

Worksite Specific Plan

Department: Sheriff's Office

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Worksite Location(s): Sheriff's Facilities. See attachment A.

The Sheriff's Office has designated an Incident Commander for COVID-19 response that is responsible for ensuring procedures, protocols and trainings that are implemented are in line with CDC and Public Health guidelines and updates. The incident commander is also responsible for procuring COVID-19 related supplies and equipment and monitoring department inventory.

The department has established worksite specific plans to re-open worksite locations that were temporarily closed due to the declared health emergency related to COVID-19. The purpose of this document is to provide consistent guidelines in order to prevent possible transmission of the virus among employees or with the public. These worksite plans are made in conjunction with County Human Resources and County Risk Management and are subject to modification as guidelines change. Precautionary measures may vary given the unique conditions of department services, workforce, and workplaces.

Recommended Steps for Risk Assessment:

1. Identify High-Risk employees that may need accommodation (over age 60 or underlying medical conditions).

County HR has provided a list of employees that fall in the high-risk category based on age. Staff with underlying health conditions or compromised immune systems communicated concerns with their supervisor. Supervisors/Department HR have reviewed the Families First Coronavirus Response Act (FFCRA) leave policies with all employees and provided information about available employee assistance services.

2. Identify tasks/activities that must be performed in-office and those that may be performed remotely (i.e. via telephone, email, or virtual meetings).

Due to the sensitive nature of the workload of the department, line staff duties are restricted to on-site completion and monitoring. Use of law enforcement databases must be done in accordance to DOJ guidelines. Personnel matters related to confidential information must be take care of on site. As much as possible, the department has implemented procedures to receive documents via e-mail and to conference via virtual means.

3. Identify critically necessary public interaction and public access.

The following areas require public interaction and public access:

Personnel – background processes including receipt of forms, interviews, prior employment file reviews, hiring and risk management.

Training – testing for academy participants.

Support Services – Receive and file paperwork for court proceedings, collect fees and documents, execute evictions, receipt and coordination of fleet vehicles, supporting department technology needs at all Sheriff work sites, release of reports and information requiring in-person verification of identity, Live Scan fingerprinting, processing license and permit requests.

Coroner and Public Administrator – Contact with next of kin for notification and review of estates and property, obtain signatures on official forms, release of property and cadaver to funeral homes. Coroners respond to scene of death.

Patrol – Calls for service requiring immediate response, transport of suspect to jails, booking individuals into custody, serve warrants.

Substations – Release reports, monitor public areas and address citizen matters.

Investigations – Respond to crime scenes, interview victims, suspects and witnesses. Contact informants for specialized investigations. Serve warrants.

Courts - Sworn personnel provide court security on-site and interact with the public to maintain order. Support staff monitor court access via video monitoring and provide customer service.

Detentions – assist with booking and release processes, monitor lobby and waiting areas, assist attorneys and the visiting public on site.

4. Assess the workplace for proper physical distancing of employees and the public (6 feet distance between individuals at all times).

Supervisors/Managers have evaluated worksites to meet the guidelines for physical distancing. Adjustments have been made where able. Employees are encouraged to discuss any concerns with their supervisor. Lobbies will have social distancing signs and place markers to identify waiting areas and seating restrictions. The department will re-open to the public as worksites receive and post appropriate signage.

5. Assess needs for supplies related to personal protective equipment (PPE), sanitization, disinfection, symptom monitoring, and physical distancing (may include providing employees with adequate soap/hand sanitizer, providing disposable facemasks, purchasing contactless thermometers for each worksite, adequate cleaning supplies for employees' workstations and common areas, signage or markers for physical distancing).

As previously stated, the Incident Commander is tasked with keeping an ongoing record of COVID-19 related supplies and equipment. Procurement of additional supplies is an on-going function. Specialized equipment for disinfecting enclosed spaces is being procured and free disinfectant spraying services for fleet vehicles is available.

The department will utilize safety officers at each work site to monitor on hand supplies for PPE, social distancing signage, sanitization and cleaning, and hygiene (hand soap, hand sanitizer, facial tissue, etc.)

6. Educate managers and supervisors on COVID-19 symptoms and their key role in keeping employees and the public safe from potential exposure.

