

KCFD Worksite Specific Plan

Department: Kern County Fire Department

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Worksite Location(s): Kern County Fire Department

In preparation for the general employee workforce to return to normal operations, these guidelines ensure a return to a safe working environment. The continued safety of our employees and the public they serve is priority.

Recommended Steps for Risk Assessment:

1. Identify High-Risk employees that may need accommodation (over age 65 or underlying medical conditions).

KCFD has a list of employees who are over the age of 65. Supervisors will contact the employees that meet this criterion and assess their work requirement needs. Supervisors will also discreetly query their respective subordinates to determine if there are any underlying conditions that need to be addressed.

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).

Department supervisors have assessed their respective divisions to determine which tasks can be performed remotely and which need to be accomplished in person. Priority will be given to assuring that meetings and interaction with other employees is done remotely. Supervisory and employee meetings can be done via Zoom or Microsoft Teams. Suggestions on ways to mitigate in person interaction are encouraged.

3. Identify critically necessary public interaction and public access.

At present, the only interaction with the public that is necessary are deliveries to Logistics, Headquarters and Fleet Services. These department supervisors have previously taken steps to mitigate interaction between the public and their employees. Public access is discouraged. Customers requiring an in-person meeting will be required to submit to a temperature check and maintain social distancing.

4. Always assess the workplace for proper physical distancing of employees and the public (6 feet distance between individuals).

To reduce the number of employees in the building at one time and support social distancing, work schedules will be modified as needed to limit the number of employees if isolated workstations cannot be guaranteed. Supervisors will encourage over the phone solutions or video conferencing with customers to

reduce in-person contacts. Signs have been placed outside each building with guidelines related to social distancing and other CDC recommendations.

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 face coverings, purchasing contactless thermometers for each worksite, adequate cleaning supplies for employees' workstations and common areas, signage or markers for physical distancing).

KCFD has instituted a detailed cleaning regiment for daily disinfection. The disinfectant is EPA approved for use against the SARS-CoV-2 virus. Hand sanitizer pumps and hand wipe dispensers are located in multiple locations throughout the building. Additional hand sanitizer pumps and wipe dispensers have been added to heavily used areas in the building. Temperature check stations have been established at every entrance to facilities with instructions on use and protocol should someone have a fever or other symptoms related to COVID-19. Employees will be supplied with personal hand sanitizer at their workspace based on availability.

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

Literature has been provided to all managers and supervisors on COVID-19 symptoms. Guidance materials from CDC and OSHA have been provided. Employees have been instructed to review all materials

A. Individual Control Measures and Screening

Temperature and/or Symptom Screening

Employees are required to self-check their temperature immediately upon entering the building when their shift begins. If an employee's temperature is 100.4 or higher, they will need to leave the building and cannot return until they are fever-free for 72-hours. Contactless temperature checks will also be mandatory for customers. Customers with temperatures of 100.4 or higher will not be allowed into the building.

Face Coverings

Face coverings will be provided to all employees, who are encouraged to wear face coverings at their workstations. Employees are also encouraged to wear a face covering when outside their workspace (office/cubicle). Employees must wear a face covering when meeting with customers.

Face coverings will be mandatory for customers to enter buildings and must be worn continuously. If a customer does not have a face covering, one will be provided.

B. Protecting High-Risk Employees

Identifying High-Risk Employees

1. How has the department adequately assessed which of their employee population is potentially high-risk?

KCFD has a list of employees who are over the age of 65. Supervisors will contact the employees that meet this criterion and assess their work requirement needs. Supervisors will also discreetly query their respective subordinates to determine if there are any underlying conditions requiring workplace accommodation. 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. While maintaining confidentiality and privacy, has the department provided an opportunity for employees to request accommodation if they or a member of their household is high-risk?

Employees are encouraged to discuss any concerns or requests for accommodation with their Supervisors. Department HR has reviewed FFCRA and leave policies with all employees and provided information about available employee assistance services. High-risk employees will be offered telework, alternate work schedules, personal protective equipment (PPE), and workspace separation.

3. Does the department have procedures in place to allow employees to request accommodation if they believe there has been a change in status if they or a member of their household becomes high-risk?

Employees are encouraged to discuss any concerns or requests for accommodation with their Department supervisors based on their specific situation. Supervisors are available to discuss telework, alternate work schedules, personal protective equipment (PPE), and workspace separation.

4. Include an estimate of the total number of high-risk employees.

KFCD has 4 high-risk employees

Protecting High-Risk Employees

1. What has the department offered to accommodate high-risk employees?

High-risk employees will be offered telework, alternate work schedules, personal protective equipment (PPE), and workspace separation.

