



Kern County Probation Department Return to Work Plan

The following information represents the guidelines for safely returning to the department's worksites. Every employee has a role to play in reducing the spread of COVID-19. Each site is responsible for development of site-specific risk assessments, staffing plans and coordination. This return to work plan was created by incorporating the County of Kern guidelines for safely returning to work and the California Department of Public Health and Cal/OSHA (<https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf>).

Implementation

Probation Division Directors (PDD) are responsible for the implementation, oversight, and evaluation of universal and site-specific plans. For locations where a PDD is not on-site, the PDD will appoint a specific staff member to be responsible for plan implementation. All staff will receive a copy of this plan and individual site plans and will be required to sign an acknowledgement. The Universal Plan and Site Plans will be evaluated on an on-going basis in response to staff's suggestions, County Public Health and/or Centers for Disease Control and Prevention (CDC) guidelines. Conditions may arise that will require adaptation and we will need to respond as the situation changes. We will stay prepared to alter and adapt our plan as needed.

Screening Process

Members of the public entering Probation Department buildings including vendors will be subject to a health symptom screening assessment (provided on the last page of this document) and submit to a temperature check with department provided touchless thermometers. Additionally, all persons will wear a face covering inside department buildings or be denied entry. Department employees will be provided with cloth face coverings and have access to other mask/face coverings (disposable surgical masks, KN95, N95) based upon necessity and work detail. Department employees will self-screen for health prior to coming to work, submit to a daily temperature check upon arrival at work, and will stay home if sick.

Each Site will:

- Identify one entrance for the public;
- Stagger work start times for employees when appropriate;
- Disallow entrance for anyone exhibiting temperature of 100.4 or higher until the person remains fever free for 72 hours without medication;
- Refer visitors who are denied entry because of a high fever to Public Health;
- Create a designated temperature station with a sign-off sheet, for employees to self-check in daily; and
- Provide disposable face coverings if a member of the public or employee does not have their own.

Sick Employees

Sick employees or those who appear to have symptoms related to COVID-19 (i.e., fever, cough, shortness of breath) are required to stay home. Supervisors should ask those calling in sick whether they are experiencing such symptoms and also request they stay home.

Sick employees can obtain testing information and guidance through their physician or find information about available testing sites for COVID-19 [here](#).

Employees sick with symptoms related to COVID-19 should follow [CDC-recommended steps for self-isolation](#). Employees should not return to work until meeting the criteria to discontinue home isolation, in consultation with their physician and state and local health departments. Employees should expect the period of home isolation to last for 14 days or more. Employees are required to obtain a physician's clearance prior to returning to work.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC-recommended precautions for self-quarantine](#).

Sick employees or employees with sick family members may have access to paid sick leave under the Families First Coronavirus Response Act, additional paid sick leave for Emergency Responders and Health Care Workers, individual paid sick leave balances, and the paid sick leave borrowing program. Information about specific leave entitlements can be found [here](#).

Kern County Public Health Services COVID-19 Call Center: (661) 321-3000
Available M-F 8:00am - 5:00pm | Sat & Sun 10:00am - 4:00pm

Worksite Exposures

The Department of Public Health Services will notify the Chief Probation Officer of positive COVID-19 results. Conversely, if an employee reports a COVID-19 infection, the department must notify the Department of Public Health Services immediately. The discovery of any employee who reports a positive test for COVID-19 shall be reported to the Division Director through the chain of command. The Division Director will appoint a Probation Supervisor or Deputy Probation Officer III to immediately investigate and identify where and how workers might have been exposed to COVID-19. This investigation is meant to provide pertinent information to Public Health, if contacted by them. A memo will then be submitted to the Division Director.

This investigation will include the identification of close contacts as defined by the CDC (within six feet for 10 minutes or more) of an infected employee. The Department shall identify and report these close contacts of an infected employee to the Department of Public Health Services.

If requested by public health authorities, Division Directors will inform close contacts of the exposure to COVID-19 and take steps to isolate COVID-19 positive employee(s) and close contacts. The Department

shall take steps to maintain confidentiality as required by the Americans with Disabilities Act. Exposed employees will have the use of available paid leave upon request.

Division Directors or designees should work directly with the Department of Public Health to provide all information relevant to the exposure to assist with its investigation. Employees shall follow the directions of the local public health officials regarding their own exposure. The department shall take immediate steps to disinfect all affected workspaces and common areas by using provided disinfecting supplies.

Any workplace exposure considered to be a Workers Compensation event will be immediately reported to Senior HR Specialist, Anne Benson, at (661) 868-4138, for further guidance. Additionally, the usual workplace injury forms will be required for processing and delivery to County Risk Management.

High Risk Employees

Employees of the department who fall into the high-risk category are employees age 65 or older, those with chronic health conditions or have compromised immune systems. Division Directors will proactively and where possible identify such members of the department within their Divisions and explore possible accommodations listed below. The Division Director will document efforts to provide accommodations by documenting the review and placing it in employees' supervisor file. Employees who meet the criteria, if approved, may be eligible for a temporary work accommodation which may include:

- Remote work;
- Approve alternate work schedules;
- Separated workstations or offices;
- Non-community contact work assignments; and/or
- Personal protective equipment.

It should be noted that, depending on work assignment and duties associated, it is possible not all high-risk staff can be afforded accommodations. In those instances, staff in the high-risk category are encouraged to communicate with their personal healthcare provider.

Worksite Mitigation

Federal, state, and local public health officials determined physical distancing to be a key factor in reducing the spread of COVID-19. This principle translates to several considerations to limit the congregation of persons in the workplace. All Divisions and units are required to adhere to the following guidelines when creating individual return to work plans.

