

Worksite Specific Plan

Department: KERN COUNTY COUNSEL/RISK MANAGEMENT

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Worksite Location(s): 1115 Truxtun Avenue, 4th Floor; 2100 College Avenue, 4th Floor

[This document is intended to assist departments in crafting their Worksite Specific Plans in accordance with the *Guidelines for Safely Returning Kern County to Work*. Departments are encouraged to use 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 virus among their employees or with the public.]

Recommended Steps for Risk Assessment:

1. Identify High-Risk employees that may need accommodation (over age 65 or underlying medical conditions).
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).
3. Identify critically necessary public interaction and public access.
4. Assess the workplace for proper physical distancing of employees and the public (6 feet distance between individuals at all times).
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).
6. Educate managers and supervisors on COVID-19 symptoms and their key role in keeping employees and the public safe from potential exposure.

The following headings, subheadings, and questions should be addressed as thoroughly as possible in each plan. Conditions may continue to arise that will require adaptation and departments will need to respond as the situation changes. Departments should be prepared to alter and adapt their plans as needed, while keeping within the general guidance provided by the County.

Your complete Worksite Specific Plan should address the main topics of each section and respond to all of the issues detailed below.

A. Individual Control Measures and Screening

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

Temperature and/or Symptom Screening

Describe in detail how will your Department implement temperature and/or symptom screening at each worksite, including the procedure for responding to a symptomatic employee or member of the public who is already onsite. If you have decided not to screen for temperature and/or

symptoms, provide a full explanation behind your decision and any additional measures you will take in lieu of screening.

In the event temperature screenings are not conducted upon entry into 1115 Truxtun Avenue (County Administrative Center) and 2100 College Avenue, (Juvenile Justice Center) the Office of County Counsel/Risk Management (the "Office") will conduct temperature screenings. The Office has purchased touchless, infrared thermometers that will be used by employees to take their own temperature in the lobby area of our office.

In the event temperature screenings are conducted upon entry into the County Administrative Center and/or the Juvenile Justice Center, staff will not be subject to temperature re-check in our office but will be required to comply with such screening(s) pursuant to office policy. In addition, staff will be required to comply with any temperature screening(s) being conducted at any location where employees must enter in order to perform their job assignments (e.g., attending a deposition at an off-site location, attending court or hearing, attending a Board/Commission/Committee meeting, meeting with a client, etc.).

Anyone registering a temperature of 100.4 or higher shall not report to work (if self-screening), or go home (if screened upon entry or while on duty) and is encouraged to contact a medical professional. If a temperature of 100.4 or higher is detected through self-screening or upon entry into any location, such staff will be required to immediately notify his/her immediate supervisor or designee, and report such fact. Staff will not be allowed to return to work until he/she has been fever-free for 72 hours without the use of fever reducing medications. Such staff will also be required to submit a doctor's note clearing him/her for duty before he/she may report to duty. Such staff will be encouraged to follow CDC guidelines and/or orders from the state or local Health Department.

In the event the County Administrative Center, the Juvenile Justice Center, or any location where employees must enter in order to perform their job assignment, are conducting symptom screenings ("questionnaires") at the point of entry, Kern County Counsel/Risk Management employees will be required to comply with such screenings. In addition, County Counsel/Risk Management employees will be required to self-screen before coming to work. Employees will be provided questionnaires with questions they are to ask themselves before coming to work each day. (See Attached Self Screen Questionnaire). These questions will also be asked of each employee upon logging on his/her computer each time.

If an employee answers "yes" to any question on the form, he/she shall not report to work (if self-screening), or go home (if screened upon entry or while on duty) and is encouraged to contact a medical professional. In addition, employees are required to immediately notify his/her supervisor or designee, and report such information, including the reason they are staying home or were denied access (i.e., fever, cough, etc.). Staff will not be allowed to return to work until he/she submits a doctor's note clearing him/her for duty. Such staff will be encouraged to follow CDC guidelines and/or orders from the state or local Health Department.

County Counsel/Risk Management employees will attempt to assist clients and members of the public with the members of the public remaining in a remote location, whenever possible, in order to prevent the need for clients/public to come to the office. When scheduling appointments, clients/public will be advised that they should not enter the office/building if they answer yes to any question on the questionnaire or are registering a fever of 100.4 or higher. In the event the County Administration Center or the Juvenile Justice Center are not conducting temperature and/or health screenings upon entry into the building(s), clients/public will be asked to self-screen or screened by designated staff upon arrival in the lobby of the County Counsel/Risk Management Office. Designated staff will ask the client/public the questions on the questionnaire and/or register his/her temperature. In the event the client/public answers yes to any question and/or registers a temperature of 100.4 or higher, he/she will be asked to immediately leave the premises. In addition, any client/public who exhibits symptoms will be asked to leave the premises. In the event the client/public refuses to leave the premises, security will be called. Subsequently, affected areas will be properly sanitized according to CDC guidelines.

