

Exposure Risk Assessment Form

Assessment Completion Details

Completed by (name): Hayley Robinette Date: 11/23/2020

Job title: Administrative Assistant

Contact information: 541.746.9646

Employee job classifications evaluated in this assessment: Administrators and Classified Employees (Superintendent, Business Manager, Payroll, Accounts Payable, and Administrative Assistants).

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?

District Office employees do not have the ability to telework or work remotely. This option may be available through an MOU allowing employees to work off-site if their supervisor agrees the work can be performed off-site

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

Employees are encouraged to keep a working distance of six feet or 35 square feet per person.

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

Employees and other individuals inside of the District Office are expected to maintain a working distance of six feet. This may change, for example, when an individual comes into the office to fill out paperwork.

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

Employees' work areas are spaced approximately six feet apart. In smaller areas (i.e kitchen & hallway), employees generally limit the space to one person at a time.

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?

Staff has been notified through email and staff meetings concerning the requirements of wearing a mask. Mask requirements are enforced per district policy. Signs informing this requirement are posted at each of the entrance points. Entrance is not permitted without a mask, face covering, or face shield.

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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).