

Covid-19 Worksite Specific Plan

Department: Farm & Home Advisors & University of California Cooperative Extension for Kern County

Contact(s): Gordon Riggs / riggsg@kerncounty.com / 661-868-6225

Worksite Location(s): 1031 S Mount Vernon Avenue, Bakersfield, CA 93307

This Plan establishes the parameters under which the Kern County Farm & Home Advisors and the University of California Cooperative Extension for Kern County, hereinafter referred to as "the department" will reestablish workplace operations and provide onsite services to our clientele during the continuing Covid-19 pandemic. The focus of the department will at all times be the continued safety of County personnel and the members of the general public to whom we provide services. The department has created the Plan in accordance with guidance afforded by the County of Kern, the University of California, Cal/OSHA, and the Centers for Disease Control (CDC).

A. Individual Control Measures and Screening

Daily Temperature Check and Screening

All department personnel have been advised that they may not work onsite, or engage in in-person departmental functions if they are ill, or display symptoms of Covid-19, or have been diagnosed with Covid-19. Such restriction of in-person activities shall continue until symptoms have resolved, or, in the case of a confirmed infection, the employee has received clearance to return to work from their physician. University employees are required to comply with the [University's procedure](#) for reporting a Covid-19 positive test or exposure.

In order to ensure a safe work environment, all personnel and visitors shall be subject to symptom screening and temperature check prior to entering the workplace each day. All department personnel shall use the southwest lobby entrance to facilitate clearance prior to their initial entrance to the workplace each day.

University employees shall complete an online symptom screening survey prior to arrival on any workday, regardless of their intent to work onsite. University employees shall log subsequent departures from and reentries into the facility by entering comments in the University's time reporting system.

County employees shall complete a verbal screening upon arrival in the office.

The Office Services Coordinator (OSC), or in his/her absence, the individual designated by the County Director, shall conduct the verbal screening and temperature check. The temperature check shall be conducted using a noncontact infrared thermometer and the screener will utilize proper personal protective equipment (PPE), including facemask, face shield, and/or gloves, as appropriate.

Online survey and verbal screening questions shall include the following:

Since your last day of work, or last visit here, have you had any of these symptoms?

- *Respiratory symptoms (cough, shortness of breath, or difficulty breathing)*
- *Fever, chills, body aches*
- *Loss of taste or smell*

- *Do you have a family member sick at home with Covid-19?*

Any individual who registers a temperature of 100.4 degrees Fahrenheit or higher, and/or who answers in the affirmative to the screening questions, shall be refused entrance to the facility, shall be encouraged to contact their primary care provider, and shall be provided guidance on available Covid-19 testing locations and self-isolation guidelines. If a departmental employee is refused entry for the reasons stated above, the employee's supervisor shall be notified and the OSC or designated screener shall maintain a confidential record of the screening results. Any individual that has been refused entry due to fever shall be advised not to return onsite until he/she has been fever-free for 72 hours without the use of symptomatic medications.

If an individual who is already onsite develops symptoms of Covid-19, that person shall be provided with the same guidance as if they had failed the daily temperature check and screening and shall be asked to immediately exit the facility. Access to any work area utilized by the symptomatic individual shall be restricted for 24 hours, after which it shall be cleaned and disinfected according to guidance provided by the Centers for Disease Control (CDC).

Visitors shall enter the facility through the northwest public entrance and shall be restricted to the lobby area. Face coverings shall be required in order to enter the lobby area. No more than two individuals shall be permitted entrance to the lobby at any time and floor decals will be utilized in order to ensure proper physical distancing. Screening and temperature check shall only be required of visitors that seek to proceed past the lobby area. Visitors that proceed past the lobby area shall be required to continue to wear a face covering at all times during their visit. If the visitor does not possess a face covering, the department shall provide one at no charge.

Contact Tracing

The department shall maintain a log of all visitors that enter the facility beyond the lobby area. The log will contain the date and time of the visit, visitor's name and contact information, and the name of the department employee with whom they are meeting.

