

Worksite Specific Plan

Organization: KCERA

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Worksite Location(s): 11125 River Run Blvd.

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

KCERA will ask staff to self-screen before coming into work place. Also, KCERA has made available multiple contactless thermometers that will be placed at the main entrances for staff. PPE will be made available while using KCERA equipment. Cleaning supplies will be located with the thermometers to cleanse in between uses. The employee will check their own temperature at home to verify on a daily basis that their temperature does not equal or exceed 100.4 degrees. Anytime their temperature is above 100.3 degrees they will leave the building and will immediately report to their condition to a supervisor.

Interactions with the public will take place on an appointment basis only. The member of the public will confirm that they do not have a temperature any time in last 72 hours before the appointment. KCERA will also make available a thermometer if the member of the public would like to check their temperature.

Anytime an employee or member of the public exhibit a temperature above the aforementioned threshold while in the building one or more of the following actions will take place:

- The supervisor will communicate to departmental COVID-19 response staff and/or management.
- COVID-19 response staff will determine who would need to be notified of the potential infection.
- COVID-19 response staff will also clean any areas the person was in contact with.
- Will also suggest the person be tested.

Once the person has been free of fever for 72 hours without medication they may return to the office. As an alternative, if the employee or member of the public is tested for active infection and return a negative result they may then return to the office, as long as they are below the fever threshold.

Describe in detail how will your Department implement temperature and/or symptom screening at each worksite, including the procedure for responding to a symptomatic employee or member of the public who is already onsite. If you have decided not to screen for temperature and/or symptoms, provide a full explanation behind your decision and any additional measures you will take in lieu of screening.

Face Coverings

KCERA will provide staff with multiple washable cloth face covering for use while in the office. KCERA will also have disposable face coverings for use by the public entering the building. Face coverings will be required to be worn anytime staff leave their desk/office. Staff will be allowed to wear face covering while at their desk if they prefer.

Describe in detail how your Department will require, permit, and provide face coverings at each worksite. Include any concerns you have regarding your Department's ability to maintain sufficient supplies of face coverings.

B. Protecting High-Risk Employees

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

Identifying High-Risk Employees

1. How has the department adequately assessed which of their employee population is potentially high-risk? KCERA has sent out a questionnaire to ascertain whether any staff fit the high-risk category.
2. While maintaining confidentiality and privacy, has the department provided an opportunity for employees to request accommodation if they or a member of their household is high-risk? KCERA has sent out a questionnaire to ascertain whether any staff need accommodation for themselves or a member of their household.
3. Does the department have procedures in place to allow employees to request accommodation if they believe there has been a change in status if they or a member of their household becomes high-risk? Yes, it has been relayed to staff to request accommodation at any time it is needed or a situation has changed.
4. Include an estimate of the total number of high-risk employees. KCERA estimates to have four to five high-risk employees.

Protecting High-Risk Employees

1. What has the department offered to accommodate high-risk employees? KCERA has continued to offer remote work for all employees.
2. When accommodation has not been made, describe the process used to resolve the lack of accommodation. N/A

C. Physical Distancing

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

Telework Options

1. What telework arrangements (including for high-risk employees) has your Department implemented? KCERA has arranged for staff to continue to telework. We are also offering on a volunteer basis the ability to return to the office. The initial plan is to only allow a certain number of staff in the office to be able to maintain appropriate social distancing.

2. What process has been put in place to ensure supervisors are educated on monitoring work and ensuring engagement for teleworkers? *KCERA requires supervisor to have weekly mandatory staff meetings. In addition to mandatory weekly staff meetings, supervisors are encouraged to have daily interactions (phone call, email, text, Zoom, etc.).*
3. What limitations are in place that prevent additional telework? *N/A*
4. What has your Department done to engage with ITS for creative solutions (e.g. for remote system access, video-conferencing meetings, access to work phones, etc)? *KCERA as a separate entity has its own IT staff. IT staff have provided all of the above continuity of operations.*
5. Please include an estimate of the number of employees with telework arrangements. *KCERA has given all staff the ability to telework.*

Scheduling Adjustments

1. What has your Department done to reduce the number of staff on-site at any given time (i.e., staggered shifts, flexible schedules, etc.)? *KCERA has implemented staggered shifts to reduce the number of staff on-site at any given time. At this time the staffing model is being utilized for staff that would rather work at the office on a volunteer basis. The staggered shifts have a portion of staff working at the office from 8:00 – 12:00, then the other portion working from 1:00 – 5:00 at the office. When not working in the office staff are teleworking.*
2. Please include the number of employees who have altered schedules/shifts. *KCERA is a 8:00 – 5:00 entity and currently all staff are working normal schedules.*

Workstation Adjustments

1. Describe how employee workstations are ensured to meet 6 feet distancing at all times? *Employees are sitting in every other work station to accommodate the 6 foot distance. Also the use of staggered shifts make it easier to meet the 6 foot mark.*
2. If 6 feet of distancing is not possible at all times, what steps is your Department taking to ensure proper physical distancing? *While moving around the office KCERA has setup a traffic pattern to help ensure proper physical distancing.*

