

Division of Vocational Rehabilitation Workplace Controls Wasilla Branch Office Plan

The Wasilla Branch Office (WBO) is staffed by ten full time employees and one vacant counselor position. The office suite is within the same strip mall as the local Job Center and will do well to coordinate re-opening plans and expectations as best we can as we serve many consumers in common. In order to function within the Division framework for workplace controls, the WBO plan includes:

Mandatory Prevention Measures

- Staff is currently able to meet most of the expectations of this category. Under current telecommuting/in office hybrid schedules we are able to maintain physical distance, stay home if sick and use work tools/equipment at our desks with the exception of copier/printer. The only way into the file room is through the shared copier/printer area and does not afford for social distancing with more than one person in the file room. We are moving to one way traffic in the office and one person in the file room at a time.
- Identified needs as we transition back into the office and prepare for eventual in person interactions with clients are additional no touch hand sanitizer stations as there is currently only one in the suite. Additionally, as we transition to more staff in the office, desktop printer/scanners will reduce the number of people at the shared copier/printer and blocking access to the file room.

Before Resuming Normal and/or Phased Activities

Engineering Controls - isolating employees from work-related hazards. In order to meet the expectations in this category:

- Install physical barriers. We are in the process of identifying the most appropriate physical barrier for both the VRA cubbies and the front reception desk with plexiglas or similar.
- Resource and testing area access is necessarily limited by the number of computers. To ensure social distancing we would like to add an additional line for a computer in our testing room, where it can be placed 6 feet from others. This would allow us to move one computer from the resource area to the testing area in line with social distancing.
- A limited number of wipeable seats have been purchased with the budget we had; a request has been made for additional chairs to meet this requirement as we open more fully.
- Desktop printer/scanners have been requested to alleviate bottlenecks at printers.
- We are moving to one way traffic in the office suite to support social distancing.

Administrative Controls - require action by the worker or employer. Staff have the resources to meet the expectations of this category; we will need additional guidance from administration in the following areas:

- What meets the threshold for illness requiring a doctor's note for return to work.
- Division approved training/protocols on COVID-19 risk factors, protective behaviors and use of PPE.
- Any agency parameters around telecommuting and workweek schedules.

Safe Work Practices - types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Again, most of the resources to meet expectations in the area are either available or on order as noted below:

- A limited number of masks are available in the office with more ordered; gloves and sanitizing wipes and gel are being ordered as we are able to locate them; no thermometer on site.
- When we begin meeting with clients in person again, staff will stagger appointments and meet in the conference or testing room where distance can be maintained and wipeable chairs will be available.
- Additional guidance/policy is requested when confronted with clients/visitors that refuse to wear a mask, maintain distance, wash hands, or complete a health screening upon entry.

Monitoring Requirements and Personal Protective Equipment (PPE)

- As PPE/cleaning materials are available, we will have the resources to meet this expectation; clear and consistent policy regarding clients/visitors that do not comply will be essential.