



Kern County Public Health Services Department Worksite Specific Plan

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Date

Date Reviewed and Approved by Kern County Human Resources:
Kimberlyn Stillwell, Principal Human Resources Analyst on 5/18/20

Effective Date: 5/18/20

Record of Changes

Date	Update Location / Actions Taken	Posted By
6/23/2020	Page 7 New guidance from CDPH: all employees are to wear their masks from the time they get out of the car in the parking structure, etc.	M. Curioso
3/5/2021	General updates.	B. Carrigan

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Kern County Public Health Services Department: Worksite Specific Plan

Department: Kern County Public Health Services Department
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Worksite Locations:
Bakersfield Office 1800 Mount Vernon Avenue, Bakersfield, CA 93306
Delano Office 455 Lexington St., Delano, CA 93215
Shafter Office 329 Central Valley Hwy., Shafter, CA 93263
Ridgecrest Office 400 N China Lake Blvd, Ridgecrest, CA 93555
Environmental Health 2700 M St. #300 Bakersfield, CA 93301

1.0 Purpose & Risk Assessment

Purpose

In accordance with the *Guidelines for Safely Returning Kern County to Work*, Kern County Public Health Services Department (KCPHSD) will adhere to every possible precaution allowed given the unique conditions of their services, workforce, and workplaces and to proceed with caution in order to prevent possible transmission of the COVID-19 virus among their employees or the public. The KCPHSD Worksite Specific Plan provides a safe reopening for KCPHSD employees and the public. In addition, the information is subject to change based on recommendations given by the Kern County Health Officer, the California Department of Public Health (CDPH), and/or the Centers for Disease Control and Prevention (CDC). As public health employees, we must strive to adhere to the plan to provide good role modeling to the public.

#	Risk Assessment	Date Completed
1	Identify High-Risk employees that may need accommodation (over age 60 or underlying medical conditions).	5/13/20
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).	5/13/20
3	Identify critically necessary public interaction and public access.	5/13/20
4	Assess the workplace for proper physical distancing of employees and the public (6 feet distance between individuals at all times).	5/13/20
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).	5/04/20
6	Educate managers and supervisors on COVID-19 symptoms and their key role in keeping employees and the public safe from potential exposure.	5/8/20

2.0 Individual Control Measures and Screening

A. Temperature and/or Symptom Screening

1. The employee entrance at the Public Health building is through the North Gate only. At the Public Service Building (2700 M Street), Environmental Health employees may enter through the south and east entrances. All other entry points are deactivated for the duration of health screening.
2. Every employee entering the Public Health building will be screened for symptoms of COVID-19 and have a body temperature check. Every employee entering the EH offices (3rd Floor), must conduct a self-temperature check and document the temperature on a provided sign-in sheet. If the employee has a temperature above 100.4°F or symptoms of COVID-19, the employee will be assessed by a nurse. Environmental Health employees can call Michelle Curioso at (661) 303-0762 or Shellby Dumlao at (661) 304-9166 for a telephonic assessment. At the discretion of the nurse, employee may be permitted to remain at work provided COVID-like symptoms can be clinically attributed to a non-COVID, non-infectious cause. All other, including employee with a temperature above 100.4°F, will be sent home and advised to seek medical advice. See Employee's Health Screening Form below.
3. The employee may not return to work until there is no fever for at least 3 consecutive days without the use of medication to reduce fever, any symptoms are improving and at least 10 days have passed since the symptoms began or unless assessed by a nurse who deems the employee as approved to return/remain at work. Further, if a healthcare provider confirms the cause of an employee's fever or other symptoms is not related to COVID-19, the employee may return to work with a note from the healthcare provider. See Table A for process.
4. Clients and patients at the Public Health building will enter from the West entrance only and will be screened for symptoms of COVID-19 and have a body temperature check. If the client has a temperature above 100.4 degrees or symptoms of COVID-19 they will be asked to leave and return when symptoms are no longer present. Customers at the Public Service Building will enter from the south entrance only and will be screened for symptoms of COVID-19 as well as conduct a temperature check by security. If the customer has a temperature above 100.4 degrees or symptoms of COVID-19 they will be denied entry to the building.

