

Worksite Specific Plan District Attorney

Department: District Attorney and Forensic Science Division

Contact(s): Scott Johnson, 1215 Truxtun Ave, 4th Floor, 868-2703, smjohnson@kernda.org

Worksite Location(s): All District Attorney's Offices

A. Individual Control Measures and Screening

Temperature and/or Symptom Screening

The District Attorney is working with Court Administration and Sheriff's Office to implement touchless temperature testing at all building access points. Additional information will be provided once approved by all parties. The process should include employees and public accessing all DA locations. Temperatures higher than CDC guideline levels will not be admitted to facilities. Employees will be provided with information on testing and self-isolation until their temperature is below the CDC guideline level for 72 hours.

Face Coverings

Face coverings are required for entry to all buildings and are to be worn at all times within common areas of the buildings. Face coverings may be available to the public and employees, however everyone is encouraged to provide their own face coverings as supplies have been limited and replacement stock could be delayed.

B. Protecting High-Risk Employees

Identifying High-Risk Employees

The department has identified 4 high-risk employees that are over 65 years of age. Additional high-risk employees relating to underlying health issues will be considered for accommodation individually as necessary.

Protecting High-Risk Employees

These employees have been provided additional PPE for use and are working in low/no contact areas or remotely. Additional accommodations will be provided as determined by individual need through coordination with the District Attorney or her designee.

C. Physical Distancing

Telework Options

The department is evaluating all telework/remote work options on a case-by-case basis to determine viability. Appropriate accommodations and equipment will be provided to assist employees that are approved for work off-site.

Scheduling Adjustments

The District Attorney operates all offices from 8-5, M-F. Alternate work schedules are evaluated based on ability to perform necessary work and functions. Direct supervisors will monitor workloads and productivity if alternate schedules are provided.

Workstation Adjustments

The District Attorney has modified the Discovery Process at the 1215 Truxtun location to allow for social distancing and reduce outside traffic in key areas. Additional analysis of branch court locations are underway with the coordination of General Services to meet social distancing needs. All other work locations allow for CDC recommended social distancing.

Other Physical Distancing Strategies

Hallways, stairwells, elevators, restrooms, breakrooms, and other areas accessed within all offices have been modified with one-way directional tape, signs, and notifications to allow for proper physical distancing within the buildings. Common areas such as bathroom facilities, breakrooms and elevators have signage indicating the reduced usage capacity and seating schematics to provide for adequate social distancing. Meeting rooms will be limited to half-capacity when physical meetings are required. Telephonic meetings are encouraged when possible.

D. Additional Measures to Limit Exposure to the Public

As mentioned previously, touchless temperature monitoring, signage, and directional prompts have been implemented and/or are being evaluated and details will be updated when available.

E. Ensuring a Clean and Hygienic Work Environment

The District Attorney has purchased additional hand sanitizer, disinfectant wipes, disposable masks, gloves, and other cleaning supplies to ensure a clean and hygienic work environment. Additional signage to encourage frequent hand washing have been placed. General Services has provided additional sanitation measures throughout all offices during off hours.

F. Training and Communication of Managers/Supervisors/Employees

The District Attorney has met and discussed with all supervisors on how to comply with County and CDC back to work processes. All DA Staff reported back to work May 11th. All-Staff emails have been sent regularly to keep all staff up-to-date on best practices and processes. If you have any questions related to these policies/procedures please direct them to the contact person listed above.