Designated staff will be provided proper protective equipment (PPE) to conduct such screenings (i.e., masks, gloves, sanitizing wipes).

Should any record of temperature and/or symptom screening be created it will be maintained as protected health information (PHI) and kept confidential except as required by law.

Face Coverings

Describe in detail how your Department will require, permit, and provide face coverings at each worksite. Include any concerns you have regarding your Department's ability to maintain sufficient supplies of face coverings.

Effective June 1, 2020, staff will be required to wear face coverings when they enter either the County Administrative Center or Juvenile Justice Center buildings, not alone in their assigned work areas, and unable to maintain a distance of at least six feet from another person. When an employee leaves their work area for any reason, face coverings are required. Face coverings are not required when an employee is in his/her individual assigned work area or office, except for the front desk area. Clients and members of the public will be required to wear a face covering while waiting in the reception area due to the layout of the area and the inability to guarantee a distance of at least six feet from elevator traffic and individuals passing through the reception area. The reception desk will have Plexiglass shields installed. Staff is not required to wear a face covering while eating in the breakroom, a conference room, or at a patio table.

Staff are encouraged to bring their own face coverings. If staff does not have a face covering, is unable to obtain a face covering, or is unwilling to bring his/her own face covering, one will be provided. Such staff must let their supervisor know they will need a face covering so that one can be provided upon entry into the County Administrative Center or the Juvenile Justice Center.

Acceptable face coverings include surgical masks, N95 masks/respirators, homemade cloth masks, bandanas, neck gators, or any other face covering recommended by CDC guidelines. Face coverings must be appropriate for the office and not contain inappropriate or vulgar images. Face coverings should be washed and cleaned daily and/or properly disposed of and replaced according to product instruction and/or CDC guidelines.

The Office of County Counsel/Risk Management has a limited number of disposable surgical masks that may be provided upon request if an employee is unable to obtain his/her own face coverings. In addition, a limited number of N95 masks may be available upon a determination that an employee requires such mask based on medical need or particular assignment. Such determination will be made by County Counsel or her designee on a case by case basis. These items are in short supply but we will continue to search for products. Currently, the Office has obtained 350 disposable surgical masks, 50 N95 masks, and 100 cotton cloth reusable masks. It is anticipated that more will be required. If N95 masks are necessary for an employee to wear, the County Safety Officer will ensure the mask is fitted and worn properly.

B. Protecting High-Risk Employees

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

Identifying High-Risk Employees

1. How has the department adequately assessed which of their employee population is potentially high-risk?
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?
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?
4. Include an estimate of the total number of high-risk employees.

The office of County Counsel/Risk Management is small enough that management is aware of most, if not all, staff who are in “high risk” categories. Pursuant to legal guidance, the Office will not approach individual staff it believes to be “high risk” or may later become “high risk”; however, it has been made known to all staff during mandatory all-staff meetings that any staff in a “high-risk” category or who has a member of his/her household in a “high-risk” category, may request remote work or some other reasonable accommodation and they will be given priority for such. Additionally, the Office has drafted a return to work policy that every staff will be provided which addresses the same information.

The procedure for requesting accommodation due to COVID-19 related concerns is the same for requesting accommodation for any other condition. Requests may be made to a staff’s supervisor or the Office’s administrative coordinator. Such accommodations are not automatic and will be based on the specific staff’s request, staff’s needs, availability, appropriateness, feasibility, office needs, and final approval of the County Counsel or her designee. The requesting

employee shall engage in the interactive process with designated staff 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 and/or state or federal law. Medical certification may be required.

The Office estimates it has 15 employees who are in “high risk” categories.

Protecting High-Risk Employees

1. What has the department offered to accommodate high-risk employees?
2. When accommodation has not been made, describe the process used to resolve the lack of accommodation.

Staff in high-risk categories, age 65 or older and those with chronic health conditions or compromised immune systems, will be given priority for the following temporary work accommodations:

1. Remote work;
2. Alternate work schedules;
3. Separated workstations or offices;
4. Non-community contact work assignments;
5. Personal protective equipment.