Employee's Health Screening Form

Employee Name: _____ Job Title: _____

Supervisor's Name: _____

During Stage 1 and 2, all employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Every employee will be screened including having his or her temperature taken when reporting to work.

If an employee's body temperature is **at or above 100.4 degrees** Fahrenheit, the following must be completed and submitted to PH Payroll:

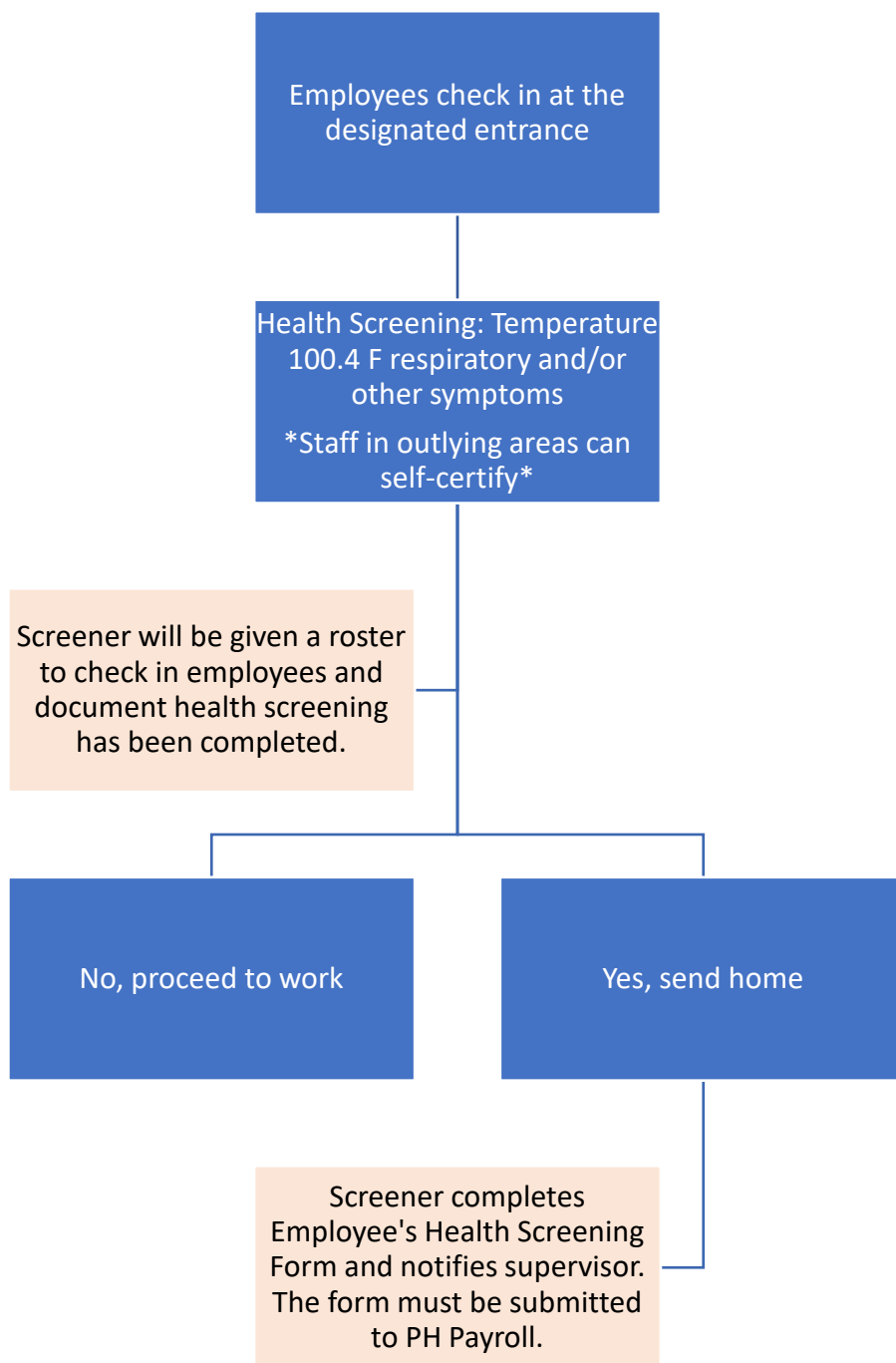
Date	Body Temperature	Respiratory Symptoms (Y/N)	Other Symptoms	Screened by