2. When accommodation has not been made, describe the process used to resolve the lack of accommodation.

We utilize the interactive process with employees that are requesting accommodations to determine the most appropriate and available temporary work accommodations. If adequate accommodation cannot be provided to the employee, the employee shall be permitted to take a leave of absence (paid or unpaid) under the current policies of the County.

C. Physical Distancing

Provide a detailed explanation of what your Department is doing with regard to the following:

Telework Options

1. What telework arrangements (including for high-risk employees) has your Department implemented?

To reduce the number of employees in the building at one time and support social distancing we will schedule employees by alternating on-site days with remote workdays.

2. What process has been put in place to ensure supervisors are educated on monitoring work and ensuring engagement for teleworkers?

Performance Expectations for Telework employees.

- Check in daily with Department supervisor for assignment or daily expectation
- Check voicemail (VM) and emails every 2 hours when working remotely
- Respond to Supervisors phone calls within 30 minutes while working remotely
- Supervisors will track and ensure work is being completed including telework days

3. What limitations are in place that prevent additional telework?

Employees that are having a difficult time not meeting performance standards and/or disciplinary actions will not be allowed to telework. Every effort will be made to create a workspace for each employee that meets social distancing recommendations.

4. What has your Department done to engage with ITS for creative solutions (e.g. for remote system access, video-conferencing meetings, access to work phones, etc.)?

KCFD uses Microsoft "Surface Pro" computers, which have been provided by Fire Department ITS to facilitate remote work. KCFD has also distributed cell phones

and iPads for employee use. Video or audio conferencing on Microsoft Teams is used to meet remotely.

5. Please include an estimate of the number of employees with telework arrangements.

KCFD currently has approximately 21 employees working remotely part time.

Scheduling Adjustments

1. What has your Department done to reduce the number of employees on-site at any given time (i.e., staggered shifts, flexible schedules, etc.)?

Most employees at the Kern County Fire Department have their own office or a workspace that is separated from other employees. Should an employee need an accommodation, their supervisor will investigate the most appropriate solution to protect the health of the employee.

2. Please include the number of employees who have altered schedules/shifts.

KCFD currently has approximately 21 employees who have altered schedule/shifts.

Workstation Adjustments

1. Describe how employee workstations are ensured to meet 6 feet distancing at all times?

The majority employees at the Kern County Fire Department have their own office or a workspace, providing separation from other employees. Should an employee need an accommodation, their supervisor will investigate and provide the most appropriate solution to protect the health of the employee.

2. If 6 feet of distancing is not possible at all times, what steps is your Department taking to ensure proper physical distancing?

All employees will be socially distanced within their workspaces.

Other Physical Distancing Strategies

1. What has your Department done to restrict/limit access to common areas (i.e., break rooms, lunchrooms, etc.)?

Employees will be limited to one person per table in all break rooms for lunches and breaks. KCFD will place signs with occupancy restrictions at entrances to common areas.

2. What has your Department done to ensure meetings meet 6 feet distancing requirements?

We encourage the use of Microsoft Teams. Attendees in meeting rooms will be limited based on available space to accommodate the 6-foot social distancing requirement.

3. What large gatherings has your Department temporarily postponed and the steps your Department is taking to hold those virtually in the future?

We have postponed seasonal wildland training until we were able to properly ensure that all participants were symptom free including temperature checks. We utilize conferencing on Microsoft Teams whenever possible. We have also moved some required training to Target Solutions, our web-based training platform.

4. What steps has your Department done with respect to the following?

- a. Establish directional hallways and passageways for foot traffic;
- b. Designate separate routes for entry and exit into office spaces;
- c. Limit the number of individuals riding in an elevator;
- d. Staggering employee breaks;
- e. Discontinue non-essential travel;
- f. Direct guests to meeting rooms to avoid congregation in lobbies;
- g. Utilize virtual tools or bulletin boards to share information between employees.

Signs have been placed at the main entrance of our lobby. Signs have been posted throughout our buildings for employees to be mindful of keeping hallways and walkways clear and keeping 6-feet social distancing in place. KCFD does not have any elevators in the building. Employees are self-directing their own breaks. All non-essential travel has been canceled. Customers and guests will be escorted to meeting rooms by employees as they enter the building, after temperature check. The department will utilize email and/or Microsoft Teams to communicate with employees.

