

Worksite Specific Plan Template

Department: General Services

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Worksite Location(s): County Administrative Building – 1115 Truxtun Ave.
Maintenance Shop – 610 E. 18th St.
Communications – 2601 Panorama, Bldg. A
Fleet Services – 1415 Truxtun Ave.
Kern River County Park – Hart Park (Grounds/Rangers)
Buena Vista Aquatic Recreation Area – Ironbark Rd. (Grounds/Rangers)
LeRoy Jackson Park (Grounds/Maintenance) - Ridgecrest, CA
Kern River Valley (Grounds/Maintenance/Rangers) – Lake Isabella, CA
Various Facilities (Custodial Staff)

[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.

General Services will provide contactless thermometers at the entrance to each reporting location and require employees to self-screen and certify. Managers and Supervisors will follow up with employees to verify they have self-screened and investigate any symptoms. This method has been used successfully at the EOC, and the social distancing measures that exist within our facilities, coupled with face covering use guidelines below, gives us confidence that this is an adequate measure to keep our employees safe. It is also consistent with employees who do not report to a central location who will self-screen and certify either at home or at their reporting station. Hand sanitizer (or single-use gloves in absence of sanitizer) will be made available for employees to use to reduce the risk of cross-contamination from handling the thermometer.

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.

Updated to reflect Governor's Order of 6/18/20 requiring face coverings.

For employees who have individual offices and cubicles, face masks will not be required while employees work individually in their work spaces. Employees shall have their masks with them at all times, and **the use of face masks will be required when not in your individual work spaces.** Employees who have regular contact with other county employees or perform work in multiple facilities will be required to wear face masks to reduce the risk of spread of any contagious illness. Any employee who desires to wear a mask at all times will be allowed to do so if it makes them feel more comfortable, regardless of the situation. Employees will be encouraged to always have a mask available for themselves, but the department has secured masks that can be made available to staff upon request. Note: Employees at the Admin Center must wear masks when reporting for work **from the time they leave their vehicle** until they have reached the department, self-screened as described above, and reported to their individual work station.

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? The department has identified which employees are in the 65+ high-risk category. We are working with employees to notify us of any chronic health conditions that require consideration for modified work and enter the interactive process to identify how best to accommodate their particular situation.
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? Managers and Supervisors have reached out to their employees to determine which employees consider themselves at high risk and discuss concerns and accommodations that need to be made.
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? Yes, we will make accommodations for employees appropriate to their situation or provide the opportunity to take FMLA leave if not
4. Include an estimate of the total number of high-risk employees. 10 employees have been identified as higher-risk due to age, and at least 2 additional employees have been identified due to medical conditions.

Protecting High-Risk Employees

1. What has the department offered to accommodate high-risk employees? The department is prepared to provide high-risk employees any opportunity available for the employee to successfully complete their duties. Where telework is not possible due to job duties, other accommodations, such as altered shifts or PPE, will be provided to ensure the employee's health is protected.
2. When accommodation has not been made, describe the process used to resolve the lack of accommodation. The interactive process will be utilized to explore all opportunities to accommodate an at-risk employee. If accommodations cannot be made, the employee will be given the opportunity to take an approved FMLA leave.

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? Telework arrangements will continue to be accommodated as available for the individual job assignments that allow for it.
2. What process has been put in place to ensure supervisors are educated on monitoring work and ensuring engagement for teleworkers? The department will use our approved Performance Measures to gauge the ability of staff to perform work remotely. If specific

measures or other productivity criteria are not being met, individual remote work assignments will be evaluated to see if specific tools are in place to allow the employee to meet their goals or if different accommodations need to be made to allow the employee to work safely in the office.

3. What limitations are in place that prevent additional telework? The limitations for telework are confined to those jobs that cannot be performed from home, i.e. custodial, maintenance, garage, grounds, etc...
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)? Employees who have the ability to perform their job functions at home have the necessary tools in place to effectively do their job remotely. If technological needs are identified that will accommodate any gaps in this ability, the department will work with the employee and ITS to address the situation. The department will need to evaluate if additional video teleconferencing equipment is needed based on the needs of employees and divisions within the department.
5. Please include an estimate of the number of employees with telework arrangements. Approx 45 (23%) of GS employees have the ability to telework due to their specific job duties, and nearly all of those employees will have the opportunity to do so as part of the return to work plan, coupled with alternating schedules in and out of the office. The only exceptions are either based on home connectivity issues, or positions that interact with the public at the front counter.

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.)? General Services has employed flexible scheduling (9/80) in the past and will extend that opportunity further to other divisions to reduce the number of staff on site at given times.
2. Please include the number of employees who have altered schedules/shifts. Nearly all of the above-identified office-based positions will have a combination of altered schedules and shifts in conjunction with telework options. Many of our field-based positions work outside of the "traditional 8-5" or perform work away from other employees which provides for distancing measures (custodial, maintenance, grounds, mechanics, etc...)

Workstation Adjustments

1. Describe how employee workstations are ensured to meet 6 feet distancing at all times? The majority of administrative staff have single-use offices or high-walled cubicles that afford protection from neighboring employees. Some cubicles have lower walls but are still large enough to accommodate 6-foot spacing.
2. If 6 feet of distancing is not possible at all times, what steps is your Department taking to ensure proper physical distancing? Plexiglass barriers can be ordered for low-walled

cubicles at the employee's request. Use of masks will be encouraged in any areas where 6 foot distancing may not be possible. Employees who work outside of the office are assigned individual vehicles, and any sharing of vehicles will be discouraged without proper PPE and cleaning between use.