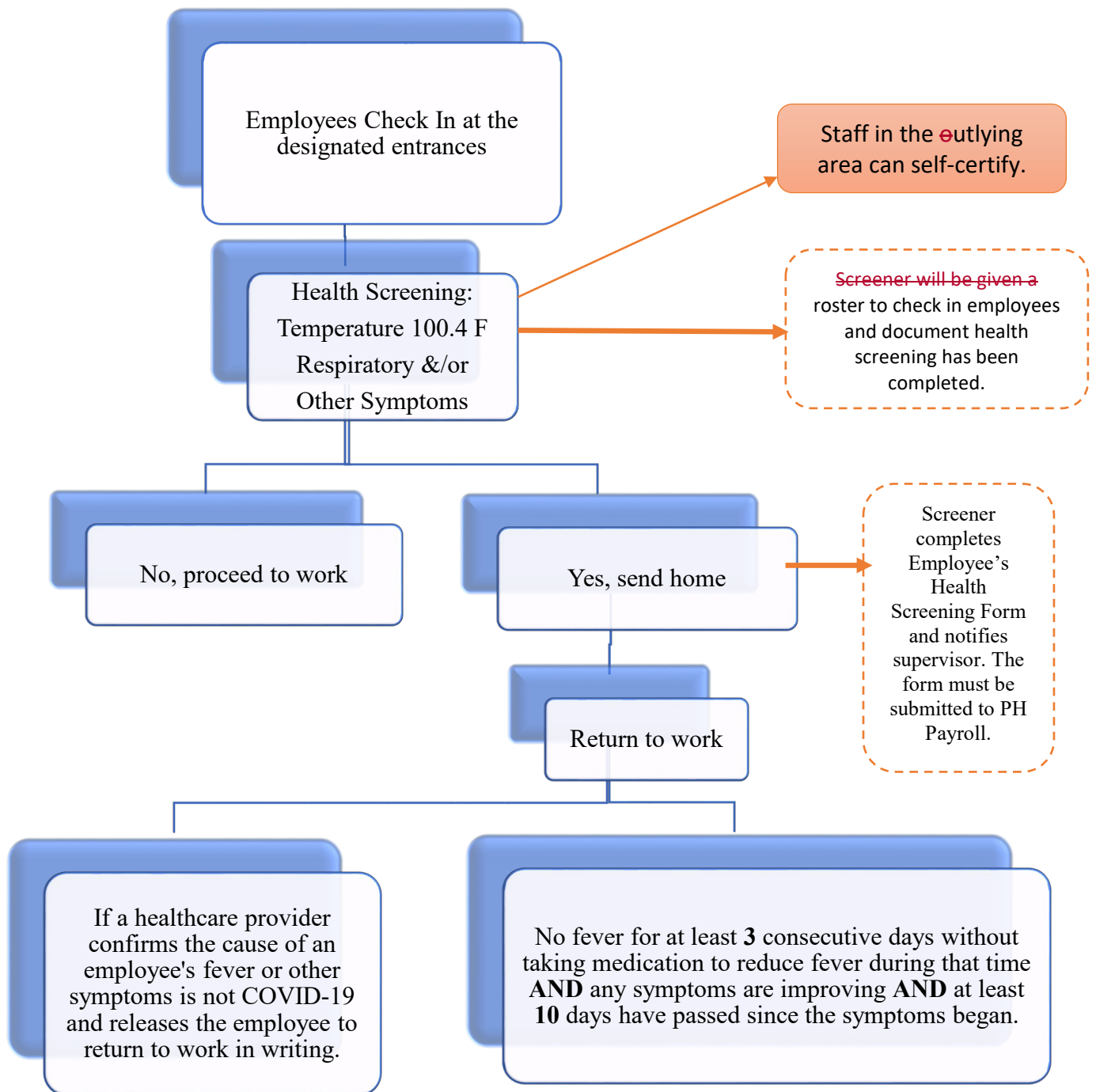
The employee must be sent home immediately, and the screener must immediately notify the employee's supervisor.