D. Additional Measures to Limit Exposure to the Public

Provide a detailed explanation of what your Department is doing with regard to the following:

1. What measures has your Department taken to reduce public access to your facilities?

KCFD is developing appointments-only scheduling to manage customers entering the building. Employees will encourage over the phone solutions or video conferencing with customers to reduce in person face-to-face contacts. Signs have been placed outside the office with guidelines related to social distancing and other CDC recommendations. Customers will be seen by appointments only.

2. If public access cannot be reduced, what processes has your Department implemented to maintain adequate physical distancing both among members of the public and between the public and employees?

Public access can be reduced. If a customer needs to be seen at one of our facilities, they will be required to submit to standard health screening, wear a face covering and maintain social distance.

3. What limitations are there to enforcing adequate physical distancing at this worksite? How will these limitations be addressed?

There are no limitations to enforcing adequate physical distancing at this worksite. Temperature checks prior to entry to our building. Employees will escort customers to meeting areas. Customers will be asked to bring only one other person with them, if necessary, to complete their business with KCFD.

E. Ensuring a Clean and Hygienic Work Environment

Provide a detailed explanation of what your Department is doing with regard to the following:

1. What is your Department's plan for maintaining cleanliness in the worksite?

Building services will clean/disinfect surfaces daily and as needed. Employees will be responsible for cleaning their workspace surfaces throughout the day.

2. Describe the adequacy of your Department's cleaning supplies, including those that have been procured for employees reporting to the worksite?

Disinfectant spray, gloves, face coverings and towels will be provided for cleaning and disinfecting all areas. The disinfectant is EPA approved for use against the SARS-CoV-2 virus.

3. Do employees have access to necessary products for sanitization (i.e. hand sanitizer, soap)? Are employees allowed extra time for handwashing?

Hand sanitizer pumps and hand wipe dispensers are in multiple locations throughout the building. Employees will be supplied with personal hand sanitizer at their workspace, based on availability.

4. Have employees been supplied with disinfectant/cleaner for their workstations? Have employees been given extra time to disinfect/clean their workstation at the start and end of their shift and as needed?

Employees are encouraged to clean and disinfect their workspace regularly as well as other areas they use. Disinfectant will be available upon request to clean workstations.

5. Has hand sanitizer been made available to members of the public?

Hand sanitizer will be available at all designated building entry points.

6. Have employees been asked to bring their own face coverings or have disposable face coverings been provided to employees?

Employees are encouraged to wear a face covering when outside their workspace (office/cubicle). Face coverings are optional while employees are working within their workspace. All employees will be provided a reusable face covering.

7. Will members of the public be refused entry without a face covering or will disposable face coverings be made available to visitors?

Face coverings will be mandatory for customers to enter a facility and must be worn while inside the building. If a customer does not have a face covering, one will be provided. If they refuse to wear a face covering, they will be denied entry.

F. Training and Communication of Managers/Supervisors/Employees

Provide a detailed explanation of what your Department is doing with regard to the following:

1. What is your Department's plan to communicate and train all employees on your Worksite Specific Plan and the *Guidelines for Safely Returning Kern County to Work*?

An email will be sent sharing *Guidelines for Safely Returning Kern County to Work* and the *KCFD Worksite Specific Plan*. Supervisors will meet with employees to review both documents and answer any questions.

2. How have you communicated the County's goals in protecting employees and the public from infection to managers and supervisors?

Department Command Staff is meeting with division supervisors to discuss *Guidelines for Safely Returning Kern County to Work* and the *KCFD Worksite Specific Plan*.

3. How have you trained supervisors to isolate and send home any employees exhibiting symptoms of COVID-19?

Supervisors have been given direction and will follow *Kern County HR Workplace Recommendations*; Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees, customers, and visitors and sent home, with information on testing sites for COVID-19.

If an employee is confirmed to have COVID-19 infection, supervisors will inform fellow employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

Our department will refuse entry to an employee until they provide a release from a physician indicating they are free of whatever symptom the employee was experiencing. Employees *cannot* be mandated or forced to test or provide a diagnosis.

Have all employees been provided with the *Guidelines for Safely Returning Kern County to Work*? Have these guidelines been discussed within the department?

Employees will be emailed the guidelines for safely returning Kern County to work prior to the department opening to the public. These guidelines have been discussed with supervisors and will be discussed with employees prior to their return to work

4. What is your Department's process for receiving employee inquiries about deficiencies in the implementation of your Worksite Specific Plan?

Employees will report any questions or concerns to their immediate supervisor or Deputy Chief. Supervisors and the Deputy Chief will meet with the employee to discuss and remedy any deficiencies in the KCFD Worksite Specific Plan.