The department utilizes SheriffNet (internal SharePoint) to post updates to COVID-19 protocols and procedures as guidelines evolve. Content is monitored by the Incident Commander for adherence to CDC and PH guidelines. Safety bulletins related to a safe and healthy workplace are posted. Included is information on symptoms related to COVID-19 and links to CDC and PH. In addition, guidelines for staff returning following illness (any illness) are posted for review. Employees are notified via e-mail when information is posted, and mandated training bulletins are confirmed with supervisors.

The department has a designated Risk Management/Return to Work Coordinator and is available to discuss employee situations as needed with line staff and supervisors.

A. Individual Control Measures and Screening

Temperature and/or Symptom Screening Temperature and symptom screening procedures are in place at detentions facilities and training facilities. Prior to being granted access to work sites, individuals are subject to temperature check at the designated entrance point. If a person has a fever of 100.4 or higher, they are denied access and sent home. Staff are advised to monitor symptoms and seek medical attention if symptoms worsen. If the employee suspects they have been exposed to COVID-19, they are to seek medical attention and screening as soon as possible. Staff are provided a list of testing sites, including free testing and testing sites for work related claims.

Facilities that are not equipped to provide temperature screening are strongly recommending staff conduct self-monitoring, including temperature checks. Staff are advised to stay home if they are ill. The department March Safety Bulletin provides guidelines for a safe and healthy work environment. See Attachment B.

If an employee presents with symptoms of illness, they are immediately isolated and screened by supervisory staff. (Guidelines posted on SheriffNet.) Employees may be sent home and advised to use available accruals until symptomology improves and as needed, they have been treated and released by a medical professional.

Central Receiving Facility: A nursing station staffed with a CRF nurse is established outside the IRC door. Any person(s) entering CRF will be required to have their temperature taken PRIOR to entering. This includes but not limited to inmates, KCSO staff, and allied agency personnel.

If a temperature reading of over 100.4 degrees is detected, the person will be directed to wait outside the facility for five minutes. The temperature will be retaken at that time. If the temperature is still over 100.4 degrees, that person will not be allowed to enter CRF. If an arresting officer has a temperature of over 100.4 degrees after both checks, CRF will not be responsible for the inmate who has not gone through the booking process. That agency will be responsible for sending relief for the rejected officer to take custody of the inmate to proceed with the booking process.

Officers who contact and take into custody individual subjects who present with COVID-19 like symptoms or who declare they are positive for COVID-19, will take such individuals to Kern Medical for screening. Subjects will not be booked into CRF until screening results are confirmed to be negative. Employees will report potential exposure via chain of command and seek screening as appropriate.

Lerdo Facilities: A screening station with a Kern Medical nurse is established at the Lerdo Gate. Any person(s) entering Lerdo will be required to have their temperature taken PRIOR to entering. This includes but not limited to inmates, KCSO staff, and allied agency personnel. In-custody individuals will be screened by Kern Medical staff as part of the intake process.

If a temperature reading of over 100.4 degrees is detected, the person will be directed to wait outside the facility for five minutes. The temperature will be retaken at that time. If the temperature is still over 100.4 degrees, that person will not be allowed to enter the facility. Inmates showing signs of COVID-19 will be quarantined and monitored by Kern Medical staff.

Training Section: Screening is conducted at the designated entry by a regional training officer utilizing appropriate protective gear and contactless thermometers. If a person has a fever of 100.4 or higher, they are denied access and sent home. Staff are advised to monitor symptoms and seek medical attention if symptoms worsen. If the employee suspects they have been exposed to COVID-19, they are to seek medical attention and screening as soon as possible. Staff are provided a list of testing sites, including free testing and testing sites for work related claims.

Supervisors and staff are provided with protocols for a safe return to work. See Attachment C.

Face Coverings

The department has deployed cloth face masks to all work facilities meeting the following criteria as per CDC recommendations.

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

below instructions are provided to staff.

Instructions:

- ***Adjust wire at nose***
- ***Top elastic overhead***
- ***Bottom elastic behind neck or overhead***
- ***Elastics can be tightened with knot***
- ***Wash with hot water. Dry hot. Use detergent.***

Section Lieutenants and Managers are responsible for ensuring all their employees are issued a mask. On site safety officers can be contacted as well. Replenishment of face masks is coordinated via designated points of contact.