Date the employee was sent home: _____

Are visible signs of respiratory illness present? _____ Yes _____ No

Table A: Employee Screening Process (Bakersfield Office)





B. Face Coverings

All employees are required to wear masks at all times. The type of personal protective equipment (PPE) provided is dependent on the staff role; however at a minimum, surgical masks are required.

Program	Types of PPE
Accounting	Surgical mask. If handling payments, must wear gloves.
Emergency Medical Service	Surgical mask.
Environmental Health	Surgical mask. If handling payments, must wear gloves.
Cashier	Surgical mask. If handling payments, must wear gloves.
Clinic and Mobile Health Clinic	N95 masks, eye protection/face masks, gowns and gloves
Lab	Surgical mask, eye protection/face masks, gowns/lab coat, gloves N95 for TB testing.
MTU	N95 masks, eye protection/face masks, gowns and gloves
Security	Surgical mask. If handling customer items, must wear gloves.
Vital Stats	Surgical mask. If handling payments, must wear gloves.
2nd Floor Staff	Surgical mask
3rd Floor Staff	Surgical mask
Clients/Patients/Guests	<i>Surgical mask is required in the Public Health building. Cloth face coverings are permitted in the Public Services building and on patients during home visits. If refused, then clients/patients/guests are not allowed to enter the building to obtain services.</i>

Face coverings must be worn from the employee's vehicle to the time they get to the screening site or anywhere outside of the building. When employees are getting in line to get their temperature check, face coverings must be worn.

Employees must continue to wear surgical masks while working, including while on breaks within the Public Health and Public Services buildings. These areas include hallways, stairways and elevators.

Staff must wear their mask at all times, including when they are in their own workspace and not interacting with others.

- COVID19 close contact exposure is defined by a person being within 6 feet of an infectious person for 15 minutes or more within a 24 hour period.
- Staff should be spaced at least 6 feet apart in their workstations or have plexiglass or other barriers between workstations.
- Staff may only briefly remove their mask to eat or drink if they are more than 6 feet away from others and must immediately replace their mask.
- Refer to Amended Order of Health Officer (Effective April 16, 2020) for detailed information on PPE.
- Employees who may need accommodation for modified protective gear must submit a request to their direct supervisor with a copy to the manager of the area and PH Payroll.

3.0 Protecting High-Risk Employees

Note: Failure to comply with the PPE requirements may be considered as grounds for disciplinary action, up to and including termination of employment.

4.0 Physical Distancing

A. Scheduling Adjustments

1. Schedule adjustments have been reviewed and implemented to reduce the number of staff on-site at any given time.
 - Prioritize workflows
 - Encourage public to use automation (e.g. Call Center, order birth certificates online)
 - Adjusting shifts by staggering and flexing schedules
2. Remote work and altered schedules.
 - On May 13, 2020, the supervisors and managers sent PH Payroll the following information: 1) Detailed staff's schedule (includes days and hours) AND 2) Which employees will be reporting to work and/or remotely.
 - On February 10, 2021, a departmentwide email was sent to have all staff return to their respective workplace, effective March 8, 2021.
 - March 8, 2021, all staff returned to the workplace. The Department continues to work with employees and offer alternative schedules, as appropriate to the workplace, to accommodate employee needs.

B. Workstation Adjustments

1. The employee workstations are ensured to meet 6 feet distancing at all times.
 - Cubicles have high walls to create a physical barrier
 - Plexiglass or other barriers installed where 6 feet distancing is not in place
 - Revisit and revise seating arrangements that does not meet 6 feet distancing
2. If 6 feet of distancing is not possible at all times, what steps is your Department taking to ensure proper physical distancing?
 - Reconfigure space
 - Create barriers by installing plexiglass or dividers
 - Place visual reminder to maintain social distance
 - Consider moving some staff to alternate rooms that are unoccupied
 - Increase distance in waiting lines. Use tape on the ground to indicate line starts here concept and placing tape marker at 6 feet intervals.
 - Establish workstations at the Fairgrounds to relocate staff when distancing cannot be met.

