

Exposure Risk Assessment Form

Assessment Completion Details

Completed by (name): Devery Stoneberg Date: 12/6/2020

Job title: PHES Principal

Contact information: dstoneberg@pleasanthill.k12.or.us

Employee job classifications evaluated in this assessment: All (Administrators, Licensed, and Classified Employees)

Questions and Answers

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?

Yes, employees can unless they are working directly on-site with students. Employees are encouraged on Fridays to work from home as it is a non student contact/in-person day.

What are the anticipated working distances between employees? How might those physical working distances change during non-routine work activities?

Employees attempt to maintain a 6 foot distance or 35 square feet area whenever possible. Those distances might change when sharing materials or in passing in the workroom and hallway with staff mailboxes

What is the anticipated working distance between employees and other individuals? How might those working distances change during non-routine work activities?

6 feet working distance or 35 square feet per person.

How have the workplace or employee job duties, or both, been modified to provide at least 6 feet of physical distancing between all individuals?

Grids have been taped to the floors in classrooms. Hallways have been modified with directionality arrows and dots to indicate 6' distancing between students and or adults. Please see Operational Blueprints and Communicable Disease Management Plan under "Important Updates" at www.pleasanthill.k12.or.us.

How are employees and other individuals at the workplace notified where and when masks, face coverings, or face shields are required? How is this policy enforced and clearly communicated to employees and other individuals?

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Notification was provided verbal at initial staff meeting in August, as well as part of the welcome back letter. This is reinforced by the building principal. In addition as changes come about the staff are verbal told as well as emailed too.

Please see Operational Blueprints and Communicable Disease Management Plan under "Important Updates" at www.pleasanthill.k12.or.us.

How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms? 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?

District Office employees have been informed about workplace policies and procedures related to reporting COVID-19 via email, as of 11/20/2020. The Superintendent will help devise a plan for employees who are identified for quarantining or isolation. Requirements are enforced per district policy. Staff may be allowed to work from home per a MOU.

Please see Operational Blueprints and Communicable Disease Management Plan under "Important Updates" at www.pleasanthill.k12.or.us.

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?

HVAC filters have been upgraded to MERV 8 filters, and are being replaced more frequently. Due to low foot-traffic and work spaces distanced at 6 feet apart, physical barriers are not required in the District Office.

How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID-19?

Employee's personal space is prioritized. One person at a time helps minimize contact in smaller areas, such as the hallway.

What is the procedure or policy for employees to report workplace hazards related to COVID19? How are these hazard reporting procedures or policies communicated to employees?

Employees in the District Office are to report workplace hazards related to COVID-19 directly to the Superintendent. These procedures and policies were communicated via email on 11/20/2020.

District Policies, Operational Blueprints, and Communicable Disease Management Plans can be found at www.pleasanthill.k12.or.us.

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How are sanitation measures related to COVID-19 implemented in the workplace? How have these sanitation practices been explained to employees and other individuals at the workplace?

Employees are in charge of sanitizing their own desk and supplies. The custodial staff cleans the District Office once daily, or as needed. Work spaces are distanced at 6 feet apart. Sanitation practices are verbally communicated between the Custodian/Maintenance department and the District Office.

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? How are periodic updates to such guidance documents incorporated into the workplace on an on-going basis?

District Office employees are compliant with all applicable OHA guidelines. Employees maintain a physical working distance, wear face coverings, and sanitize their work areas. The custodial staff cleans the District Office once daily, or as needed. Any new guidelines are communicated via email or posted on the District Website, and are implemented upon the specified date.

Please see “Important Updates” on the Pleasant Hill School District Website for Operational Blueprints and Communicable Disease Management Plans for detailed information (www.pleasanthill.k12.or.us).

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?

We have had group discussions in the District Office and procedures have been discussed through Zoom staff meetings at the schools. See “Important Updates” on the Pleasant Hill School District Website for Operational Blueprint procedures (www.pleasanthill.k12.or.us).

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?

Each building/school manages its exposure risk and reports any issues to the Superintendent.

Please see “Important Updates” on the Pleasant Hill School District Website for Operational Blueprints and Communicable Disease Management Plans for detailed information (www.pleasanthill.k12.or.us).