B. Protecting High-Risk Employees

Identifying High-Risk Employees

With the implementation of the Essential Staffing Only plan, the department followed County procedures to identify staff who fall into the potential high-risk category that included a review of age and staff with declared underlying health conditions. It is estimated that the department has approximately twenty employees who are be considered High-Risk.

Requests for accommodation are being addressed. Staff are to discuss their specific needs with their direct supervisor. The department offers remote work accommodations for high-risk staff as appropriate. If a supervisor is unable to provide accommodation or if the employee needs additional counseling regarding available leave and benefits, they are referred to the department risk management/return to work coordinator. Staff are counseled on COVID-19 related benefits such as EPSL, ERPSL, FFCRA and normal policies and procedures related to leave of absence. This also applies to situations where employees have household members who are considered high-risk.

Protecting High-Risk Employees

If supervisors can not accommodate staff in assignment, they will be referred to the department risk management/return to work coordinator to engage in the interactive process and discuss alternate work assignments, benefits, and leave options. Staff are provided PPE and training on the proper use and disposal of equipment.

C. Physical Distancing

Telework Options

The department has an internal Technology Services Section and has responded to needs for VPN access, hardware and guidance on video conferencing. As appropriate, the department is granting VPN access to allow staff the ability to

remote-in to desk top applications and conduct assigned work. Supervisors assign and approve work for those working remotely. The department has approximately 5 employees who are working remotely.

As the department returns to full services and public contact, staff will need to be present at the worksites to perform mandated duties. Confidential law enforcement databases should be accessed on site and confidential personnel matters should be handled on site as well.

Scheduling Adjustments

The department does have to maintain minimum staffing levels per shift to accomplish mandated functions. Upon a return to full staffing and services, the department will not be able to provide modified shifts outside of the established shiftwork requirements needed to maintain minimum staffing levels and complete mandated functions.

Workstation Adjustments

Supervisors will continue to evaluate workstations to ensure 6-feet distancing. Adjustments will be made where possible to allow for physical distancing. Staff are advised to remain in their assigned work location to abide by public health guidelines for physical distancing. When required, staff are to observe posted social distancing guidelines in other work areas and conduct business as quickly as possible and return to their workspace. PPE is available to all staff.

Other Physical Distancing Strategies

All non-essential gatherings are canceled. If a meeting is required, the department will utilize Microsoft Teams or other forms of telecommunication. Any necessary in-person meetings will be coordinated according to limitations for essential gatherings. Participants will be provided with site specific details to ensure physical distancing guidelines are adhered to. Signage regarding social distancing and restricted seating is available.

The department has suspended all (mandatory and elective) scheduled training. Training bulletins are distributed electronically and can be accessed remotely. Certain mandatory trainings that require in-person contact, such as defensive tactics, will be rescheduled at a later date. The department will monitor guidelines and implement training protocols as restrictions allow. All non-essential travel is cancelled.

Community events such as Crime Prevention outreach and non-profit program events related to the Sheriff's Activities League are suspended. The department will utilize social media and virtual outlets to communicate community safety guidance.

On site, the department has deployed signage regarding social distancing, foot traffic, and maximum occupancy where appropriate in accordance to social distancing guidelines. Staff are scheduled for breaks and meal periods. Access to work areas is restricted. Necessary interactions are scheduled when possible.

D. Additional Measures to Limit Exposure to the Public

Public access to work sites will continue to be controlled and monitored. Access is granted to those with legitimate business needs. Work units are moving toward appointment-based interactions limit the number of individuals on site. Notices advising the public to maintain social distance and adhere to public health guidelines are posted. Floor markers and seating restrictions will be placed in lobbies prior to resuming full services.

In jail facilities staff are assigned to monitor inmate behavior and facilitate inmate movement. At times staff will have to subdue combative or non-compliant inmates to ensure their safety and security and that of co-workers and inmates in the vicinity. The jail facilities are following CDC and PH guidelines for correction facilities. Visitation is suspended. Inmates and staff are monitored for signs of illness. Detentions operations are limited to mandated functions. Programs and classes are temporarily suspended. Staff are provided PPE and instructed on the proper use, care and disposal of equipment.

