Worksite Specific Plan – Recorder Annex

Department: ***Recorder***
Contact(s): ***Brian Pace; paceb@kerncounty.com; 868-8360***
Worksite Location(s): ***Recorder Annex: 1530 Tuxtun Avenue***

A. Individual Control Measures and Screening

Staff will be screened each morning after entering the building by a designated staff member. Screener will be wearing a mask and gloves and will use an infrared thermometer. Face shield is available. Employees with a temperature reading at or above 100.4 degrees will be provided with information on testing and asked to self-isolate. Employees sent home will be advised that the CDC recommends and the county requires 72 hours *fever free* before being allowed to return to work. Additionally, posted notification will advise staff that those feeling sick or exhibiting symptoms should notify a supervisor.

Posted notification will advise public that those feeling sick or exhibiting symptoms should not enter building. Masks will be required to enter, and disposable masks will be available. Social distancing reminders will be displayed throughout the interior of each office, seating will be remove and floor stickers placed through the public areas to encourage compliance.

Cloth, reusable face coverings have been provided to staff. A supply of disposable masks will also be available. Since staff will be screened each morning, face covering will not be mandatory at desks or outside publicly accessible areas, except at the public counter or common workstations.

Staff members are required to wear mask in any area accessible to the public, and in any situation or space where 6' physical distancing is not possible.

Staff members are required to wear mask in common areas, such as parking facilities.

B. Protecting High-Risk Employees

None on staff is over 65, and staff has been asked if any consider themselves high-risk due to health issues.

Few on staff are able to work remotely and this option has been made available to two IT staff members when practical. Completion of assignments or explanation of progress or lack of progress is expected of IT staff when teleworking.

Accommodation of high-risk employees unable to work remotely consists of moving to an isolated workstation, use of facemasks and gloves and assignments without public contact.

C. Physical Distancing

Work consists of processing physical records and documents at site, making telework impractical for the most part.

Small staff and interrelated jobs require single shift.

Employee workstations are physically distanced at a minimum of six feet with adequate physical barriers between desks.

No large gatherings are anticipated.

No travel is anticipated.

Staggered breaks and lunch schedules will be established.

Small staff can be addressed while standing at desks or at office doors. Meetings will not be held in any areas unable to accommodate attendees without room to provide for social distancing.

Traffic arrows will direct public through the lobby.

Double entry doors will have arrows indicating traffic direction.

Information regarding pandemic will be posted on bulletin boards, distributed though emails.

D. Additional Measures to Limit Exposure to the Public

Posted recommendations will advise public to access services via phone or website.

Glass barriers exist between public and employees. Barriers will be enhanced for full shielding from public contact. Lobby seating will be removed, and floor stickers and direction arrows will be used to be promote social distancing in public area.

Staff disregard for guidelines will be treated as a disciplinary issue. Members of the public unwilling to follow guidance will not be served and will be asked to leave the premises.

E. Ensuring a Clean and Hygienic Work Environment

Disinfectant spray and wipes will be available at all shared workstations. Staff will be asked to wipe all common equipment and work areas after use. Customer counters and equipment will be cleaned regularly. Break room counters, tables, and appliances will be wiped with disinfectant each morning and staff will be reminded to clean after use.

Hand sanitizer is available. Employees will be allowed time for handwashing.

Disinfectant spray and wipes will be available to all employees. Employees will be allowed time to clean their workstation.
Hand sanitizer will be provided at public counter.

Staff has been provided with cloth face covers. Disposable face coverings will also be available, or employees have the option to supply their own face covering.

F. Training and Communication of Managers/Supervisors/Employees

Guidelines for Safely Returning Kern County to Work has been forwarded to staff and discussed among supervisorial staff – particularly the emphasis on protecting employees and public from infection and handling employees exhibiting symptoms of Covid-19.

Specific Plan will be forwarded to staff.

Staff will be asked to direct concerns or recommendations about Recorder Annex Specific Plan to supervisors, via email or in person. Supervisors will forward department contact – Brian Pace.