

Worksite Specific Plan

Department: Clerk of the Board (COB), Kathleen Krause, krausek@kerncounty.com or 661-868-3602

Worksite Location(s): County Administrative Building – 1115 Truxtun Ave., 5th Floor

The Clerk of the Board acknowledges its role in reducing the spread of COVID-19. This worksite specific plan was prepared following the guidelines issued by the Kern County Human Resources Division. The worksite specific plan is intended to prepare our workforce to return to a safe working environment and to ensure the safety of our community. The plan was prepared taking into consideration the physical work environment, building wide implementation and staff's suggestions and feedback.

Recommended Steps for Risk Assessment:

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

The Clerk of the Board does not have any employees 65 and older. Other employees with chronic health conditions or compromised immune systems have self-identified to their supervisor their health concerns. Management and staff have 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, VPN, or virtual meetings).

In-office duties include staffing for Board of Supervisor meetings, the processing of agenda items, answering questions directly from individuals that come to the County Administrative Building fifth floor, receiving and processing mail, parcel maps, claims, and conducting Assessment Appeals Board meetings. Deputy Clerks can perform some of the duties related to the preparation of the Board of Supervisors' agenda from home, as well as conducting some public record searches. Staff meetings can be done by Microsoft Teams. Other functions in the department will be identified for the possibility of telework.

3. Identify critically necessary public interaction and public access.

COB continues to perform all functions related to Board meetings and Property Tax Assessment appeals. Social distancing guidelines have been established for attendance of those meetings. Customers that come to the fifth floor will be limited as Supervisorial Offices will handle public visits by appointment only.

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

All work stations were reviewed to ensure that 6 feet of distance between individuals are available. To reduce the number of staff in the office at one time and support social distancing we will schedule staff by alternating on-site days with remote work days. A clear plastic sneeze guard/partition barrier (Plexiglas) and signs will be placed at the front counter to protect the public and staff. When possible, customers will be seen by appointment only which will reduce the number of customers each day.

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 areas including, front counter, doors, conference room, and workstations focusing on frequently touched surfaces and heavily used areas. The disinfectant is EPA approved for use against the SARS-CoV-2 virus.

General Services will clean common heavily used areas in the fifth floor including elevators, and bathrooms. Staff 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 staff 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

Employees will be required to utilize the designated point of ingress and egress for employees. General Services will check temperature upon entering the building using the "All staff" entrance. Employees parking in the basement area of the building will be required to self-check their temperature upon entering the building when their shift begins.

If staff temperature is 100.4 or higher, they will need to leave the office or not report to work and cannot return until they are fever-free for 72-hours. Contactless temperature checks will be mandatory for the general public. Customers with temperatures of 100.4 or higher will not be allowed into the building.

Face Coverings

Staff will be encouraged to wear a face covering when outside their workspace (office/cubicle) and will be required to do so if staff is unable to maintain 6 feet of social distancing. Face coverings are optional while staff are working within their workspace. Staff must wear a mask when meeting with the public. If staff need a face mask one will be provided for them.

Face covering will be mandatory for customers to enter the building 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?

Employees with chronic health conditions or compromised immune systems have self-identified to their supervisor their health concerns. Management and staff 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 supervisor. Departmental HR staff 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 supervisor 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.

COB has approximately one high-risk employee.

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.

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

Due to the nature of the work performed and timelines, supervisors track work being completed daily. Employees are required to check voicemail and emails hourly. Phone calls and emails must be responded within 30 minutes.

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

Some of the duties must be performed in the office since they involve facilities and documents only available onsite. There may not be sufficient work that could be performed by staff using telework. In addition, employees that are having a difficult time not meeting performance standards will not be allowed to telework.

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)?

VPN computer accounts for each employee have been provided by ITS. Microsoft Teams is being used for Board meetings, and agenda via email procedures were established.

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

All, 7 employees can do some level of telework; however, it cannot be on full-time basis due to the nature of the work.

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.

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

All employees will have altered schedules/shifts.

Workstation Adjustments

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

All existing configuration allows for 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?

For the breakroom/lunch area, we will establish a schedule to ensure that no more than 2 individuals are in the same room in order to maintain social distancing.

Other Physical Distancing Strategies

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

For the breakroom/lunch area, we will establish a schedule to ensure that no more than 2 individuals are in the same room in order to maintain social distancing.

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.

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

Clerk of the Board procedures training will be conducted via Microsoft Teams.

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.

Clear plastic sneeze guards/partitions will be placed in the front counter area. General Services has posted signs throughout our building for staff to be mindful of keeping hallways and walkways clear and keeping 6-feet social distancing in place, including signs in the elevator area. The COB does not perform any travel as part of its responsibilities. 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 COB does not have control over the access of the public to the facility. The COB will encourage over the phone services.

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 will be placed in the front counter area.

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

To the extent that General Services is ensuring that staff and public entering the building do not have symptoms and/or are wearing a face covering, the COB does not believe there are limitations enforcing adequate physical distancing in the COB office.

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?

General services will clean/disinfect surfaces in common areas. Staff will be responsible for cleaning surfaces throughout the day inside the COB area.

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 areas including, front counter, doors, conference room, 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?

Staff will be supplied with personal hand sanitizer at their workspace based on availability. Employees are encouraged to take the time to hand wash at the bathroom located on the same floor or in the kitchen/breakroom.

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 workspace regularly as well as other areas they use. Disinfecting spray bottles will be located in different parts of the office.

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?

Employees will be provided with face coverings, and employees have the option of bringing their own face covering. Staff are responsible for proper disposal and/or sanitizing 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 covering will be mandatory to enter the lobby and must be worn while inside the building. 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.

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

Management will discuss in greater detail the new policy developed regarding re-entry into the building.

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

Due to the small staff, all employees are aware that it is extremely important to stay at home if they are feeling sick. All employees are aware that they must leave work if they exhibit symptoms.

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 management any concerns and discussion will occur to address and/or remedy the concerns brought forward by staff.