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Worksite Specific Plan

Department: Treasurer-Tax Collector

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Worksite Location(s): County Administrative Building

1115 Truxtun Ave 2nd Floor

Bakersfield, CA 93301

The following actions and steps will be taken effective Monday, May 18, 2020 to minimize exposure to the COVID-19 for all TTC employees. A complete risk assessment was conducted pursuant to the Guidelines for Safely Returning Kern County to Work. In the event of a known COVID-19 infection by a member of the TTC staff, the Kern County Department of Public Health will be notified immediately by contacting the COVID-19 call center at 661-321-3000.

A. Individual Control Measures and Screening

Temperature and/or Symptom Screening

The office will require all employees to take their temperature prior to coming into the office. Any employee who registers 100.4 degrees or higher will be required to go home and not return until they have been fever-free for 24 hours. The department will maintain a contactless thermometer in the office for use if visible signs of illness occurs. If any employee, regardless of temperature, exhibits symptoms of illness, they will be required to go home immediately and not return until they are free from any symptoms.

Face Coverings

Face masks will be provided by the department and will be available at the entrance to the office, as well as in various locations throughout the office. All employees will be required to wear face masks at all times while in any common area of the office. Employees that have offices will be permitted to remove their face masks as long as they are alone in their office. If anyone enters their office, they will be required to put on a face mask immediately until the other person(s) leave.

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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?
 - a. The department has reviewed personnel files to identify employees over the age of 65 who may be considered high-risk. The department also sent an email to all employees with the list of criteria that is considered high-risk, and asked them to confidentially notify the department head if they had any underlying health condition that could make them 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?
 - a. Yes
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?
 - a. Yes, they can make a request to the department head, and each individual case will be considered.
4. Include an estimate of the total number of high-risk employees.
 - a. Two

Protecting High-Risk Employees

1. What has the department offered to accommodate high-risk employees?
 - a. In addition to the physical distancing steps taken below, the department has offered to accommodate high-risk employees to work from home full-time, **unless their job duties require them to be in the office.**
2. When accommodation has not been made, describe the process used to resolve the lack of accommodation.
 - a. The employee will be allowed to be home using accrued leave balances, or unpaid time off if all leave balances are exhausted, up until a time that the employee is comfortable returning to work, or the COVID related restrictions on office workspaces are lifted.

C. Physical Distancing

Telework Options

1. What telework arrangements (including for high-risk employees) has your Department implemented?
 - a. The department has issued VPN access to all employees and assigned them to two shifts. Only one shift will be in the office at any given time, reducing the number of employees in the office, while the other shift will work from home. These shifts will rotate, so each shift works 5 days in the office and 5 days from home each pay period.

Employees who have a private office have been assigned to a shift and are able to work from home if they so choose. However, they also have the choice of coming into work every day if they prefer. Employees who are in open areas (such as cubicles) will be required to work from home half of the time, unless there are technical limitations that cannot be accommodated.

2. What process has been put in place to ensure supervisors are educated on monitoring work and ensuring engagement for teleworkers?
 - a. Supervisors will be trained on reporting capabilities and appropriate measurements to ensure productivity from employees while working from home. These measurements and expectations will be clearly communicated to all staff as well to avoid confusion.
3. What limitations are in place that prevent additional telework?
 - a. Several staff members have indicated that they do not have an internet connection and/or computer at home, so working from home is not viable. These few employees will be required to come to the office each day rather than work from home. Additionally, some work (such as remittance processing or answering phone calls) cannot be done from home for security purposes, and will require staff to complete this 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)?
 - a. We have set up VPN access for all employees which will allow employees the opportunity to work from home on a rotational schedule.
5. Please include an estimate of the number of employees with telework arrangements.
 - a. 27

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.)?
 - a. Work schedule will remain 8:00am-5:00pm for all staff. However, we have assigned staff to two different shifts that will alternate between working from home and working in the office. This will limit the amount of people in the office to no more than one shift at a time.
2. Please include the number of employees who have altered schedules/shifts.
 - a. 27

Workstation Adjustments

1. Describe how employee workstations are ensured to meet 6 feet distancing at all times?
 - a. Employee workstations have been moved so that there is at least one cubicle space between each employee wherever possible.
2. If 6 feet of distancing is not possible at all times, what steps is your Department taking to ensure proper physical distancing?
 - a. For those workstations that are unable to be moved and are within 6 feet of another workstation, adjacent employees have been scheduled on different shifts so they will not be in the office at the same time.

