



Creating brighter futures...one home, one family at a time

COVID-19 Worksite Plan

Locations:

- 112 Richard St., Arvin, CA 93203
- 701 Meyer St., Arvin, CA 93203
- 400 Grove Street, Arvin, CA 93203
- 18 MacArthur Drive, Bakersfield, CA 93308
- 400 20th St., Bakersfield, CA 93301
- 1104 S. Robinson St., Bakersfield, CA 93307
- 714 Smith St., Bakersfield, CA 93307
- 1015 Baker Street, Bakersfield, CA 93305
- 1006 Baker St., Bakersfield, CA 93305
- 3015 Wilson Rd., Bakersfield, CA 93304
- 403 Boomerang Dr., Bakersfield, CA 93307
- 500 W. Columbus St. Office – Bakersfield, CA 93301
- 2300 S. Union Ave., Bakersfield, CA 93307
- 68 E. White Lane, Bakersfield, CA 93307
- 2250 'R' Street, Bakersfield, CA 93301
- 2300 'R' Street, Bakersfield, CA 93301
- 2221 S. Real Rd., Bakersfield, CA 93309
- 8505 Sunset Blvd., Bakersfield, CA 93307
- 8701 Sunset Blvd., Bakersfield, CA 93307
- 1626 Quincy Street, Delano, CA 93215
- 327 Dover Place, Delano, CA 93215
- 1910 Garces Hwy., Delano, CA 93215
- 312 So. Austin St., Delano, CA 93215
- 7823 Emperor Ave., Lamont, CA 93241
- 14869 Lamberson Ave., Lost Hills, CA 93249
- 106 -11th St., McFarland, CA 93250
- 300 Terra Vista, Shafter, CA 93263
- 225 W. Tulare Ave., Shafter, CA 93263
- 17213 Central Valley Hwy., Shafter, CA 93263
- 2650 Spruce Avenue, Wasco, CA 93280
- 650 North Maple Ave. Wasco, CA 93280
- 601 24th Street. Bakersfield, CA 93301

Individual Control Measures and Screening

- Employees are required to ask themselves screening questions before leaving home for the worksite.
- Employees answering yes to the screening questions or are otherwise ill are required to stay home and notify their supervisor.
- Employees are required to wear face masks when at the worksite, except for when driving alone, working in a unit alone, or at their desk. If someone comes to their workstation to speak with them, the employee must put on their facemask.
- Masks are provided for employees who don't have their own mask.
- When an employee needs to enter an occupied unit, maintenance/inspections staff will ask specific questions to determine if anyone in the household is symptomatic. If the answer is yes to any question, inspection/non-emergency work orders will be rescheduled at least two weeks later. Participant/tenant required to stay 6' ft from employee at all times. Maintenance/inspector required to wear mask and gloves when completing inspection/work order.
- If employees required to enter unit of symptomatic or COVID-19 positive participant/tenant due to emergency, employees required to wear full PPEs with face shield.

Cleaning and Disinfecting Protocols

- Utility Workers to perform thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls. Frequent (at least three times per day) disinfection of commonly used surfaces including doorknobs, toilets, and handwashing facilities required.
- Disinfectant wipes are available at every office for regular wiping down of high touch surfaces such as equipment handles and controls, keyboard, mouse, and phone. After each use, employees required to wipe the controls on each shared copier.
- A supply of wipes is available at the vehicle checkout station at the Central Office. Employees instructed to take a few wipes when checking out a pool vehicle and wipe down the handle, steering wheel, and controls before using the vehicle.
- Alcohol based hand sanitizer available at all offices.
- No sharing of workstations.
- If an employee or customer tests positive for COVID-19 and they have been at the worksite, all potential areas of exposure will be disinfected by a designated employee wearing full PPEs.

Physical Distancing Guidelines

- Central Office limited to 50% of normal occupancy with one-half of the employees working from home at any one time.
- No in-person trainings or group meetings.

- Offices open by appointment only. Appointment scheduling will be coordinated to limit occupancy and appointments will only be scheduled if services cannot be provided via email, phone, or website.
- Where possible, customers to be assisted via email, phone, website, or mail.
- Central Office lobby occupancy limited and all other offices limit office occupancy to one household at a time.
- No customers/visitors allowed in employee areas at Central Office or other offices.
- Breakroom areas limited to one person per table.
- No visitors at senior sites with signage posted at all entrances.
- No dining room food service at Pinewood Glen – all meals delivered to units.
- Physical distancing required at all times, even when wearing a mask.
- No more than one person at a time in copier rooms and in reception office area.
- Sneeze guards installed at all offices without existing separation between customers and employees.
- Interview rooms at Central Office modified to facilitate physical distancing.
- Occupancy signage posted in lobbies, meeting rooms, laundry rooms, and elevators.
- Common area seating reduced to promote physical distancing.
- No out of county travel.

Employee Training

All employees are provided with written information via email on the following topics:

- Information on COVID-19, how to prevent it from spreading, and underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station).
- The importance of physical distancing, both at work and off work time.
- Proper use of face coverings.
- Ensure contractors at the sites follow COVID-19 prevention policies and have necessary PPE.
- Information on employer or government-sponsored leave benefits

Investigating COVID-19 Exposure/illness

- If an employee is symptomatic or tests positive for COVID-19, the Assistant Executive Director (AED), Executive Director, and Personnel Director (PD) will be

notified. The employee will be instructed to stay at home for two weeks or until released to work by their doctor, unless they test negative for the Coronavirus and provide a verification of the test results.

- Symptomatic or COVID-19 positive employees will be questioned by the AED or PD pursuant to CDC contact tracing guidelines available at: <https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>
- If employees are determined to have been exposed to the virus due to close contact with a COVID-19 positive individual, they will be sent home and advised to take a COVID-19 test. They will remain at home until the test results are received and the result is negative.
- The PD will maintain a spreadsheet to track COVID-19 exposure and illness to ensure appropriate follow-up.

Responsible Parties

At all offices other than 601 24th Street, the Area Supervisor and Housing Coordinator are jointly responsible for ensuring the Worksite Plan is followed. The Executive Director and Assistant Executive Director are jointly responsible for ensuring the Worksite Plan is followed at 601 24th Street.