C. Other Physical Distancing Strategies

1. KCPHSD restricted/limited access to common areas (i.e., break rooms, lunch rooms, etc.).
 - Patients/clients/guests are restricted to first floor only.
 - No more than 3 employees in one elevator.
 - Encourage use of stairways. Try to avoid touching handrails.
 - Appropriate social distancing markers for people in line.
 - Limited seating

- Encourage some employees to eat at their workstations, outside on balconies or at picnic tables around the building.
 - Open doors and windows to improve ventilation in the rooms
 - Limit sharing of equipment, devices and desk space (if possible). If desk space is shared, disinfectant wipes and spray will be provided and employee will be responsible for cleaning desk space after each use.
 - Sharing of County vehicles. Employee is responsible for wiping down the interior of the car upon return, including steering wheel, door handle, radio buttons, etc.
2. KCPHSD ensured meetings meet 6 feet distancing requirements.
 - Limited seating in a room, including removing excess chairs.
 - Posted "maximum occupancy" signage on meeting rooms to limit attendance the number of people who may be in the room while still maintaining the recommended person-to-person distance. For instance, use larger conference rooms or smaller conference room depending on size of attendance (e.g. room capacity of 20 will now be restricted to 8-10 people).
 - Use of sanitizing throughout the workday. If meetings are preplanned, have Department assigned Building Service Workers or other staff sanitize conference rooms between meetings. The employee who scheduled the meeting is responsible for ensuring the room is sanitized after use.
 - Use phones, videos or video conferencing to reduce the need for meetings and other close personal contact
 3. What large gatherings has your Department temporarily postponed and the steps your Department is taking to hold those virtually in the future?
 - Coalitions and collaborative meetings (e.g. Child Death Review Team, Fetal Infant Mortality Review Meeting and MediCal Managed Care MOU Meeting) will now be conducted via Microsoft Teams or Zoom. Departmental annual all staff meeting postponed.
 4. The following steps have been completed in regard to:
 - a. Limit the number of individuals riding in an elevator (at most 2-3)
 - b. Staggering employee breaks
 - c. Discontinue non-essential travel
 - d. Direct guests to meeting rooms to avoid congregation in lobbies
 - e. Utilize virtual tools or bulletin boards to hand-off information between staff

5.0 Additional Measures to Limit Exposure to the Public

A. Limit Exposure to the Public

1. To reduce public access to the facility, KCPHSD has taken the following measures:
 - Implement a no-visitor policy. Allow only authorized employees or those with scheduled appointments into the office during this time.
 - Environmental Health customers are by appointment only.
 - Encourage the public to use online automation.
 - Rethink clients/patients/guests customer service delivery method. Provide home delivery.
2. If public access cannot be reduced, the process KCPHSD implemented is to maintain adequate physical distancing both among members of the public and between the public and employees.

- Increase awareness around the six-foot rule by using posters/signage and television monitor. Encourage employees and public to maintain six feet from others.
 - Use tape on the ground to indicate line starts here concept and placing tape marker at 6 feet intervals.
 - Security reminds clients/patients/guests to maintain physical distance and wear masks.
3. There are no limitations to enforcing adequate physical distancing at this worksite. How will these limitations be addressed? Not applicable.