To date no requests for accommodation due to COVID-19 related concerns have been denied. As specified above, in the event the Office is unable to accommodate an employee’s specific request it will engage the employee in the interactive process to find appropriate reasonable alternative accommodation for the staff.

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?
2. What process has been put in place to ensure supervisors are educated on monitoring work and ensuring engagement for teleworkers?
3. What limitations are in place that prevent additional 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.)?
5. Please include an estimate of the number of employees with telework arrangements.

Telework options have been implemented and will continue to be an option where appropriate and as determined by individual supervisors or based on the interactive process. The Office of

County Counsel/Risk Management has provided VPN access to all attorneys, paralegals, workers' compensation adjusters, and support staff who have requested such access and whose work assignments allow for remote work.

Staff have been encouraged to utilize conference calling or Microsoft Teams for meetings with clients and with other staff. Supervisors are encouraged to communicate with staff remotely to ensure they have enough work and are effectively utilizing their remote work time. Supervisors are encouraged to continue holding section meeting via Microsoft Teams. Billings are also being monitored to ensure work is evenly distributed.

No limitations have been put in place to prevent additional telework at this time; however, the Office will begin integrating back into the workplace and staff may be expected to report to the worksite on a more regular basis while still maintaining social distancing. Some employees who are working remotely are not able to complete all job assignments remotely which results in the use of EPAL time. Such employees will be the first to integrate back into the workplace on a more regular basis, as EPAL is expected to end effective June 1, 2020. "High-risk" employees may continue working remotely during the pandemic, while the remaining staff will gradually integrate back into the workplace.

County Counsel/Risk Management has worked closely with its IT staff to ensure staff are provided VPN access and laptop computers in order to allow staff to work remotely. Due to the number of staff requiring VPN access to work remotely, this resulted in IT staff having to search for and maintain additional laptops, setting up VPN access for each employee, and training staff on how to operate VPN. IT has assisted in providing staff with additional computer screens to aid in performing work from home. IT is also assisting in adding individual printers/scanners to more offices to reduce to need for staffs' use of the common printers/scanners.

Other steps taken to aid staff in working from home include: 1) allowing staff to check out office chairs for ergonomic purposes; 2) allowing staff to forward their work phones to their personal phones and/or having their voice messages forwarded to their email accounts; and 3) encouraging staff to watch online training via LinkedIn Learning on the use of Microsoft Office Teams.

Currently, County Counsel/Risk Management has approximately 62 employees working remotely on either a full time or part time. As discussed above, "high-risk" employees may continue working fully from home where appropriate, while other staff will gradually increase their hours in the Office.

Upon return to the office, employees will be remotely assisted by our internal IT staff whenever possible. If IT must provide in-person assistance, they will bring their own keyboard and mouse, wear appropriate PPE, and to extent possible, maintain at least six feet of distance.

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

Alternating/staggering shifts are being implemented to avoid congestion in the office and for the purpose of maintaining social distancing. As the office of County Counsel/Risk Management integrates more fully into working from the office, each section of the office is staggering/alternating shifts of its staff in order to reduce the number of people in the office at any given time. Some staff are alternating weeks working remotely and working from the office, some staff are alternating days working remotely and working from the office, and some staff are working remotely only when they do not have court or in-person appointments or meetings. The Office is offering flexible schedules to those who have child care issues and need to remain working remotely on either a full or part time basis, where appropriate. Also, as stated more fully above, staff who are “high-risk,” may continue working remotely, where appropriate.

Currently, there are approximately 30 employees working alternating/staggering shifts or flexible schedules. This number is expected to increase as more employees return to the workplace.

Workstation Adjustments

1. Describe how employee workstations are ensured to meet 6 feet distancing at all times?
2. If 6 feet of distancing is not possible at all times, what steps is your Department taking to ensure proper physical distancing?

The Office has taken measures to ensure that workstations are at least 6 feet apart. Workstations have been rearranged to optimize the amount of space or create barriers between all staff where possible. Where not possible, management will alternate/stagger shifts as specified above, so as to maintain social distancing. Where possible, staff in cubicles have been temporarily moved to empty offices. The Office has received Plexiglass barriers for the reception areas to provide a layer of protection between the receptionists and individuals coming into the reception areas. Finally, pursuant to the new Return to Work policy, staff with offices will be required to close their office doors while at work in order to aid in 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.)?
2. What has your Department done to ensure meetings meet 6 feet distancing requirements?
3. What large gatherings has your Department temporarily postponed and the steps your Department is taking to hold those virtually in the future?
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.