Other Physical Distancing Strategies

1. What has your Department done to restrict/limit access to common areas (i.e., break rooms, lunch rooms, etc.)? *KCERA has closed its breakroom, requiring employees to take their break either at their desk or outside. The lunch room is closed for food prep, but open for hand washing.*
2. What has your Department done to ensure meetings meet 6 feet distancing requirements? *KCERA will continue to utilize video meetings. In the event a person to person meeting occurs, staff are to sit six feet apart. If there are too many staff to accommodate the distance requirements then the meeting will switch to a video meeting.*

3. What large gatherings has your Department temporarily postponed and the steps your Department is taking to hold those virtually in the future? *KCERA continues to hold all staff meetings and Board of Retirement meetings virtually.*
4. What steps has your Department done with respect to the following?
 - a. Establish directional hallways and passageways for foot traffic; *KCERA has established directional hallways and passageways.*
 - b. Designate separate routes for entry and exit into office spaces; *In conjunction with the directional hallways KCERA has provided for entry and exit of office spaces.*
 - c. Limit the number of individuals riding in an elevator; *N/A*
 - d. Staggering employee breaks; *KCERA will continue to stagger breaks.*
 - e. Discontinue non-essential travel; *KCERA is currently not participating in non-essential travel.*
 - f. Direct guests to meeting rooms to avoid congregation in lobbies; *Currently the KCERA office is closed to the public. Access is only provided for through appointments only.*
 - g. Utilize virtual tools or bulletin boards to hand-off information between staff. *KCERA staff utilize our network and email for information handoff.*

D. Additional Measures to Limit Exposure to the Public

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

1. What measures has your Department taken to reduce public access to your facilities? *Currently the KCERA office is closed to the public. Access is only provided for through appointments only.*
2. If public access cannot be reduced, what processes has your Department implemented to maintain adequate physical distancing both among members of the public and between the public and employees? *N/A*
3. What limitations are there to enforcing adequate physical distancing at this worksite? How will these limitations be addressed? *Hallways leading to the exits and restrooms are narrower than six feet. We are directing staff to allow for passage of other staff members in these hallways by stopping and returning to a space where they can easily pass each other safely. As mentioned earlier as staff are moving around the office they will be required to wear face coverings.*

E. Ensuring a Clean and Hygienic Work Environment

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

1. What is your Department's plan for maintaining cleanliness in the worksite? *KCERA has a cleaning crew that come three days a week. This crew has also added additional procedures while cleaning: Our janitorial team is using enhanced techniques to clean all common areas every night, including "hot spots": handles at entries and doors,*

pushbuttons, light switches, toilet seats, countertops & railings. They are using FDA approved sanitizing and disinfecting products for this purpose. Lastly, they are taking steps to ensure the welfare of their employees, instructing them to stay home if they feel ill, consult their healthcare providers and be vigilant about frequent hand washing.

In addition KCERA is also supplying staff with cleaning sprays and wipes for any common areas and personal space.

2. Describe the adequacy of your Department's cleaning supplies, including those that have been procured for employees reporting to the worksite? *The supplies we have been able to procure meet the CDC guidelines for cleaning products. As these products become available KCERA will stock up. If we are unable to find the products we will close the office and telework.*
3. Do employees have access to necessary products for sanitization (i.e. hand sanitizer, soap)? Are employees allowed extra time for handwashing? *KCERA currently has the products for proper sanitation and employees have the additional time needed for handwashing. If we are unable to find the products we will close the office and telework.*
4. Have employees been supplied with disinfectant/cleaner for their workstations? Have employees been given extra time to disinfect/clean their workstation at the start and end of their shift and as needed? *KCERA currently has the products for proper sanitation of employee workspaces. If we are unable to find the products we will close the office and telework.*
5. Has hand sanitizer been made available to members of the public? *Yes, all public spaces have hand sanitizer for public use.*
6. Have employees been asked to bring their own face coverings or have disposable face coverings been provided to employees? *Washable face coverings will be provided to employees working in the office.*
7. Will members of the public be refused entry without a face covering or will disposable face coverings be made available to visitors? *KCERA will make it mandatory for the public to wear face coverings while in the building. If they do not have one a disposable face covering will be provided.*

F. Training and Communication of Managers/Supervisors/Employees

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

1. What is your Department's plan to communicate and train all staff on your Worksite Specific Plan and the *Guidelines for Safely Returning Kern County to Work*? *KCERA will post the information, email to all staff, and be covered in an all-staff video meeting.*
2. How have you communicated the County's goals in protecting employees and the public from infection to managers and supervisors? *KCERA has weekly management/supervisor meetings where the goals and guidelines are shared and discussed.*
3. How have you trained supervisors to isolate and send home any employees exhibiting symptoms of COVID-19? *KCERA provides safety meetings that will cover all COVID-19 protocol.*

4. Have all staff been provided with the *Guidelines for Safely Returning Kern County to Work*? Have these guidelines been discussed within the department? [Yes](#)
5. What is your Department's process for receiving employee inquiries about deficiencies in the implementation of your Worksite Specific Plan? [KCERA has made available the Executive Director, Assistant Executive Director and all of management to receive inquiries about deficiencies in the Worksite Specific Plan.](#)