

Worksite Specific Plan Template

Department: 2610 Agriculture and Measurement Standards

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Worksite Location(s): Department of Agriculture and Measurement Standards, 1001 South Mount Vernon Avenue, Bakersfield, Ca. 93307

Conditions may continue to arise that will require changes or accommodations and this Department will respond as the situation changes. We are prepared to alter and adapt worksite plans as needed, while keeping within the overall guidance provided by the County.

A. Individual Control Measures and Screening

Temperature and/or Symptom Screening

- All staff will be educated about COVID-19 symptoms (frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell), and be required to self-screen and to stay home if they have COVID-19 related symptoms. Screeners shall look for symptoms consistent with COVID-19, but avoid asking each employee any questions related to COVID-19 as this could potentially be in conflict with the Health Insurance Portability and Accountability Act (HIPPA)
- The Department will provide temperature and/or symptom screenings for all workers at the beginning of their shift. We will utilize a series of traffic controls to limit workers to ingress through access points, one at each of our buildings. Having two points of ingress should allow for timely entry without undue delay in staffing the Department. Each access point will be staffed with a screener who will provide temperature and/or symptom screenings.
- Each screener will avoid close contact with workers to the extent possible. Both screeners and employees shall wear face coverings for the screening. Screeners will wear disposable gloves. Screeners will also be educated in common symptoms of COVID-19 including, but not limited to, cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.
- During the screening process, staff will utilize contactless thermometers and disallow entry to anyone registering a temperature of 100.4 or higher and notify the department head immediately. If an employee appears to have symptoms (i.e. fever, cough, or shortness of breath) upon arrival at work they will immediately separate the individual from other employees, disallow entry, and notify a member of management.
- Screeners will remain on site during the workday. As such, they will be able to screen employees who may arrive after 8: 00 a.m. and monitor employees who already onsite for symptoms throughout the workday. Also, employees should report coworkers or customers exhibiting symptoms to their immediate supervisor and management. Employees who become sick during the day will immediately be separated from other employees, customers, and visitors and sent home.

In the event a customer is suspected of exhibiting COVID-19 symptoms, they will be asked to exit the Department and staff will perform a thorough cleaning and disinfection of areas contacted by the customer.

- **Sick Employees** - Supervising staff will be trained to isolate and send home any employees exhibiting symptoms of COVID-19. In the event an employee is suspected of having COVID-19, or exhibits symptoms related to COVID-19 they may not return to work until they have completed the CDC-recommended steps for self-isolation [CDC-recommended steps for self-isolation](#), and in consultation with healthcare providers and the County's local health department. The Department may require a physician's certification from the employee prior to permitting their return to work.
 1. Employees with symptoms, but have not tested positive, may return to work if:
 - a) 72 hours without a fever, and
 - b) Respiratory symptoms have improved, and
 - c) 10 days since symptoms first appeared.
 2. Employees who have tested positive may return to work if:
 - a) They have no symptoms, and
 - b) 10 days have passed since the test.

An employee may also return to work if they have had two negative tests results in a row, at least 24 hours apart.

Exposed Employees – An exposed employee is required to notify the department, stay home, monitor their health and follow [CDC-recommended steps for self-quarantine](#). An exposed employee is anyone who has been in close contact with someone who has COVID-19.

Exposed employees may not return to work until 14 days have passed since their last contact with a person with COVID-19, regardless of whether they have developed symptoms or tested negative for COVID-19.

An exposed employee who develops symptoms of COVID-19 and/or tests positive must follow the steps for self-isolation before returning to work.

Face Coverings

- Employees shall comply with the **States Guidance for the Use of Face Coverings** dated June 18, 2020. When engaged in work, whether at the workplace or performing work off-site, non-exempt employees must wear face coverings when:
 - o Interacting in-person with any member of the public;
 - o Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

- o Working in any space where food is prepared or packaged for sale or distribution to others;
 - o Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities,
 - o In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Employees must wear a face covering from the moment they depart their vehicle until they reach their assigned workstation. Employees must continue to wear their face covering when they are in the presence of other staff or customers.
- Employees may use their own cloth face covering or one will be provided to them for this purpose at their request. Inappropriate personal expression via face coverings will not be allowed. Employees should wash or sanitize hands before and after using or adjusting face coverings. Face coverings should be washed or replaced after each shift. And all used face coverings should be safely disposed.

B. Protecting High-Risk Employees

Identifying High-Risk Employees

1. High risk employees have been identified as employees age 60 or older and those with chronic health conditions or compromised immune systems. According to our records, we have 2 employees 60 or older. Moreover, we have provided each employee with a form through which they can report to us stating, "I am at greater risk of getting very sick from COVID-19 due to a compromised immune system and/or serious chronic medical condition(s). I am asking my department for accommodation, such as remote work, to limit my exposure to COVID-19."
2. The form provided to each employee also states, "I am asking my department for accommodation, such as remote work, due to a member of my household being a high-risk individual."
3. The form provided in #2 and #3 above has been emailed/provided to each employee without an expiration date nor a due date.
4. Currently, the number of high-risk employees at our department is five.

Protecting High-Risk Employees

- As the department of agriculture and per our Continuity of Operations Plan all our Mission Essential Functions are conducted in the field. With a staff of seventy-five employees (permanent and seasonal), only five managers, one GIS programmer, and six clerical/fiscal are "office bound". To date, none of the high-risk employees are from these positions. Our total number of High-Risk Employees (5) come from staff assigned to field work. Accommodations for field staff has, to date, been limited to our enforcement of the

Department's COVID-19 Worksite Specific Plan and adherence to CAL/OSHA COVID-19 Industry Guidance.