Breakrooms– In order to maintain social distancing, only two staff may eat in the breakroom at a time using the two designated chairs (a mask need not be worn when eating). The chairs may not be moved to a different location/table. All other chairs have been removed. Only one other staff may enter the breakroom at the same time as the two staff eating, for the purpose of retrieving items from the refrigerator(s), obtaining coffee or water, using the microwave(s), or visiting the snack area. At all times, no more than three people may be in the break room at a time and must maintain six-foot social distancing at all times. If staff visits the breakroom and it is occupied by three individuals, they must come back later or wait outside until one staff leaves before entering. If a line forms for entry into the breakroom, staff must space themselves six feet apart while waiting.

Two tables will be placed on the south facing patio and two staff may eat/sit at each table. Smokers are required to maintain at least six feet of distance at all times.

Staff may eat at their work stations if they so choose or if the two designated areas in the break room are occupied. Staff may also eat in conference rooms that are not in use or occupied. Staff eating in conference rooms must adhere to the social distancing guidelines. If staff chooses to eat in his/her office or a conference room, they shall not use the trash receptacles in such areas, but must take their trash to the breakroom trash receptacles, as General Services will only empty breakroom trash receptacles on a daily basis. This practice will avoid odor or pests from forming.

Limit In-person Meetings – Staff will not hold any in-person meeting without practicing 6-foot physical distancing, and are encouraged to hold all meetings remotely using Microsoft Teams. Meeting participants should be permitted to attend all meetings remotely and remote access codes should be provided for all meetings.

Non-essential Large Gatherings – All non-essential gatherings of 10 or more individuals will be postponed, cancelled, or attended remotely. If social gatherings of less than 10 individuals are necessary, social distancing guidelines must be followed at all times.

Mail - In order to minimize the number of staff handling a document, and to help with social distancing in the reception area, incoming and outgoing mail has been moved to the library. Every section in the County Administrative Center will now pick up incoming mail from the designated shelf in the library, instead of the receptionist counter or Administration section of the office. Baskets for outgoing mail have been moved to the library to minimize the number of staff entering the reception area.

IT - Upon return to the office, employees will be remotely assisted by our internal IT staff

whenever possible. If IT must provide in-person assistance, they will bring their own keyboard and mouse, wear appropriate PPE, and to extent possible, maintain at least six feet of distance.

Other Physical Distancing Strategies:

1. Common Areas: Pursuant to the office policy on Return to Work, staff will be directed to maintain social distancing in hallways and other common areas of the Office at all times (e.g., restrooms, lobby, copy rooms, conference rooms, etc.). In addition, staff will be directed to adhere to all office/building instructions designed to aid in maintaining social distancing (e.g., foot traffic flow instructions in common areas such as hallways, stairwells, and elevators; limitations of the number of persons riding an elevator, etc.).

This Office has not implemented directional arrows in its hallways at this time due to the minimal number of staff in the office and the fact that our hallways are wide enough to allow safe passing. The Office's Return to Work Policy directs staff to travel the hallways on the right side, and to maintain social distancing when following or passing someone from the opposite direction. Staff should not pass staff walking the same direction. However, as more staff transitions into the office, more consideration will be given to creating directional arrows in the hallways if needed.

The middle sink in the Office restrooms will be marked "closed" for the purpose of maintaining social distancing in the restrooms. Paper towels are available outside each restroom for staff to use when opening the restroom doors when entering the restroom. Staff will be directed, pursuant to the Return to Work Office Policy, that if they enter the restroom and all stalls are full, they should wait outside until someone exits the restroom. In the event a line forms outside the restroom, staff will maintain social distancing requirements.

Chairs have been removed and/or spaced apart in the reception areas of the Office to allow for social distancing. Markers will be placed on the ground so that visitors know where to stand until directed to a seat.

Staff will make every effort to direct visitors to meeting rooms without delay, to avoid congregation in the lobby. Further, as discussed above, the Office has received Plexiglass to mount to the counter in order to add a layer of protection between our receptionists and clients/public.

2. Meal and Rest Periods: Supervisors will stagger staffs' meal and rest periods in an effort to maintain social distancing in the meal and rest areas of the office.
3. Non-essential Travel: As discussed above, non-essential work-related travel will not be approved. If staff already has non-essential work-related travel calendared, it may be cancelled or postponed, subject to the discretion of the County Counsel.