Other Physical Distancing Strategies

1. What has your Department done to restrict/limit access to common areas (i.e., break rooms, lunch rooms, etc.)? Breakroom doors should be propped open and lights left on to reduce the frequency of employees touching the handles and switches. Breakroom refrigerators and microwaves can continue to be used for employees who bring lunch, but employees should stagger lunch breaks and avoid gathering in groups in the break room. Because we have multiple break rooms throughout the division, management staff on site shall determine the appropriate limit of employees who are in the breakroom at any given time, typically no more than 2-4 employees.
2. What has your Department done to ensure meetings meet 6 feet distancing requirements? Meetings will continue to be held via Teams or phone when possible, but essential in-person meetings will be scheduled and held in the largest available conference room that will accommodate the size of the group attending. Meetings for field staff can be held outdoors as appropriate.
3. What large gatherings has your Department temporarily postponed and the steps your Department is taking to hold those virtually in the future? The department will prohibit any large lunch gatherings (i.e. potlucks) indefinitely. The Annual Department meeting is typically held outdoors in the fall, and will be evaluated for appropriateness at that time.
4. What steps has your Department done with respect to the following?
 - a. Establish directional hallways and passageways for foot traffic; directional arrows will be placed in hallways denoting either one-way (clockwise) or two-way traffic and designate direction of travel depending on the size of the hallway.
 - b. Designate separate routes for entry and exit into office spaces; A single point of entry will be designated at each facility to ensure that employees have quick access to the contactless thermometer for self-screening.
 - c. Limit the number of individuals riding in an elevator; employees will be discouraged from leaving in groups that would make using the elevator difficult to maintain social distancing. Employees will be encouraged to wear masks on elevators or wait for the next elevator if the car is occupied by others.
 - d. Staggering employee breaks; Managers/Supervisors will work with their staff to stagger breaks as feasible
 - e. Discontinue non-essential travel; The department will discourage non-essential travel, but encourage single vehicle occupancy when travel is essential. Employees shall wear masks when travelling in the same vehicle is necessary.
 - f. Direct guests to meeting rooms to avoid congregation in lobbies; As the nearest meeting room may be occupied, staff will be directed to meet with guests as soon as possible to reduce the number of guests who may be congregating in the lobby.

Some guests may be asked to wait in the hallway until the number of people in the lobby has been reduced to a safe level.

- g. Utilize virtual tools or bulletin boards to hand-off information between staff. The department will continue to utilize Teams and text or email to communicate with staff where possible. DocuSign will be used as practical and available for signing documents rather than passing around hard copies for signature.

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 will encourage the public to utilize existing online resources for making reservations or paying fines that are often done in our lobby.
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? The department has set up plexiglass dividers at public facing counters in our facilities and will mark the floor with markers that keep visitors 6 feet apart when in those areas.
3. What limitations are there to enforcing adequate physical distancing at this worksite? How will these limitations be addressed? The limitation at 1115 Truxtun is the size of the lobby, and guests may be required to queue down the hallway, but that could hinder other traffic in the hallways for restroom or elevator use.

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 their individual work sites. Cleaning products will be made available as they can be procured. Custodial staff will continue to clean common areas and commonly-touched objects such as handrails, door knobs and elevator buttons.
2. Describe the adequacy of your Department's cleaning supplies, including those that have been procured for employees reporting to the worksite? The department has a list of vendors that can be used to secure PPEs and other cleaning products. The department will order and keep a minimum supply on hand and order as frequently as needed to maintain the minimum supply of needed products.
3. Do employees have access to necessary products for sanitization (i.e. hand sanitizer, soap)? Are employees allowed extra time for handwashing? All employees have access to restroom facilities and will be allowed adequate time for handwashing. Hand sanitizer will be provided upon request when it is available.
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? Custodial Services will provide disinfecting products as they are available and employees will be given adequate time to clean their work stations as needed.

5. Has hand sanitizer been made available to members of the public? Hand Sanitizer will be made available to the public as we are able to procure it.
6. Have employees been asked to bring their own face coverings or have disposable face coverings been provided to employees? Employees will be encouraged to bring their own reusable and washable face masks, but paper face masks are available to provide to staff and the public as needed.
7. Will members of the public be refused entry without a face covering or will disposable face coverings be made available to visitors? Disposable face coverings will be made available to any member of the public who meets with staff outside of the confines of the lobby.

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*? This plan will be made available to all staff, and the Manager or Supervisor in charge of their particular division will provide training and answer questions of staff.
2. How have you communicated the County's goals in protecting employees and the public from infection to managers and supervisors? The department has been holding bi-weekly Teams meetings to discuss the return to work plan and how to best implement it.
3. How have you trained supervisors to isolate and send home any employees exhibiting symptoms of COVID-19? Managers and Supervisors have been provided the return to work plan with the guidelines provided and will be given the authority to send home any employee who does not meet the safety guidelines set forth.
4. Have all staff been provided with the *Guidelines for Safely Returning Kern County to Work*? Have these guidelines been discussed within the department? See answer to question 1.
5. What is your Department's process for receiving employee inquiries about deficiencies in the implementation of your Worksite Specific Plan All employee inquiries should be routed through the immediate supervisor who will then communicate with the department safety officer. In consultation with the department safety officer, employee concerns will be addressed, and modifications to the department specific work site plan will be made as necessary.

