

Exposure Risk Assessment Form

Assessment Completion Details

Completed by (name): Jim Dienstel Date: 11/23/2020

Job title: Maintenance Lead

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Employee job classifications evaluated in this assessment: Custodians/Maintenance

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?

No. We conduct monthly safety meetings where staff are informed of the CDC/OHA guidelines and expectations. Signs are posted for their reminding.

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

Employees are expected to keep a working distance of six feet or 35 square feet per person. However, staff may work together or ride in the same vehicle. The guidelines are to wear a mask in those close situations.

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

In most cases, staff are to maintain the 6-foot guidance and wear a mask inside buildings at all times. Masks are also required outside if they cannot maintain that distance.

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

The staff have been informed of the CDC/OHA guidelines and are expected to follow them. Posters have been placed to remind them.

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 meetings have taken place where the CDC/OHA guidelines have been introduced and explained. The district's expectations have been reviewed with all staff. Staff have signed rosters stating their acknowledgement. Posters are in place at building entrances as a constant reminder. More

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information can be found at the district website 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 because 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?

Staff meetings have taken place where the CDC/OHA guidelines have been introduced and explained. We have not experienced a positive case with the staff to allow them to work from home. Should an employee test positive, the district would consult with PACE & SAIF to explore options for working off-site.

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?

We have increased outside air intake by 25% and have installed an ionization system in the Elementary building HVAC. We converted the Elementary staff room into an isolation room. Directional arrows and social distancing floor stickers have been installed. Plexiglas dividers have been placed in school offices.

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

Foot-traffic controls do not apply to most situations with maintenance or custodial staff.

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

All situations are required to be reported to the staff’s supervisor. These expectations are reviewed in staff safety meetings where employees sign rosters stating their acknowledgement.

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

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?

Custodial staff are directed to disinfect common areas with D5 or Bioesque disinfectant. They have been trained during their safety meetings, and other individuals have been informed of our procedures via emails or Zoom.

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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?

The staff have been informed of the CDC/OHA guidelines through staff meetings and daily updates. New guidance is introduced to staff via safety meetings, where staff receive documents for their review. Staff are required to acknowledge that they understand the guidance and expectations.

The district has also posted the Communicable Disease Management Plans for public viewing under “Important Updates” on the PHSD website (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?

Maintenance and custodial staff are generally not involved with multiple employees. Encounters are mostly one-on-one situations. Staff follow guidelines in these situations by keeping 6 feet apart and wearing face coverings.

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?

Staff should continue to meet on a regular basis to review expectations related to COVID-19 hazards. There will be an emphasis on maintenance and custodial participation, and the importance of maintaining the guidelines established by the CDC, OHA, and PHSD.

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).