6.0 Ensuring a Clean and Hygienic Work Environment

A. Cleanliness in the Worksite

1. The following are KCPHSD's plan for maintaining cleanliness in the worksite.
 - CDC Guideline for Disinfection and Sterilization in Healthcare Facilities will be used to maintain housekeeping in the worksite.
 - Use protective gloves and PPE appropriate to maintain cleanliness in the worksite.
 - Clean housekeeping surfaces (e.g. floors, tabletops) on a regular basis, when spills occur, and when these surfaces are visibly soiled.
 - Disinfect (or clean) environmental surfaces on a regular basis and when surfaces are visibly soiled.
 - Follow manufacturer's instructions for proper use of disinfecting products.
 - Housekeeping will be provided twice daily or as needed (e.g. cleaning stairway handrails, elevator buttons, light switch, doorknobs, etc.).
 - All rooms, desks, and office areas of Public Health and Environmental Health will be electrostatically sanitized once per month.
2. KCPHSD's cleaning supplies, including those that have been procured for employees reporting to the worksite are adequate.
 - Cleaning supplies have been cross referenced with the CDC issued guidelines to reduce the spread of COVID-19.
 - KCPHSD has at least a 3-4 month stockpile on hand.
 - Inventories of supplies will be monitored on a regular basis and replenished as needed.
 - Any products that did not meet the CDC guideline will be removed to prevent accidental use.
 - Any products that expired will be removed from storage immediately.
3. Employees have access to necessary products for sanitization (i.e. hand sanitizer, soap).
 - Hand sanitizers are mounted on the wall throughout the Public Health building.
 - Standing hand sanitizers are available in front of reception areas, and front and back entry of the Public Health and Public Services buildings.
 - Outlying offices are provided with individual bottles of hand sanitizer for employee use.
 - Employees are allowed extra time for hand washing at any time.
 - Ensure liquid hand soaps and paper towels are available in each restroom.
 - Gloves will be worn if handling any type of payments and/or patient's/guest's items.
4. Disinfectants/cleaners for cleaning workstations are stored in centralized areas and accessible to all employees.
 - Employees are given extra time to disinfect/clean their workstation at the start and end of their shift and as needed.

- Employees will have access to disinfectant spray, disinfectant wipes and other CDC approved supplies.
5. Hand sanitizer has been made available to members of the public.
 - Wall mounted dispensers throughout Public Health building
 - Standing hand sanitizers available in front of reception areas at the Public Health and Public Services buildings.
 6. KCPHSD will provide surgical masks to all employees.
 7. Patients/clients/guests will be provided with a surgical mask, if they do not enter with one. If mask-wearing is refused, then clients / patients / guests are not allowed to enter the building to obtain services.

7.0 Training and Communication of Managers/Supervisors/Employees

Implementation of Staff Development and Enhance Communication

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*?
 - A mandatory Safety Practice Training is scheduled on Monday, May 18, 2020 via Microsoft Teams.
 - The training consists of basic infection prevention measures and proper usage of PPE based on Health Officer's masking orders. This includes maintaining regular housekeeping practices such as cleaning their desk area.
 - On May 15, 2020, a departmental email was sent out to employees regarding the following: implementation of COVID-19 health screening; safety and/or prevention measures taken to ensure employees safety, and procedures employees are expected to follow.
 - Supervisors will be meeting with their staff to discuss the Worksite Specific Plan once approved with Kern County Human Resource.
 - On March 25, 2021, the updated COVID worksite specific plan was emailed to all Public Health employees, along with a link to a quiz on the plan.
2. How have you communicated the County's goals in protecting employees and the public from infection to managers and supervisors?
 - KCPHSD Website--notifying the public that KCPHSD will screen patients/clients for temperature before entering the building. Mask is required at all times.
 - Display posters/signage with information regarding proper hand washing, use of face coverings, temperature check, social distancing and respiratory etiquette. Posters will be placed at the entrance and other areas where they are likely to be seen by employees and clients.
1. How have you trained supervisors to isolate and send home any employees exhibiting symptoms of COVID-19?
 - On May 8, 2020, supervisors were trained to isolate and send home any employees exhibiting symptoms of COVID-19.
 - Health screening will be conducted every morning when reporting to work.
 - Staff are reminded to stay home if they are feeling sick.
2. Have all staff been provided with the *Guidelines for Safely Returning Kern County to Work*? Have these guidelines been discussed within the department?
 - Supervisors will be meeting with their staff to discuss the Worksite Specific Plan once approved with Kern County Human Resource.

3. What is your Department's process for receiving employee inquiries about deficiencies in the implementation of your Worksite Specific Plan.
 - Employees are encourage to communicate with their supervisor and/or the Department Safety Officer. If they desire to be anonymous, employees are encourage to speak with department's Human Resources.