SAMPLE COVID-19 Risk Assessment

Conducting an interactive exposure risk assessment with participation and feedback from your employees is not only required, but also beneficial to your business. Having a completed risk assessment will help reduce the exposure to COVID-19. In order to simplify the assessment process, here is an approach using "**Items To Consider**" for each question. All questions must be addressed. Some questions can be answered with "N/A" (not applicable).

If you have more than ten employees statewide (including temporary and part-time workers), or are covered by subsection 1(c) of the temporary rule (*workplaces at exceptional risk*) this assessment must be in writing. If you have multiple facilities that are substantially similar, the assessment may developed by facility type rather than site-by-site so long as any site-specific information that affects employee exposure risk to COVID-19 is included in the assessment.

Business/Employer: Fern Ridge School District

Completed by (name): Gary Carpenter   **Date:** 12-7-2020

Job title: Superintendent

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Employee job classifications evaluated in this assessment

- All District Personnel.

This sample risk assessment is for workplaces with both office and production-line workers

Physical Distancing

Element To Discuss	
Can employees telework or otherwise work remotely?	
Items To Consider	**Describe Any Physical Modification Or Work-Practices Already Made And What Still Needs To Be Done**
• Can one or more workers access their work remotely? • Can phones be forwarded, or can staff use cell phones for customer/employee communications? • Can some of your programs or operation systems be changed to make them available remotely?	• Any staff member that can complete their duties remotely, is permitted to do so. This mostly involves our instructional staff (teachers and aides). Some classifications such as custodians, do not have a remote work option.
Element To Discuss	
How are employees encouraged or empowered to use those distance work options to reduce COVID-19 transmission at the workplace?	
Items To Consider	**Describe Any Physical Modification Or Work-Practices Already Made And What Still Needs To Be Done**
• Can the business provide different periodic, multiple days per week, or full-time options? • Can the business test different arrangements to help the employer and employee identify issues before a permanent telework arrangement is in place? • Can the business provide instructions and guidelines for equipment purchases such as laptops, paper, ink cartridges, postage, etc.? • Can the business implement a probationary period, that gives the employer and employee an opportunity to correct concerns regarding communication and availability?	• Through consistent communications with their administrator, the Superintendent and their Association Leadership. • In 2020 our District Nurse (newly hired) has regular workplace communications with staff via email regarding the most recent guidelines and information related to COVID-19.

Element To Discuss

What are the anticipated working distances *between employees*?

Items To Consider	Describe Any Physical Modification Or Work-Practices Already Made And What Still Needs To Be Done
- Assess the work-environment configuration as a whole. - A floor plan is helpful when considering how to minimize workplace exposures. - What are the production schedules? Do all the workers have to be present at the same time? - Can customers be contacted to determine their flexibility re: when they receive the product or service? - Assess routine moments when employees get physically close to each other to trouble-shoot a problem. For example, peering at a co-workers' computer screen or looking at machine in need of repair.	Employees maintain 6 feet of distance and we follow the sq. footage requirements set forth in the Ready School Safe Learners document put out by ODE>

Element To Discuss

How might working distances *between employees* change during non-routine work activities?

Items To Consider	Describe Any Physical Modification Or Work-Practices Already Made And What Still Needs To Be Done
- Instances when jobs and tasks that are performed irregularly or being performed for the first time. - Tasks that are done outside normal duties. - Tasks that don't have a documented procedure. - Work that is unscheduled and unplanned and may need to be completed immediately. - Stopping work for emergency repairs. - Repairs requiring a "buddy" nearby.	- Limitations on staff room gatherings. - Any typically in-person meeting, that can be virtual, is now held via zoom.

Element To Discuss	
What is the anticipated working distance *between employees and other individuals*?	
Items To Consider	**Describe Any Physical Modification Or Work-Practices Already Made And What Still Needs To Be Done**
• Other individuals include customers, patrons, delivery workers, repair or construction workers, employee's family members, vendors, and inspectors. • Assess the work-environment configuration as a whole. • A floor plan is helpful when considering how to minimize workplace exposures. • Instances when your employees have contact with other individuals away from your main place of business. For example, making deliveries, installing, or making repairs at other businesses or homes.	• Greater than 6 feet, and in compliance with RSSL.
Element To Discuss	
How might working distances *between employees and other individuals* change during non-routine work activities?	
Items To Consider	**Describe Any Physical Modification Or Work-Practices Already Made And What Still Needs To Be Done**
• Contractors installing or repairing equipment and machinery. • Unannounced inspections. • Sending employees out for unexpected purchases.	• Maintaining square footage requirement as outlined in RSSL. • Hallway traffic flow
Element To Discuss	
How have the workplace or employee job duties, or both, been modified to provide at least 6-feet of physical distancing between all individuals?	
Items To Consider	**Describe Any Physical Modification Or Work-Practices Already Made And What Still Needs To Be Done**
• Can desks and production tables be moved? If not, can workers using them be physically staggered on the floor to create the 6-foot distance?	• Off-site work encouraged • Barriers where appropriate.