4. Virtual Tools: Staff are encouraged to utilize virtual tools (e.g., scanning documents and emailing them) or bulletin boards to hand-off information or documents between staff, in order to avoid staff having to touch the same document. In addition, staff are encouraged to utilize Adobe products, DocuSign, or other computer programs to sign documents when appropriate and permissible. If a document requires a “wet” signature, staff will make sure to sanitize their hands before transferring the document to another staff or before touching a document that must be shared with another staff or individual. Staff shall use their own pens to sign the document.
5. When possible, staff will do his/her own filing so as to limit the number of staff that must physically touch a document. In addition, staff will shred his/her own documents

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

While this Office must, from time to time, have interactions with the public, clients or other county personnel (“visitors”), steps will be taken to limit such interactions where appropriate. Staff will ensure the reception area is not congested so that social distancing guidelines may be adhered to for the protection of our receptionist and any visitors. The following will be adhered to:

1. **Remote Access to Services** – Staff will limit the number of visitors to the lobby by exchanging documents remotely when possible, and conducting remote meetings when possible (telephone or via Microsoft Teams, etc.). Depositions and court appearances, when allowed will be made remotely.
2. **Make Appointments** – Staff will attempt to schedule all known visitor interactions by appointment. When visitors arrive for their appointment, staff will make every effort to be ready for them and immediately direct them to the meeting location. If an unknown visitor arrives, staff will make every effort to address the visitor immediately to limit his/her time in the reception area. When possible, staff will meet with the unknown visitor in an area other than the reception area (i.e., in the hearing room or conference room adjacent to the lobby if available), and always maintain social distancing with the visitor.
3. **Social Distancing** – Visitors shall be directed where to sit or stand in order to maintain social distancing while in the reception area. Chairs have been removed or separated in

order to maintain social distancing. Markers will be placed on the floor to direct visitors where to stand when checking in with the receptionist. Plexiglass has been received for the reception areas desks to add an additional layer of separation between staff and visitors.

Limitations to enforcing adequate physical distancing include the fact that this is a public building and this office has no real control over the public who visit our Office. If visitors refuse to follow direction staff's only recourse it to ask them to leave or contact security.

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?
2. Describe the adequacy of your Department's cleaning supplies, including those that have been procured for employees reporting to the worksite?
3. Do employees have access to necessary products for sanitization (i.e. hand sanitizer, soap)? Are employees allowed extra time for handwashing?
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?
5. Has hand sanitizer been made available to members of the public?
6. Have employees been asked to bring their own face coverings or have disposable face coverings been provided to employees?
7. Will members of the public be refused entry without a face covering or will disposable face coverings be made available to visitors?

Other key factors in limiting the spread of COVID-19 have been observance of individual hygiene practices and the sanitization of workspaces. In order to maintain a safe working environment, staff will be required to develop consistent cleaning practices of workstations and other commonly touched items/equipment/appliances. The Office has procured hand sanitizers and cleaning/sanitizing wipes for staffs' use for this purpose. Common areas such as restroom door handles and surfaces, elevator buttons, the lobby counter and door handles, breakroom surfaces, conference room surfaces, light switches, etc. will be cleaned and sanitized on a regular basis by designated staff throughout the day and at regular intervals. Individual staff will be required to do the following:

1. Frequently wash their hands with soap and water for at least 20 seconds. When washing is not possible, staff will use hand sanitizer with at least 60% alcohol. Soap and individual sanitizers have been provided for all staff; however, staff is welcome and encouraged to bring their own due to short supply, as long as they meet the minimum requirements as recommended by the CDC. Hands should also be washed/sanitized after touching commonly touched items or inadvertently touching another individual. Staff will be afforded appropriate time for proper cleaning/sanitizing.

2. At the beginning and end of each day/shift each staff will be required to use supplied cleaning wipes to wipe down commonly touched items in their work stations (i.e., desks, keyboards, door handles, chairs, phone, staplers, hole-punches, pens, pencils, etc.). A reasonable amount of time for cleaning will be provided to each employee and will be considered time worked.
3. When items must be shared (e.g., pens, copiers, fax machines, printers, telephones, etc.), staff will be required to disinfect such items before and after each shift or use.

Staff have been advised that disinfecting wipes and hand sanitizers are for office use only. Staff are not to take such items home and not to refill empty household containers for home use.

Each staff will be provided an individual hand sanitizer for his/her individual work area, and each common area will have its own hand sanitizer for staff and public use. The Office has also procured several gallons of hand sanitizer for the purpose of refilling the individual hand sanitizer dispensers. However, the Office has had a difficult time procuring hand sanitizer and is concerned with being able to procure more in the future.

