

COVID-19 TEMPORARY RULE EXPOSURE RISK ASSESSMENT TEMPLATE

All employers must conduct a COVID-19 exposure risk assessment, without regard to the use of personal protective equipment or masks, face shield, or face coverings. This risk assessment must address the questions listed below related to potential employee exposure to COVID-19 in the workplace.

NOTE: The exposure risk assessment must involve feedback and participation from employees. This feedback may be achieved via a safety meeting, safety committee, distancing officer, supervisor, process negotiated with the exclusive bargaining agent (if any), or any other similarly interactive process.

(3)(h)(A)	Questions	Answers	Completed
1	Can employees telework or otherwise work remotely? How are employees encouraged or empowered to use those distance work options to reduce COVID-19 transmission at the workplace?	The ability to work from home is based on the job description and the ability to accomplish the task from home. Employees are able to discuss those options with their direct supervisor or the superintendent.	
2	What are the anticipated working distances between employees? How might those physical working distances change during non-routine work activities?	A minimum of 6 feet of distance is encouraged. Closer contact with students when required to assist.	
3	What are the anticipated working distance between employees and other individuals? How might those working distances change during non-routine work activities?	A minimum of 6 feet of distance is encouraged. Closer contact with students when required to assist.	
4	How has the workplace or employee job duties or both been modified to provide for at least 6-foot physical distancing between all individuals?	Our district has incorporated the use of signage and floor markings.	
5	What is the mask, face shield, or face covering policy for COVID19 at the workplace? How is this policy communicated to employees and other individuals at the workplace?	All staff are required to wear facial coverings at all times, unless working alone. This policy is communicated to staff through staff meetings, emails, signage, webinars and personal conversations.	
6	How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms? How will employees who are identified for quarantining or isolation as a result of	The staff have received this information through staff meetings, emails, signage, webinars and personal conversations. Employees who are identified for quarantine as a result of medical removal will be able to discuss the ability to work from home with the department supervisor or the superintendent.	

	medical removal under (3)(l) of this rule be provided with an opportunity to work at home?		
7	How have engineering controls such as ventilation (whether local exhaust ventilation systems, airborne infection isolation room, or general building HVAC systems) and physical barriers been used to minimize employee exposure to COVID19?	We have made adjustments to increase air flow.	
8	How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID19?	Our district has modified work areas with signage and floor markings.	
9	What is the procedure or policy for employees to report workplace hazards related to COVID-19? How are these reporting procedures or policies communicated to employees?	Our district utilizes building level advisory committees, safety committees and developing a procedure for anonymous reporting.	
10	How are sanitation methods related to COVID-19 implemented in the workplace? How have these sanitation practices been explained to employees and other individuals that enter the workplace?	The district has revised and updated sanitation procedures. The staff have received this information though staff meetings, emails, signage, webinars and personal conversations	
11	How has industry-specific public health guidance from the Oregon Health Authority been implemented in addition to this rule? How are periodic updates to such guidance documents incorporated into the workplace on an on-going basis?	The district has aligned the RSSL to meet OHSA guidelines. Periodic updates are provide to staff though staff meetings, emails, signage, webinars and personal conversations.	
12	For multiemployer worksites, how are the physical distancing; masks, face shield, or face covering requirements; and sanitation provisions required under (3)(a), (3)(b), and (3)(c) of this rule respectively, communicated to and coordinated between all employers and their affected employees?	All staff and subcontractors are required to wear facial coverings at all times, unless working alone.	

Each employer that has more than ten employees statewide (including temporary and part-time workers) or that is covered by (1)(b) of this rule (workplaces at exceptional risk) must record their COVID-19 exposure risk assessment in writing by documenting the following information:

The name(s), job title(s), and contact information of the person(s) who performed the exposure risk assessment	Doug Ardiana, Superintendent
The date the exposure risk assessment was completed	12/16/20 Reviewed 1/26/21
The employee job classifications that were evaluated	12/16/20
A summary of the employer's answers to each of the applicable exposure risk assessment questions	Completed 12/16/20 Revised 1/26/21