• Alternately, can employees adjust their work schedules to limit the number of people using the equipment, furniture, etc. at the same time? • What essential functions must be performed and goods/services provided to ensure business continuity? Given pay/duty agreements, requirements, etc., can employee duties be adjusted to focus on those essential functions?	• Adjusting work schedules

Masks, Face Coverings, And Face Shields

Element To Discuss

How are employees and other individuals at the workplace notified where and when masks, face coverings, or face shields are required?

Items To Consider	Notes From Interactive Discussion With Employees
• Providing training to employees re: when masks must be worn in accordance with the [Oregon Health Authority Guidance for Mask, Face Covering, and Face Shield.](#) • Posting signage in areas seen by both employees and other individuals re: when masks must be worn. • Can face coverings be provided to employees and others? Note: Employee-owned face coverings may be allowed for use. If an employee chooses to wear a filtering face piece or other type of respirators as source control, the Voluntary Use Appendix D must be provided to the employee (as directed under the Respiratory Protection Standard 1910.134). Note: If respirators are worn by employees, requirements must be followed according to the Respiratory Protection Standard 29 CFR 1910.134.	• Signage is up • OSHA training site for COVID-19 was shared and completed by all employees. • Face coverings available to all staff and visitors. Various types and sizes are available. • Continual reminders • An on-site social distancing officer is in place at each building. It is the building administrator.

Element To Discuss	
How is this policy enforced and clearly communicated to employees and other individuals?	
Items To Consider	**Notes From Interactive Discussion With Employees**
The rule requires that employers must ensure that all individuals (including employees, part-time workers, temporary laborers, customers, vendors, patrons, contractors, etc.) at the workplace or other premises subject to the employer's control wear a mask, face covering, or face shield as source control in accordance with the requirements of the Oregon Health Authority's Statewide Mask, Face Covering, Face Shield Guidance. • Provide training about the requirement to your employees. Address your procedures on handling other individuals who are not wearing a face-covering or refuse to wear one. This includes how to handle potentially aggressive situations. • Post signage explaining the requirement. • Consider using distancing monitors.	• Training provided • Social Distancing monitors • Safety Committee discussions • signage

Reporting Covid-19 Signs And Symptoms

Element To Discuss	
How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms?	
Items To Consider	**Notes From Interactive Discussion With Employees**
• Oregon OSHA and Oregon Health Authority have training materials and guidelines that can be downloaded to train employees. • A work environment where an employees feel safe about reporting that they don't feel well supports the employer's ability to protect other employees and other individuals, as well as meeting Oregon OSHA and OHA responsibilities.	• Through training • Email • Staff meetings

Working While Quarantining, Isolating, Or On Medical Removal

Element To Discuss	
How might employees who are identified for quarantining or isolation as a result of medical removal under this rule be provided with an opportunity to work at home, if such work is available and they are well enough to do so?	
Items To Consider	**Notes From Interactive Discussion With Employees**
• For those employees able to work while quarantining or isolating, how would you safely deliver work and equipment to them? • Does the employee have the skills/technical know-how to handle initial set-up of laptops, cell phones, and other work equipment provided to them? • If not, are there other work tasks that they can perform? For example, are there any quality control, paperwork reconciliation, or sorting tasks that they could perform?	• For employees where this is an option, and well enough to do so. The district provides the needed technology.

Ventilation

Element To Discuss	
How have engineering controls such as ventilation (whether portable air filtration units equipped with HEPA filters, airborne infection isolation rooms, local exhaust ventilation, or general building HVAC systems) and physical barriers been used to minimize employee exposure to COVID-19?	
Items To Consider	**Notes From Interactive Discussion With Employees**
• Contact the building operator to find out about existing systems and what changes, if any, they are able or willing to do. • Contact vendors who design and installation of physical barriers for options. • Oregon OSHA's Consultation Section is available to discuss ventilation issues or questions.	• A meeting occurred with our HVAC reps and facilities manager in August. • As a result, air exchange was altered. • A higher grade of MERV Filter (the MERV-13) was installed throughout he district.

Foot Traffic

Element To Discuss	
How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID-19?	
Items To Consider	**Notes From Interactive Discussion With Employees**
- A floor plan is helpful when considering how to minimize workplace exposures. - Does the work-space allow for one-way traffic in aisles? - Have bottleneck areas, such as doorways and elevators, been identified? - What training and procedures need to be put in place? For example, how should employees and others use elevators? Should the number of occupants be reduced? Should training and signage be used to encourage occupants to face forward and avoid speaking (including on cell-phones)? - Are there dedicated areas for lunch and break periods? If so, what can be done to limit the number of people using them at the same time?	- Schedules that are developed support this. - Staff room limitations. - No volunteers allowed on site. - No parents/non-essential personnel are allowed on site.