The Office has also procured several large containers of disinfecting wipes for staff to sanitize both common areas and their own work stations on a regular basis. The Office also had a difficult time procuring such items and is concerned that such items will be quickly depleted and more will be required.

Finally, as discussed above, this Office has a small supply of reusable cloth face masks and disposable surgical face masks for staff who do not have their own face coverings and for visitors who do not have their own face coverings upon entry into the Office. This Office is concerned it will quickly run out of such masks. A small supply of N95 masks has also been obtained. N95 masks will be reserved for those staff who are required to be in close contact with the public or clients, and or who are “high risk” and in need of such a mask in order to perform his/her job duties. This office is concerned with its ability to procure additional N95 face masks as well.

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*?
2. How have you communicated the County’s goals in protecting employees and the public from infection to managers and supervisors?
3. How have you trained supervisors to isolate and send home any employees 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?
5. What is your Department’s process for receiving employee inquiries about deficiencies in the implementation of your Worksite Specific Plan?

This Office has held a number of remote, office wide, all staff meetings where we preliminarily addressed our Return to Work Plan. We plan to have additional all staff remote meetings to address this Plan, as well as our new Return to Work Office Policy addressing these same areas. Management meetings have occurred to address this Plan and the Policy, and managers have actively participated in the creation of the Plan and Policy.

In addition to holding staff meetings to address the Plan and Policy, this Office also plans to engage its Safety Officer in conducting remote safety training meetings where he will address proper cleaning and safety concerns. Staff will also be encouraged to watch trainings via LinkedIn Learning and Target Solutions regarding returning to work and safety practices. Suggestions from staff on making this workplace more safe are welcome and will be encouraged. Suggestions may be emailed to Cristina Gutierrez or Brad Aragon. In addition to the above, the Policy incorporates the following guidelines for staff: **Employee Health Practices/Staff Etiquette**

Staff are encouraged to follow healthy practices at work to avoid the spread of COVID-19 and other contagions. Staff are also encouraged to be mindful and respectful of other staff. These include:

1. **Self-screening at Home** – Screen yourself for temperature and/or symptoms using CDC guidelines.
2. **Stay at Home** – Staying at home when you have symptoms, even if you believe such symptoms to be a simple cold or allergy related, or have been diagnosed with COVID-19.
3. **Washing Hands** – Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
4. **Avoid Touching Eyes, Nose and Mouth** – Avoid touching your eyes, nose, and mouth with unwashed hands.
5. **Covering Coughs and Sneezes** – Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
6. **Physical Distancing** – Practice physical distancing at work and off work time by avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible.
7. **Face Coverings** – Face coverings must be worn when not in your own designated office space. Face coverings do not replace the need for physical distancing and frequent handwashing. Staff should wash or sanitize hands before and after using or adjusting face coverings. Cloth face coverings should be washed after each shift.
8. **In/Out Boards** – Do not touch other staffs' markers or designated areas on the in/out boards.
9. **Hand Shaking/Touching** – Do not shake hands or touch other staff or visitors.

- 10. Closed doors** – If you have an office door, it shall remain shut at all times to create as many barriers between yourself and your co-workers as possible.
- 11. Visiting** – Do not visit with staff in their offices or in common areas so as to maintain social distancing between yourself and your co-worker(s) and to aid others who may need to pass by. Make use of the phone and email if you need to speak with a co-worker.
- 12. Other Offices** – Limit the amount of times you must go into another person's office and try not to touch surfaces or other items if possible. If you must enter another person's office, limit the amount of time you must be in their office. Be sure to sanitize areas you have touched when you leave their office.
- 13. Elevator Etiquette** – If more than two people are in an elevator, take the next elevator, so as to maintain social distancing guidelines.
- 14. Printing/Scanning** - When possible, staff should print/scan from personal printers/scanners (unless working on a large copy job, need for color prints and desk printer is not color, etc.). Try to limit the amount of trips you must make to the printer/scanner by printing/scanning documents in groups. The control panel and buttons should be cleaned after use.
- 15. Filing** – Limit the number of staff accessing or touching filing cabinets and when possible, each staff should do their own filing so as to limit the number of staff touching a file or paperwork.
- 16. Meetings/Depos/Hearings** –When possible attend remotely.
- 17. Signing document** - Sign documents electronically when possible.
- 18. Employee in-boxes** - In-boxes should be moved to a location as close to the door/entry to cubicle as possible so that others need not enter the workspace.