Other Physical Distancing Strategies

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

- a. The department will still allow the breakroom to be used for meal preparation. Proper cleaning guidelines and procedures have been given to staff and instructed to practice safe habits. We have removed all but two tables in the breakroom that will be a minimum of six feet apart, and only one chair will be allowed at each table. Employees will be encouraged to stagger their lunches, as only two employees will be allowed to eat in the break room at a time.
2. What has your Department done to ensure meetings meet 6 feet distancing requirements?
 - a. All meetings will be done by telephone/teams.
3. What large gatherings has your Department temporarily postponed and the steps your Department is taking to hold those virtually in the future?
 - a. The conference room is no longer being used for meetings. Weekly staff meetings are conducted via telephone. Any instructions that need to be disseminated to staff will be done by email when possible.
4. What steps has your Department done with respect to the following?
 - a. Establish directional hallways and passageways for foot traffic;
 - i. None
 - b. Designate separate routes for entry and exit into office spaces;
 - i. Employees will have a separate door used to enter the office, and another to exit, to limit the crossing of paths from entering/exiting staff.
 - c. Limit the number of individuals riding in an elevator;
 - i. Our office is on the 2nd floor, so most staff do not ever use an elevator.
 - d. Staggering employee breaks;
 - i. Employee break times are already staggered for work-related purposes.
 - e. Discontinue non-essential travel;
 - i. Done.
 - f. Direct guests to meeting rooms to avoid congregation in lobbies;
 - i. Guests will not be allowed except in rare circumstances. In these rare circumstances, guests will be immediately directed to our department's large conference room which will allow proper social distancing when meeting with them.
 - g. Utilize virtual tools or bulletin boards to hand-off information between staff.
 - i. Information will be disseminated to staff through email or utilizing the department's Intranet bulletin board.

D. Additional Measures to Limit Exposure to the Public

1. What measures has your Department taken to reduce public access to your facilities?
 - a. N/A
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?
 - a. We have used stanchions to direct the flow of traffic in our taxpayer lobby to ensure maximum distance between taxpayers. There will be only one entrance and one exit. Disinfectant wipes and hand sanitizer will be placed at each counter and taxpayers will be encouraged to wipe the counters before conducting business with us. Floor markings have been added to indicate where the public should stand while waiting to be helped.
3. What limitations are there to enforcing adequate physical distancing at this worksite? How will these limitations be addressed?

- a. We have limited space, and if too many taxpayers come at once, it may not be possible to ensure proper physical distancing requirements. When we see this happening, we will coordinate with security for the building to require taxpayers to wait outside and only allow a certain number in at a time.

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?
 - a. Disinfectant wipes and hand sanitizer will be provided by the department and placed in various areas throughout the office. Individual staff members will be assigned to clean common areas (such as the breakroom) regularly each day. All employees will be encouraged to clean their workstations regularly.
2. Describe the adequacy of your Department's cleaning supplies, including those that have been procured for employees reporting to the worksite?
 - a. We have been able to procure all supplies needed.
3. Do employees have access to necessary products for sanitization (i.e. hand sanitizer, soap)? Are employees allowed extra time for handwashing?
 - a. Yes.
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?
 - a. Yes.
5. Has hand sanitizer been made available to members of the public?
 - a. Yes.
6. Have employees been asked to bring their own face coverings or have disposable face coverings been provided to employees?
 - a. Yes.
7. Will members of the public be refused entry without a face covering or will disposable face coverings be made available to visitors?
 - a. We will not be monitoring taxpayers for face coverings, we will rely on building security to monitor/enforce that if necessary. Disposable face coverings will be made available to visitors entering our office area.

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*?
 - a. They will both be emailed to all staff, and staff will be required to confirm in writing that they've read and understand the material.
2. How have you communicated the County's goals in protecting employees and the public from infection to managers and supervisors?
 - a. We have held staff meetings with all managers and supervisors, discussing the plan and the importance of protecting employees and the public during this pandemic.

3. How have you trained supervisors to isolate and send home any employees exhibiting symptoms of COVID-19?
 - a. We have held staff meetings with all managers and supervisors, reviewing the list of symptoms and the instructions on what to do if you see an employee exhibiting 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?
 - a. Yes.
5. What is your Department's process for receiving employee inquiries about deficiencies in the implementation of your Worksite Specific Plan.
 - a. All employees have been instructed to inform the department head or assistant department head of any suggestions or concerns regarding the worksite specific plan. These suggestions will be reviewed and evaluated by management, and implemented if appropriate.