways have directional cues to direct the flow of traffic to maintain appropriate distancing.



- All entry into the building is directed to single point, with all exits directed away from the entrance.



- ITS has no elevators and/or stairways that are used within the worksite
- Breaks have/will be staggered to allow minimal occupancy to common areas.
- All travel has been minimized by utilizing remote service delivery, when possible. If travel is required for service requests, only 1 staff member will be dispatched to the location and they will be required to wear appropriate PPE, as needed.
- Collaboration and work product is passed and/or shared virtually using electronic workflows and tools; i.e. MS Office 365 collaboration suite, email, BMC Footprints ticketing system, etc.

D. Additional Measures to Limit Exposure to the Public

- The ITS building is not accessible to the general public. Entry gates, doors and other ingress points are controlled and require electronic access.
- Public access is restricted, and deliveries are monitored and completed using non-contact methods.
- Signage to the entry of the building states face coverings are required.

- No areas have been identified that could not adequately accommodate physical distancing; however, if any area is identified then either the area would be blocked from traffic or available PPE would be required for occupancy or passage.

E. Ensuring a Clean and Hygienic Work Environment

- Adequate cleaning supplies have been procured and are onsite for use; this would include spray disinfectant, disinfectant wipes, hand sanitizer, etc. Those supplies will be monitored and replenished as needed.
- Staff have been directed to clean/disinfect both their work areas and common areas on a regular basis and/or as they utilize those areas/facilities, and staff have been given adequate time to do so.



- Hand sanitizer, soap, disinfectant/cleaner are available and accessible for staff use.
- Since the building access is restricted, the need for hand sanitizer available to the public is minimal. However, we will have a dispenser in the front lobby area, when needed.
- Staff will have access to disposable face coverings while onsite. They will be allowed to bring their own face covering, if it is cloth and washable. No bandana type face coverings will be allowed.
- Members of the public will not be allowed in the building without face covering. Disposable face coverings will be available, if needed.

F. Training and Communication of Managers/Supervisors/Employees

- We have provided staff a copy of the County's Guidelines for Safely Returning Kern County to Work.
- On May 14, 2020 ITS held an "All Hands" teleconferencing meeting on return to work guidelines. The specifics of the ITS Worksite Specific Plan was presented and discussed to ensure all staff were aware of the guidelines and protocols put in place by the plan. Furthermore, the staff was instructed to take any concerns or possible deficiencies in the plan to their supervisor, manager or departmental HR POC.
- Additionally, on May 14, 2020 ITS held a teleconference meeting with all supervisors and managers. The guidelines for handling sick workers and possible reporting of worksite exposures were presented and discussed. They were instructed on the proper procedures about investigating a possible worksite exposure, and the sensitivities around that investigation. Additionally, they were informed on the procedure to isolate and send home any employee exhibiting symptoms of COVID-19.