All worksites are required to create a staffing integration plan with the guiding principle of reducing the number of employees in the office during any given time. Staff are expected to be phased in and when staff are not in the office, supervisors are expected to provide guidelines to ensure staff can accomplish duties from home.

Division Directors are asked to use scheduling as an additional means to reduce the number of staff in the office. Consideration should be given to alternate schedules where feasible to balance public protection and division goals. Special consideration should be made to stagger shift start times, break times and lunch times to prevent congregating staff.

Division Directors will evaluate workstations and common areas at their worksites. Occupied workstations will be at least six feet apart. If workstations are static and unmovable, limit the number of occupied workstations on a given day to allow greater physical distancing or consider ordering protective dividers. Division Directors will evaluate breakrooms for limited access to allow for physical distancing and ensure that these areas are frequently cleaned and sanitized.

In-person Division and unit meetings should be limited at this time. Instead all meetings will be conducted by Microsoft Teams when available. Nonessential gatherings are postponed until further notice. Department sponsored travel for training is not allowed unless approved by the Deputy Chief Probation Officer.

Division Directors will establish maximum lobby capacity to accomplish physical distancing. Signage advising such will be made available.

Public Exposure and Access

Limiting interactions between employees is one factor in continuing physical distancing practices. Division Directors will employ strategies to continue to limit employee exposure with the public as well. Taking steps to create physical separation with members of the public and the provision of additional precautionary measures for employees include the following:

Division Directors will assess all publicly accessible spaces in their divisions for physical distancing. Signage including decals will be made available to alert the public to distancing and face covering requirements.

Division Directors will evaluate all in-person client interactions for technology solutions. The department has developed and tested the ability to teleconference through Microsoft Teams. When practical this method should substitute for face-to-face contact.

Division Directors will further develop methods to limit public contact by creating appointment only systems to further reduce office and lobby gatherings.

Cleaning and Disinfecting Worksites

Additional factors to limit the spread of COVID-19 and other contagions includes the observance of individual hygiene practices and the sanitization of workspaces. The department will make available, through the Juvenile Hall Warehouse, disinfectant spray and wipes (when available) to clean and sanitize personal workspaces and common areas. Division Directors will evaluate all current cleaning procedures and identify methods to ensure all areas are clean and sanitized. All staff will be directed to clean

personal worksites with provided supplies and will disinfect their workspace no less than twice daily at the beginning and end of each shift.

Appropriate cleaning and disinfecting protocols include:

1. Thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, handrails, etc.
2. Frequent disinfecting of commonly used surfaces including doorknobs, toilets, and handwashing areas.
3. Employees will clean and disinfect personal work areas often especially before and after shifts.
4. Employees will avoid sharing phones, other works supplies, or office equipment wherever possible and will never share PPE.
5. When items must be shared (e.g., copiers, fax machines, printers, telephones, etc.), employees will use provided hand sanitizer after the use of each shared item.

Employee Health Practices

All Probation Department Employees will follow healthy practices at work to avoid the spread of COVID-19 and other contagions. These include:

1. **Self-screening at Home** - Screen yourself for temperature and/or symptoms using [CDC guidelines](#).
2. **Stay at Home** - Staying at home when you have symptoms or have been diagnosed with COVID-19.
3. **Washing Hands** - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
4. **Avoid Touching Eyes, Nose and Mouth** - Avoid touching your eyes, nose, and mouth with unwashed hands.
5. **Covering Coughs and Sneezes** - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
6. **Physical Distancing** - Practice physical distancing at work and off work time by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

7. **Proper Use of Face Coverings** - Face coverings will be worn while on duty when 6-feet of distance from others cannot be maintained. They do not replace the need for physical distancing and frequent handwashing. Employees should wash or sanitize hands before and after using or adjusting face coverings. Face coverings should be washed after each shift.

PRE-SCREENING QUESTIONS:

Have you, or anyone in your home tested positive for COVID-19 in the past 14 days?

In the past 14 days have you, or anyone in your home had any of the following symptoms?
Fever, Cough, Shortness of breath.

Have you, or anyone in your home had close contact with a person who tested positive for COVID-19 with a laboratory confirmed testing within the past 14 days?

If someone answers “yes” to any of these questions, the officer will terminate the face to face contact and notify the supervisor.

Kern County Probation Department
Universal Return to Work Plan
Addendum #1

On June 18, 2020, the California Department of Public Health issued updated guidance for the use of face coverings. The new guidance states, in part, "Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or pre-symptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing."

This addendum is at the interpretation and guidance of County Human Resources, and in effect immediately replaces previous face covering guidance.

The public, including probation clients, contractors, visitors, or vendors shall not enter any Probation Department building without wearing a face covering and are required to wear face coverings while conducting business with department personnel. Disposable masks will be provided to members of the public who do not have their own face coverings.

Face coverings shall be worn by Probation staff:

- In all interactions with the public including off site interactions;
- While working in any space visited by members of the public, regardless of whether anyone from the public is present at the time or if there are existing physical barriers;
- While working in any space where food is prepared or distributed to others;
- While working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities, to include walking from parking lots to worksites;
- While transporting anyone in a Probation Department Vehicle;
- While outdoors in public spaces when maintaining a physical distance of 6 feet is not feasible.

Department personnel may choose to not wear face coverings while alone in their office or in their cubicles provided the 6 foot physical distance is feasible. When physical distancing is not feasible in work areas, personnel shall wear face coverings.

Persons exempted from wearing face coverings due to medical conditions should wear non-restrictive alternatives, such as a face shield with a drape on the bottom edge, as long as their condition permits.