University employees shall maintain a daily contact log intended to record close contacts during the course of work, whether onsite, or in the field. "Close contact" is defined as interactions occurring closer than six feet and for more than ten minutes duration. All department employees are instructed to avoid engaging in any such "close contact" interactions unless absolutely unavoidable.

In the event that the department receives notice from Kern County Public Health that a department employee or visitor has tested positive for Covid-19, the department shall cooperate with contact tracing efforts to the full extent possible.

Face Coverings

As long as a minimum of 6 foot physical distancing is maintained, staff will not be required to wear face coverings while at their desk or work station. However, face coverings shall be required for any personnel while moving about the common areas of the facility, or while entering the office of another staff member.

If employees share a vehicle during work hours, each individual in the vehicle shall be required to wear a face covering.

Employees are encouraged to engage in physical distancing in their private activities and to wear face coverings while in public spaces. Most employees have reusable face coverings that

they can wear in the workplace, but for those that do not, the department has sufficient supply of various types of face coverings to provide to personnel in order to comply with the onsite mandate.

The department shall maintain a minimum of a two week supply of face coverings in order to meet the projected demand of both personnel and onsite visitors. Current stock of face coverings estimated to exceed a 60 day supply.

B. Protecting High-Risk Employees

Identifying High-Risk Employees

The department roster does not currently include any County employees who are considered high-risk. This determination is based on employee age and self-disclosed chronic health conditions and compromised immune systems. No County employed staff members have disclosed that members of their households are self-isolating due to exposure to Covid-19, or are self-quarantining due to a diagnosis of Covid-19. County staff shall be advised that they may request accommodation should a household member be required to self-isolate or self-quarantine.

However, there may be affiliated University of California employees that fall into the high-risk category. The University has instituted procedures to ensure that all such employees are aware that they may request accommodations.

Protecting High-Risk Employees

The department recognizes that the status of both County and University employees may change in the future and is fully prepared to afford employees reasonable accommodations in order to provide a safe and hospitable work environment. Potential accommodations do and will include:

- Telecommuting / remote work
- Alternate work schedules
- Separated workstations or offices
- Assignments that avoid public contact
- Appropriate personal protective equipment (PPE)

The department has advised and encouraged all personnel of their right to request accommodation if they or a member of their family is, or becomes, high-risk.

C. Physical Distancing

Telework Options

As a collaborative venture, the department includes both County and University of California personnel. The department has determined that the County staff perform essential, onsite functions that do not easily translate to telework. The converse is largely true for University personnel and telework has been encouraged and widely implemented where appropriate.

Factors limiting the feasibility of telework for County personnel include:

- The need for onsite acceptance of mail and deliveries.
- The need to prepare and stage outgoing mail and package shipments.
- The need to accept and route agricultural samples requiring analysis.

- The need for fielding incoming telephone inquiries.
- The need to provide physical assistance in agricultural activities.
- The need to provide onsite mechanical repair and fabrication.
- The need to provide periodic onsite assistance to University staff.

Scheduling Adjustments

There are only four County employees and environmental conditions already provide for physical distancing in excess of suggested guidelines. As a result, there has been no need for staggered shifts, or for modification of standard schedules. University employees have been working primarily offsite and are encouraged to do so moving forward, therefore physical distancing requirements will be easily maintained.

Workstation Adjustments

The department office facility provides sufficient space to ensure adequate physical distancing for personnel in most circumstances and no computer stations are shared. With the exception of six cases, all workstations are well in excess of the recommended guidance of six feet apart, or are located in discrete offices. The noncompliant workstations are split equally between two offices, both of which are used by University personnel. Those personnel are primarily teleworking and/or are in the field, so violations of physical distancing guidelines are not anticipated. In addition, those University employees are instructed to coordinate with each other in order to ensure that the respective offices are occupied by only one individual at a time.

Other Physical Distancing Strategies

The department has proactively closed down shared canteen and kitchenette facilities within the office. All shared microwaves, refrigerators and icemakers have been taken out of service. Communal meal breaks have been prohibited. These measures are in addition to the fact that the majority of department personnel are working offsite and large numbers of personnel are not anticipated to be in the office at any given time.