Regarding law enforcement operations, the department is responding to any life-threatening and/or emergency calls. It is impossible to limit exposure in life threatening situations. If a member of the public calls to report an incident that his not life-threatening and not in-progress, a phone report will be taken. When responding to calls, households will be screened to identify if anyone has COVID-19 symptoms so dispatch operators can alert staff to take proper precautions and to apply the proper level of PPE. The Public Health department provides a daily list to our Communications Center of addresses with known cases of COVID-19. Officers are provided training on the proper use and disposal of PPE.

E. Ensuring a Clean and Hygienic Work Environment

Supervisors are directing all staff to keep a clean workstation. High traffic common areas are cleaned by staff on a rotational schedule at least twice a day. The work sites have disinfectant wipes or sprays and disposable towels for use in cleaning. Unit supervisors ensure staff have access to cleaning supplies and protocols are followed. Workstations have hand sanitizer dispensers and staff have access to disinfectant spray. Hand sanitizer dispensers are available to the public in all lobbies. Staff are encouraged to wash or sanitize their hands after interacting with the public or as needed. Staff are allowed time to take care of hygiene and

sanitation needs throughout the day. If there is a need for deep cleaning or professional sanitization, the supervisor will coordinate with assigned maintenance staff and General Services as needed. Cleaning protocols will be re-evaluated for adequacy.

In addition, the department has coordinated with a local car dealer to have patrol vehicles receive BIOPELDGE anti-microbial protection treatment. This service is also available as a mobile service to respond to various work locations and conduct batch services. Other equipment purchases for disinfecting and sanitizing are in process for detentions and operations use.

The department has provided all staff with cloth face masks and we have a supply of replacement masks on hand. Staff can use homemade cloth face masks if they are in good condition and professional in appearance. The department strongly encourages the use of face coverings for the public and visitors. At this time the use of face masks is not mandated. Any member of the public or visitor will be denied access if they present with signs of illness. Currently the jail facilities remain closed for visitation, but department policies will be reviewed as guideless change.

F. Training and Communication of Managers/Supervisors/Employees

Protocols related to COVID-19 are posted on the internal SheriffNet, COVID-19 Protocol page. Information specific to law enforcement operations and detention facilities are disseminated to managers and supervisors and posted for reference. This page includes federal, state and county guidance as well as department policies. All department personnel have access to this page. The department return to work coordinator will communicate guidelines, training bulletins, safety bulletins and worksite specific plans to management and Safety Officers at each site. Mandated training bulletins are disseminated via e-mail and have established completion timelines and verification processes.

The department has issued training bulletins, safety guidelines and safe return to work protocols over the past two months in accordance to CDC and Public Health guidelines. Managers and supervisors are coordinating worksite needs via the department Risk Management coordinator. In addition, the department Incident Commander for COVID-19 Response records and distributes statistics and updated information daily. Links to various federal, state and local resources are included. See attachment D.

CDC and Pubic Health guidelines to identify symptomology have been distributed to all employees. Any supervisor that becomes aware of an employee exhibiting symptoms of COVID-19 will discreetly address the situation as soon as possible with consideration to their own health and safety.

Upon County review and concurrence, the department will disseminate the plan to our management team and via chain of command down to line staff.

Staff can discuss site specific concerns with supervisors for consideration. Staff can also contact the department Risk Management Coordinator at SheriffRM@kernsheriff.org .

The department is utilizing SheriffNet (SharePoint) to post COVID-19 related protocols, training and notices. See attachment D.1 and D.2

Most department personnel have been actively working through the declared emergency as essential personnel and have reviewed protocols, training bulletins and notices related to COVID-19. Staff returning to the worksite will receive and certify review of the following:

Training Bulletin: Issue 20-09 Novel Coronavirus Guidance (Attachment F)

Training Bulletin: Issue 20-20 COVID-19 Personal Protective Equipment (PPE) (Attachment G)

Safety Bulletin: April Issue Safe and Healthy Workplace (Attachment B)

Department Memo: Safe Return to Work (Attachment C)

The department will also distribute (via command and management staff) the attached Return to Work Precautions memo. (Attachment H)