- Field work provides freedom from the confines of an office space where COVID-19 might be transmitted via contact. Moreover, staff are issued an assigned vehicle which is not shared with other employees nor customers thereby mitigating exposure. Also, staff has been informed to demand from industry that they extend basic CDC protocols for avoiding exposure before staff provides service.
- We strive to engage in an interactive process with these individuals to determine the most appropriate and available temporary work accommodations. However, lacking any, the employee shall be permitted to take a leave of absence (paid or unpaid) under the current policies of the County.

C. Physical Distancing

Telework Options

Telework arrangements are not a viable option for our department. As the department of agriculture and per our Continuity of Operations Plan all our Mission Essential Functions are conducted in the field. With a staff of seventy-five employees (permanent and seasonal), only five managers, one GIS programmer, and six clerical/fiscal are "office bound". The remainder of our staff is in the field conducting inspections, issuing permits, trapping insects, performing investigations, certifying devices, responding to complaints, enforcing laws and regulations, performing outreach and education, etc.

Scheduling Adjustments

Due to the size of our campus and the number of employees, we have determined at this time that it is not necessary to reduce the number of staff on-site in order to be in compliance with COVID-19 preventative measures. Moreover, much of our staff is in-the-field for the majority of each workday, therefore, by definition off-site. Due to the limited office capacity for some of our extra help staff, approximately one half of the extra help trapping staff will have a work start time/end time offset of thirty minutes so that the 6 foot work station distance can be maintained.

Workstation Adjustments

Our current cubicle arrangements and office space design appear to satisfy the six-foot distancing requirement. Most cubicle spaces are also surrounded by five foot high panels which lend themselves to social distancing by design. However, we have additional unoccupied space/workstations to which we can relocate staff if it is determined that the 6 foot distancing is not possible or employees feel that a more secure work station is warranted.

Other Physical Distancing Strategies

- We have placed placarding that is intended to limit occupancy to 2 persons (6 feet apart) at a time in common areas. Also, we have installed sanitation supplies in each common

area to be used at the discretion of anyone utilizing these areas. Moreover, according to janitorial services, they will be using a special chemical cleaner which lists the Human Coronavirus and being one that their Ph7 will kill. They will be using this product with microfiber rags to wipe desks, tables, counters and other areas they clean. It will also be used in all restrooms. Their floor cleaner already fights the Human Coronavirus.

- We will not be conducting meetings unless we can ensure 6-foot distancing is maintained.
- We are postponing all non-essential gatherings of 10 or more individuals that are not critical to our continued operations.
- Hallways will be posted with directional signs that only allow traffic one way. Our front office will have one designated door for the public to enter and exit as well as a different designated door for employees to enter and a separate door for employees to exit. Where feasible, separate routes will be marked for entering office spaces.
- Most employees in our department work independently in the field and are able to take breaks at their own discretion. For employees on site, the previously mentioned capacity of common areas will be maintained.
- All non-essential travel has been discontinued.
- Guests who enter the facility must be screened and shall wear face coverings and will be directed to separate meeting locations to eliminate congregation in our lobby.
- Email communication will be used to communicate information to staff.

D. Additional Measures to Limit Exposure to the Public

- Our facility has a relatively small public entrance area of approximately 100 square feet. We will develop markings within this area to provide cues to the public about where to stand to be able to maintain a separation of 6 feet and to limit touching public surfaces while they are receiving services. There are only two points of contact within this area for employees to interact with the public. While they are being served, employees will maintain adequate distance and shall wear face coverings at all times. Generally public contact is kept at a minimum with our department as we don't have a lot of walk-in services. To reduce even further the contact with the public, many types of services should be moved to appointment only or over the phone.

E. Ensuring a Clean and Hygienic Work Environment

The Department will maintain cleanliness in the worksite by following the guidelines set forth by the California Department of Public Health and State of California Department of Industrial Relations. Office Workspaces will be frequently disinfected and cleaned including high traffic areas and commonly used surfaces including doorknobs, break rooms and lunch areas, areas of ingress and egress. Our Department will provide time for workers to implement cleaning practices during their shift and adjust hours to provide adequate time for regular thorough cleaning and disinfection of personal work areas. Our Department will instruct employees to avoid sharing phones, other works supplies, or office equipment wherever possible and will never

share personal protective equipment (PPE). When workspaces/equipment/supplies such as phones, keyboards must be shared, such items should be disinfected between uses.

Our Department will ensure that sanitary facilities stay operational and stocked at all times and provide additional supplies such as soap, paper towels and hand sanitizer when needed. Our Department chose cleaning chemicals approved for use against COVID-19 from the Environmental Protection Agency-approved list and will follow the product instructions. Our Department will provide training on manufacturer's label directions/ Safety Data Sheets and Cal/OSHA requirements for safe use prior to use and provide all required PPE.

Each employee will be given individual hand sanitizer for their own use at their workstation which is not to be shared. Employees will be given any additional time needed at the start and end of their shift and as needed to disinfect/clean their workstation. Hand Sanitizer should be made available at the office entry counter to members of the public.

Should an employee have positive COVID-19 results, the Department shall take immediate steps to disinfect all affected workspaces.

F. Training and Communication of Managers/Supervisors/Employees

The Department's Worksite Specific Plan and the Guidelines for Safely Returning Kern County to Work will be provided to each employee. It will be our intention to communicate to all employees the County's goals in protecting employees and the public from infection.

The Department will also make available, through emails, links to CDC, CAL/OSHA, and the county's Employee Resources During the COVID-19 Emergency <https://www.kerncountyemployees.com/resources/kern-county-employee-resources-during-the-covid-19-emergency>.

Should an employee have inquiries about deficiencies or implementation of our Worksite Specific Plan, they are encouraged to discuss the issue with members of the Departments management/administration team with an option of forwarding concerns to County Human Resources.