

# SM AJCC COVID-19 ADDITIONAL HEALTH AND SAFETY GUIDELINES

**Note:** The attached Industry Specific COVID-19 Prevention Plan is the official plan for the Santa Barbara County America's Job Center of California. It serves as notice of participation with the guidelines set forth by the State of California and the County of Santa Barbara and shows how the agency's complies with orders to reopen in accordance with State and county orders regarding the COVID crisis.

## Santa Maria AJCC COVID-19 Additional Health and Safety Guidelines

The County of Santa Barbara America's Job Center of California<sup>SM</sup> in Santa Maria (SM AJCC) will implement the following, in collaboration with co-located AJCC partners:

- **SM AJCC partners responsible for implementing the Health and Safety Plan (HSP)/Health and Safety SPOC:**
  - *Luis Servin, Santa Barbara County Workforce Development Board*
  - *Eric Walker, Equus*
  - *Jose Ruiz, Employment Development Department Workforce Services*
- **Policies and procedures that assist in the identification of sick workers.**
  - *AJCC co-located partners shall maintain policies that address at minimum the following: Health screening, how sick workers will communicate if experiencing symptoms while at home or at work, and the method used to isolate sick workers in the workplace until the affected staff is sent home. These policies shall also outline the process to investigate COVID-19 cases and assess if any work-related factors could have contributed to exposure of the virus. Identify close contacts and work spaces of an infected worker and take measures to avoid additional COVID-19 infections.*
  - *SM AJCC partners – their supervisors and managers, will be responsible for monitoring employees within their organization for COVID-19 symptoms, as defined by the Center for Disease Control.*
  - *Partners will require all employees to take the COVID-19 awareness training. Training must meet the training requirement under CDPH and Cal/OSHA Industry Guidance as well as the Santa Barbara County RISE Self Certification, which may include:*
    1. *Information on COVID-19, preventing spread, and who is especially vulnerable;*
    2. *Self-screening at home, including temperature and/or symptom check using CDC guidelines;*

- 3. *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.*
  - *SM AJCC co-located partners and their employees will be instructed to self-screen and the importance of not coming to work if any of the COVID-19 symptoms are present, or if employee lives with someone who has been diagnosed with COVID.*
  - *Employees are recommended to self-screen for COVID-19 symptoms daily using CDC symptom guidelines. Employees should notify their direct manager if they believe they have symptoms. Managers may consider telework in cases where an employee is unable to report to work.*
  - *All employees are required to wear a face covering/mask, per CDPH guidelines. Employees are expected to perform all job duties and functions and wear a face covering/mask in the AJCC, including while assisting customers in public areas.*
  - *Customers maybe asked to complete a COVID-19 Self-attestation acknowledging they have not COVID-19 symptoms for in-person services.*
- **Adhere to social distancing criteria.**
  - *Co-located partners will be responsible for social distancing measures within their office space, including physical workplace changes, such as increased distance between workstations, in accordance with approved COVID-19 Prevention Plan.*
  - *Publicly used space such as the SM AJCC lobby, HEX, and resource room have been re-configured to comply with COVID-19 Prevention Plan. Tables, chairs, computer stations have been re-arranged, Plexiglas panels have been installed and signage has been displayed to provide for physical separation of AJCC staff and customers. To allow for foot traffic flow patterns through marked/designated entrance and exit points, stanchions have been placed throughout the lobby.*
  - *Protocols, such as the use of web-based appointment application for customers, have been implemented in order to control traffic and the number of visitors in the office.*
  - *Co-located partners shall implement, as much as possible following each partner individual policies and procedures, protections and protocols that may include teleworking, flexible work hours, staggered shifts and additional shifts to reduce the number of workers in the workplace at one time.*
- **Encourage worker hygiene and source controls.**  
See COVID-19 Prevention Plan
  - *The following handwashing and/or sanitizer will be provided, supplied and maintained for AJCC staff and customers:*