Use of the department's large conference room by outside entities has been suspended until further notice. Department meetings are being conducted by remote, using virtual conferencing tools such as Zoom and Microsoft Teams. Any in-person meetings that may become necessary shall be limited to a maximum of 10 participants and only in compliance with physical distancing requirements.

Communication of departmental guidelines, memos and other instructional materials is accomplished virtually, rather than by using physical media.

D. Additional Measures to Limit Exposure to the Public

The department has posted signage explaining that entrance into the lobby is permitted with the following restrictions:

- Face coverings are required. The department shall provide a free mask if necessary.
- No more than two individuals at a time are permitted in the lobby.
- That 6 feet physical distancing must be maintained at all times.
- That individuals experiencing Covid-19 symptoms are not permitted entrance.

Floor decals are positioned in the lobby to facilitate visitor compliance with the physical distancing requirements.

Any visitor that wishes to enter the facility beyond the lobby will be required to comply with the following requirements:

- Answer a verbal screening regarding their current physical symptomology and known exposure to individuals who have contracted Covid-19, or who are self-isolating.
- Submit to a contactless thermometer reading.
- Continue to wear a face covering. If none is available, the department will provide one at no charge.
- Provide their name and contact information.

Any prospective visitor who cannot, or will not, successfully comply all of the above requirements shall not be permitted access.

E. Ensuring a Clean and Hygienic Work Environment

The office facility is cleaned afterhours on a daily basis by the custodial service retained by Kern County General Services.

The department has secured supplies of disinfectant spray, sanitizing wipes, paper towels, hand sanitizer, gloves, and assorted types of face coverings. The department shall keep a minimum of a two week supply on hand at all times. The department has also secured several freestanding polycarbonate shields for used in the lobby in order to reduce the risk of infectious airborne respiratory droplets.

Department employees shall be responsible for cleaning their individual workstations and personal equipment at the beginning and end of each workday. Each employee shall be required to spray, wipe and sanitize common area items, such as sinks, faucets, bathroom stall door handles, etc. after every use. Work load and employee schedules shall be modified as necessary to encourage proper sanitization and hygiene practices.

Hand sanitizer shall be available for use by visitors in the lobby. Door handles and counters shall be sanitized after each visit by members of the general public.

Materials received through the mail, from visitors, or from clientele of the department shall be treated with care. The employee receiving such materials shall use gloves when necessary, shall promptly wash hands after handling, or shall use hand sanitizer if that is necessary. When possible, such items shall be disinfected, or shall be held in waiting for at least 24 hours before distribution.

F. Training and Communication of Managers/Supervisors/Employees

Prior to full reopening of the facility, all employees shall be provided this Worksite Specific Plan and shall be required to certify their understanding of the Plan and their intent to abide by the requirements herein. As part of the department's training and education program, all employees shall also be provided with the following links to essential Covid-19 information. Employees shall be required to certify their receipt and understanding of the information contained therein. Employees shall be encouraged to seek clarification of any points of information that they do not fully understand.

- [The Kern County Employees Covid-19 Resources webpage](#)
- [The Kern County Public Health website](#) and [Covid-19 Local Testing Locations webpage](#)
- [The Kern County Families First Coronavirus Response Act \(FFCRA\) Implementation Policy](#)
- [The FFCRA Leave Request form](#)
- [The FFCRA Employee Rights form](#)
- [The UC ANR Safety Standards for Resuming In-Person Activity](#)
- [The UC ANR Awareness of Covid-19 Safety Note](#)
- [UC ANR Covid-19 Mitigation Standards Summary](#)

The department shall update and refine the Plan as new information and guidelines are published by the CDC, Cal/OSHA, Kern County Public Health, or other reputable sources of disease mitigation strategies. Employees shall be encouraged to offer input on ways that the Plan can be improved and refined. The department recognizes that only with full understanding and cooperation of its employees can a safe workplace environment be maintained and enhanced.