

Worksite Specific Plan Template

Department: Auditor-Controller-County Clerk-Elections

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Worksite Location(s): Auditor-Controller's 2nd Floor Office and County Clerk-Elections 1st Floor Office in the County Administrative Building, 1115 Truxtun Avenue, Bakersfield, CA 93301 and the Election's Warehouse at 7224 Schirra Court, Bakersfield, CA 93313

The purpose of this plan is to use every possible precaution allowed given the unique conditions of this office's services, workforce, and workplaces and to provide a clear path to prevent possible transmission of the novel coronavirus among employees and the public as this office cautiously proceeds toward re-opening. This document was created in accordance with the *Guidelines for Safely Returning Kern County to Work*.

As we prepare to reopen the Auditor-Controller-County Clerk-Elections offices we have been working closely with the Human Resources Division of the County Administrative Office while considering the staff's suggestions and feedback to ensure the continued safety of our staff and the customers they serve as a first priority. These guidelines ensure a return to a safe working environment.

Recommended Steps for Risk Assessment:

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

Management has identified employees aged 65 and older and has communicated with each regarding their needs and concerns. Other employees with chronic health conditions or compromised immune systems have self-identified to Management their health concerns. Management has reviewed the Families First Coronavirus Response Act (FFCRA) leave policies with all employees and provided information about available employee assistance services.

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).

In-office duties in the Auditor-Controller's Office include calls from the public requesting information, printing and mailing warrants, reissuing W-2s, auditing departments, processing County payroll, excess proceeds processing, workers compensation claim processing. In-office duties in the County Clerk-Elections worksite include processing and issuing marriage licenses, FBNS, CEQAs and other related documents as well as certifying signatures as mandated by the State and preparing for the November Election. In-office duties at the Elections Warehouse include preparing inventory for disbursement in the November Election. Supervisory and staff meetings can be done on Microsoft Teams. Other functions in the department will be identified for the possibility of telework.

3. Identify critically necessary public interaction and public access.

Elections staff continues to receive and process signature certification, candidate filing, and voter registration. Candidate filing will be done by appointment only. The department is currently working with the State to determine the most efficient and effective safety measures for the upcoming 2020 Presidential Election in November.

County Clerk staff will begin issuing marriage licenses via video conferencing and the only interaction with the public will be when a couple, who will be required to remain in their vehicle, picks up their license.

Auditor staff will perform tasks related to the public and County employees either remotely or by appointment only.

4. Assess the workplace for proper physical distancing of employees and the public (6 feet distance between individuals at all times).

The department has confirmed that employee's workstations are 6-feet apart and/or have high walls that serve as barriers between cubicles. Employees in workstations that were determined to be within 6-feet of each other will either work remotely, or be assigned to another workstation. All divisions are developing appointments-only scheduling to manage the total number of customers accessing the building and coming into contact with staff. Staff will encourage over the phone solutions or video conferencing with customers to reduce in person face-to-face contacts. Signs have been placed outside of and throughout the office 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 facemasks, purchasing contactless thermometers for each worksite, adequate cleaning supplies for employees' workstations and common areas, signage or markers for physical distancing).

Disinfectant spray, gloves, masks and towels will be provided for cleaning and disinfecting all areas including the lobby, conference rooms, break rooms, and workstations focusing on frequently touched surfaces and heavily used areas. 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 worksites. Additional hand sanitizer pumps and wipe dispensers have been added to heavily used areas throughout the worksites.

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, CISA and OSHA have been provided and discussed.

A. Individual Control Measures and Screening

Temperature and/or Symptom Screening

Each staff member will be required to perform a self-assessment prior to reporting to work each day. If a staff member reports a temperature of 100.4 degrees or higher they will not be allowed to return to the worksite until they are fever-free for 72-hours.

Upon entering the worksite at the beginning of their shift, staff will be required to visit the designated temperature check station to self check their temperature and check their name off a daily list to signify they have completed this requirement for the day. Instructions on how to accomplish this self check will be displayed at the designated temperature check station. If a staff member reports a temperature of 100.4 degrees or higher they will not be allowed to enter the worksite until they are fever-free for 72-hours. They are to report to their Division Chief and Shawn DeSchutter via email, phone and/or text, where they will receive further instructions.

In addition, each time staff leaves the worksite and returns throughout the day, they are required to sanitize their hands upon leaving and upon entering.