Reporting COVIDd-19 Hazards

Element To Discuss	
What is the procedure or policy for employees to report workplace hazards related to COVID-19?	
Items To Consider	**Notes From Interactive Discussion With Employees**
- Expand your normal system of communication for reporting general occupational hazards to include COVID-19 related hazards. - Provide additional awareness training to front-line supervisors and encourage them to ask employees for feedback on a regular basis.	- Open communications with association leadership. - Training - Safety meeting discussions.

Element To Discuss	
How are these hazard reporting procedures or policies communicated to employees?	
Items To Consider	**Notes From Interactive Discussion With Employees**
Use your communication methods that work! • If in-person meetings (physically distanced, of course), have worked, continue using them. • The same holds true for email and social media.	• Virtual meetings or physically distanced meetings

Sanitation

Element To Discuss	
How are sanitation measures related to COVID-19 implemented in the workplace?	
Items To Consider	**Notes From Interactive Discussion With Employees**
The rule requires the employer to regularly clean or sanitize all common areas, shared equipment, and high-touch surfaces that are under its control and that are used by employees or the public: • At least once every 24 hours if the workplace if occupied less than 12 hours a day. • At least every 8 hours while in use, if the workplace is occupied more than 12 hours a day. If your location has only "drop-in" availability or minimal staffing, you can rely on a regular schedule of cleaning and sanitation and direct employees to sanitize their own work surfaces before use. Effective implementation includes providing the cleaning and sanitation supplies and the time with which to do the task. Workers are allowed to clean more often than required by the rule. Workers are the best source of feedback as to where supplies should be stationed for ease of use.	• Adjusted scheduled for custodians. • A log is kept in each office regarding which spaces have been cleaned • Supplies have been provided to classroom teachers

Element To Discuss	
How have these sanitation practices been explained to employees and other individuals at the workplace?	
Items To Consider	**Notes From Interactive Discussion With Employees**
Use your communication methods that work! • If in-person meetings (physically distanced, of course), have worked, continue using them. • The same holds true for email and social media. • Posters are effective too.	• Meetings • Posters • Safety meetings • Email

Industry-Specific Appendix A Requirements

Element To Discuss	
How have the industry-specific or activity-specific COVID-19 requirements in Appendix A of this rule and applicable guidance from the Oregon Health Authority been implemented for workers?	
Items To Consider	**Notes From Interactive Discussion With Employees**
There are nineteen (19) Appendices. Please review the list of them here to determine if you are covered by one or more of them. In addition to physical distancing and face-coverings, some of the appendices require additional measures such as: • distancing monitors • implementing one-way flow • advance screening of employees and customers • using EPA disinfectants that are registered as bactericidal, viricidal, or fungicidal.	• As described in the K-12 section, all Ready School Safe Learner protocol is followed and implemented.

Element To Discuss	
How are periodic updates to such guidance documents incorporated into the workplace on an on-going basis?	
Items To Consider	**Notes From Interactive Discussion With Employees**
• Assign someone to regularly monitor the Oregon Health Authority for updates. • Ensure that you sign-up for automatic updates from the Oregon Health Authority. • If any updates affect you, update staff and provide additional training if necessary.	• Through open staff communication • Updating of staff website.

Multiple Employer Worksites

Element To Discuss	
In settings where the workers of multiple employers work in the same space or share equipment or common areas, how are the physical distancing; mask, face covering, or face shield requirements; and sanitation measures required under this rule communicated to and coordinated between all employers and their affected employees?	
Items To Consider	**Notes From Interactive Discussion With Employees**
Does one of the employers have overall responsibility for the area? If so, they should take the lead to ensure that shared areas and common spaces meet the rule requirements. If no employer has overall control, options include: • Having a meeting between the multiple employers to discuss how to coordinate and share responsibilities. • Developing an overall COVID-19 safety policy. • Conducting regular follow-up meetings. • Establishing a process to report hazards and correct hazards. • Designating persons to do frequent and regular monitoring.	• Through communication from administration. • For FRSD we communicate regularly with our two contractors, transportation and food service.

Layered Protection

Element To Discuss	
How can the employer implement appropriate controls that provide layered protection from COVID-19 hazards and that minimize, to the degree possible, reliance on individual employee training and behavior for their efficacy?	
Items To Consider	**Notes From Interactive Discussion With Employees**
In this context**, "layered protection" does not mean wearing multiple face coverings such as a face-shield over a face-covering. It refers, instead, to implementing engineering controls**. The U.S. National Institute for Occupational Safety and Health (NIOSH) recommend administrative controls when hazards cannot be removed, changed, and engineering controls are not practical. (See Hierarchy of Controls). Some engineering controls are possible. For example, reconfiguring the work environment, physical barriers such as glass enclosures, and ventilation systems with reduced recirculated air and high efficiency (HEPA) filters.	• Ventilation system adjustments • Cleaning supplies available for staff in their work locations • Masks available for all • Barriers where needed

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