1. Sanitation products, including hand sanitizer and sanitizing wipes for SM AJCC common areas (such as restrooms and breakrooms), Lobby and Resource Room (for public use) are provided and maintained by County DSS.
  2. SM AJCC co-located partners, per individual policies, shall provide to their employees protective supplies, such as masks, nonmedical cloth face coverings, gloves, disinfectant, and face-shields for workers, in addition to instructions on when and how the PPE should be worn.
    - All employees are required to wear a face covering/mask, per CDPH guidelines. Employees are expected to perform all job duties and functions and wear a face covering/mask in the AJCC, including while assisting customers in public areas.
    - The AJCC (through any of the managers identified in page one of this document) will communicate health and safety instructions and reminders periodically.
- **Implement AJCC office cleaning and disinfecting protocols.**  
See *COVID-19 Prevention Plan*.
    - AJCC's schedule for cleaning and disinfecting common areas. See *COVID-19 Prevention Plan*.
    - Staff responsible for cleaning and disinfecting surfaces, and the procedure to clean the work space of a person with symptoms of, or diagnosed with, COVID-19.
      1. *Public areas are contracted to be cleaned 3 to 5 times per week by Big Green Cleaning. This includes regular cleaning and disinfecting of frequently touched surfaces including, tables, doorknobs, light switches, countertops, handles, desks, etc.*
      2. *Staff assigned to the publicly used areas of the SM AJCC (HEX and Resource Room), will be required to clean/disinfect touchable surfaces between each use. Disposable plastic covers (for keyboards and mouse) will be provided for SM AJCC Resource Room computers. Cleaning and sanitation products will be provided by County DSS.*
      3. *Work space of a person with symptoms of, or diagnosed with, COVID-19 will be cleaned/disinfected by office leaseholder's cleaning contractor.*
    - Each AJCC co-located partner shall be provide their staff with information on the proper use of any required PPE.
    - SM AJCC staff assigned to HEX, shall manage customer flow within the AJCC. This includes implementation of foot traffic flow patterns through marked/designated entrance and exit points

- **Ensure communication and training practices and protocols are in place.**
  - *SM AJCC partners' staff shall complete the following:*
    - *COVID-19 Awareness Training.*
    - *Review of COVID-19 Prevention Plan and Santa Maria AJCC Additional Health and Safety Guidelines.*
  - The HSP and additional information shall be communicated to AJCC staff, customers, and applicable parties.
    - *Staff shall receive a copy of the plan by email and shall acknowledge receipt.*
    - *The plan will be posted on AJCC website and shall be available for review upon request at AJCC HEX.*
  - Customers are provided with link to electronic copy of plan when scheduling appointments for in-person services.
  - Approved signage is posted and shall clearly communicate all expectations and safety protocols; when available, in additional languages, as necessary.
  - Schedule to evaluate the office for HSP for compliance and corrective actions: *AJCC Partners responsible for the implementation of the plan will be meeting on a weekly basis to review and revise, if necessary, established protocols. Additionally, COVID-19 Risk Assessment will be conducted on a monthly (last Friday of each month) to identify corrective actions.*
- **Building access and staff assignment to monitor room capacity.**
  - AJCC operator, Equus staff will be responsible for monitoring capacity in lobby and waiting area, and resource room. .

### Service Delivery Strategy

The following services will be provided, as follows:

- Labor exchange services, including, job search and placement assistance.
- WIOA Title I Adult, Dislocated Worker, and Youth programs and services.
- Outreach, intake, referrals, and orientation for services available through the AJCC.
- Unemployment Insurance (UI) information and assistance in UI Online navigation.
- Employees who encounter customers who are agitated, disruptive, or refusing to abide by physical distancing guidelines should notify an appropriate manager immediately.

### AJCC Communication Plan and Reporting Process

- In the event of a suspected or positive COVID-19 case, the following reporting process to communication with AJCC partners should be initiated:
  - Each co-located partner will initiate individual/internal policies and procedures for reporting COVID-19 positive tests to the County of Santa Barbara Public Health Department.
  - In the event that co-located partner' manager or supervisor, through the completion of the COVID-19 workplace exposure investigation, identifies an employee or client of the other co-located partner as a "close contact" (as defined by the Public Health

- Department), the other co-located partner shall follow individual/internal policies for notifying that staff/client.
- No personally identifiable information shall be disclosed.

### **AJCC Reopening Notifications**

- Use a variety of state and local media sources and electronic notifications regarding reopening of offices and services available.
- Inform the public of specific office closures through the EDD and AJCC websites, social media, and other media outlets.