Face Coverings

Staff are required to wear a face covering while in the building when outside their workspace (office/cubicle) and while in the parking garage including walking from their car to their workstations. Face coverings are optional while staff are working within their workspace. Staff must wear a mask when meeting with clients. If staff need a face mask one will be provided for them. Employees unable to wear a mask due to a medical condition must provide a doctor's note and may be required to wear a non-restrictive alternative such as a face shield.

Face covering will be mandatory for customers to enter the lobby and must be worn while inside the building. If a customer doesn't have a mask 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?

Management has identified employees aged 65 and older and has communicated with each regarding their needs and concerns. Other employees with chronic health conditions or compromised immune systems have self-identified to Management their health concerns. Management has 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 Management. Department HR has reviewed FFCRA and leave policies with all employees and provided information about available employee assistance services. High-risk staff have been 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 Supervisors based on their specific situation. Supervisors are available to explore alternatives and have conversations with employees about their specific situation.

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

The Auditor-Controller-County Clerk-Elections Office has approximately 4 high-risk employees.

Protecting High-Risk Employees

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

High-risk staff have been 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 staff 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 staff in the building at one time and support social distancing we will schedule staff by alternating on-site days with remote work days, when possible and reasonable.

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

Performance Expectations for staff working remotely.

- Check in daily with Supervisor
- Complete assigned work within designated timeframes
- Check voicemail (VM) and emails every hour when working remotely
- Respond to Supervisors calls within 30 minutes when 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. Additionally, there are some staff whose functions require them to work in the office.

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)?

The department uses VPNs which have been provided by ITS. Staff that can work remotely have been provided laptops or desktops to use at home. Microsoft Teams is used to work with staff and clients remotely.

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

The department does not have any employees working remotely all of the time. Instead, the department is implementing scheduling adjustments as described below.

Scheduling Adjustments

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

To reduce the number of staff in the building at one time and support social distancing we will schedule staff by alternating on-site days with remote work days and offering alternative work schedules, when possible.

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

The department has approximately 10 employees who have altered schedules.

Workstation Adjustments

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

Each workstation has been measured. Employees in workstations that have been determined to be within 6-feet of each other will either work remotely on staggered schedules, or be assigned to another workstation

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

All staff will be socially distanced within their workspace. Staff will also be required to utilize face coverings throughout the worksites.

Other Physical Distancing Strategies

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

Staff will be limited to one person per table in all break rooms for lunches and breaks. The department will place signs with restrictions and remove excess chairs.

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-feet social distancing requirement or all attendees will be required to wear face coverings

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

Year end training will be held via Microsoft Teams as will training on the County's new ERP system. The Special Assessment Seminar will be canceled and participants will be sent a power point presentation. KIPS Coordinating Meetings will be held remotely. Elections Training will be held virtually with possibly a few small in-person training classes for volunteers who do not have adequate access to technology.

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 hand-off information between staff.

Floor signs have been placed at the main entrance of our lobby. Signs have been posted throughout our worksites for staff to be mindful of keeping hallways and walkways clear and keeping 6-feet social distancing in place. The department is relying on General Services to sanitize common areas within the County Administrative building, including elevators. Break times will be scheduled and staggered to ensure social distancing. All non-essential travel has been canceled. Guests will be escorted to meeting rooms by staff as they enter the worksite. The department will utilize email and/or Microsoft Teams to communicate with staff.

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?

The department is developing appointments-only scheduling to manage the total number of customers accessing each worksite. Staff 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 which will reduce the number of customers each day.

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?

Clear plastic sneeze guards/partitions have been placed at two of the Election windows, one of the Payroll windows in the Auditor's Office, and the receptionist window in the Auditor's Office. Staff are setup to interact with customers utilizing Microsoft Teams. A drop box is available outside the office for clients should we need to utilize it in the future for the public to drop off documents related to Elections in order to limit interaction, but as of now, clients are required to mail in documents.

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

Designated staff will be available to perform temperature checks prior to entry to each worksite, escorting clients to conference rooms and disinfecting surfaces prior to customers using any devices. Customers will not be allowed to bring more than one other person with them, if necessary, to complete their business at any worksite.

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?

Staff will be responsible for cleaning surfaces throughout the day. The department will develop a schedule and designate staff to perform these duties.

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, masks and towels will be provided for cleaning and disinfecting all areas including the lobby, conference rooms, and workstations focusing on frequently touched surfaces and heavily used 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 located in multiple locations throughout the building. Additional hand sanitizer pumps and wipe dispensers have been added to heavily used areas in the building.

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?

Staff are encouraged to clean and disinfect their work space regularly as well as other areas they use. Disinfecting spray bottles will be located in different parts of the worksites and near hand sanitizing stations.

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

Hand sanitizer will be available in the lobby.

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

Staff are required to wear a face covering when outside their workspace (office/cubicle). Face coverings are optional while staff are working within their workspace. If staff need a face mask, a reusable face covering will be provided.

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

Face covering will be mandatory to enter the lobby and must be worn while inside the worksite. If customer doesn't have a mask, one will be provided.

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 staff on your Worksite Specific Plan and the *Guidelines for Safely Returning Kern County to Work*?

An email will be provided sharing the departments return to work guidelines and expectations. The department will incorporate safety measures as identified in the plan into the department's policies and procedures and communicate the revisions with all staff.

All staff will be required to participate in a Teams meeting to be trained on this Return to Work plan.

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

Supervisors will discuss in greater detail the new policy developed by the department regarding re-entry into the worksites, social distancing, disinfecting/sanitizing work areas, and enforcing requirements of this plan.

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

Each supervisor has been instructed on the procedures related to dealing with an employee that is exhibiting symptoms of COVID-19

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

Staff will be emailed the guidelines for safely returning Kern County to work prior to the department opening to the public.

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

Staff will report to supervisors or managers any concerns. Managers and supervisors will hold a meeting with department HR to discuss and/or remedy the concerns brought forward by staff.

RETURN TO WORK POLICIES AND PROCUDURES RELATED TO COVID-19 PREVENTION

As we return to the office, please refer to these policies and procedures that were implemented to prevent transmission of the novel coronavirus among employees and the public:

All Employees

- 1) All employees are required to complete a self-assessment each day prior to arriving at the worksite. A copy of the self-assessment will be provided to each employee along with the process to follow should you exhibit any symptoms. Anyone reporting a temperature of 100.4 or higher will not be allowed to return to the worksite for 72 hours.
- 2) **All employees are required, at the beginning of their shift, to self check their temperature at the designated temperature check station and check their name off a daily list. Anyone reporting a temperature of 100.4 or higher will not be allowed to enter the worksite for 72 hours and is required to report to their Division Chief and Shawn DeSchutter, via email, phone and/or text, where they will receive further instructions.**
- 3) **All employees MUST use hand sanitizer prior to leaving the worksite and upon entering each time throughout the day.**
- 4) All employees MUST wear a face covering while in the building whenever they leave their workspace/cubicle/office as well as the parking structure including walking from their car to their workstation. Wearing a face covering within your workspace/cubicle/office is optional. Each employee will be provided with a reusable cloth face mask. Employees having contact with the public will be provided with disposable face masks to be used during the time they are dealing with the public. Anyone with a medical condition that prevents them from wearing a face covering must provide a doctor's note to be exempt. Those that are exempt from wearing a face mask may be required to wear a non-restrictive alternative such as a face shield, as long as their condition permits it.
- 5) All employees are required to practice social distancing and remain at least 6-feet apart. If for any reason, this can not be maintained, employees are required to wear a face covering.
- 6) Division Chiefs will develop a schedule for cleaning/disinfecting each of their sections in regular intervals. Employees are required to perform duties as assigned related to those schedules. Supervisors will develop a break/lunch schedule. Employees must take their break/lunch at the scheduled time in order to prevent any break are being over-crowded.
- 7) Employees should stay within their workstations/sections as much as possible. When working with other employees outside your section, communicate as much as possible via phone or Microsoft Teams instead of in person. Employees are expected to utilize breaks for personal communication and as much as possible, do so outside the worksite. As much as possible, we need to eliminate people standing around and spreading germs to other sections.
- 8) All employees temporarily assigned to work remotely MUST: a) check in with your supervisor daily; b) complete work assignments within designated timeframes; c) check voicemail and emails every 30 minutes, at a minimum; and d) respond to calls from supervisor within 30 minutes. Supervisors will be required to track work and ensure it is being completed.

These policies are put into place for the safety of everyone in the department and failure to comply could result in disciplinary action. While they are not what we are used to, it is essential that everyone do their part to help keep our department free from the virus. This won't last forever, and eventually we will be able to enjoy some normalcy again. Until then, let's work together, gently remind each other of these new polices as needed, and encourage each other through these unprecedented times.