

# Exposure Risk Assessment Form

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## Assessment Completion Details

Completed by (name): Randy Fisher      Date: 12/3/2020

Job title: PHHS Principal

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

Employee job classifications evaluated in this assessment:  
All (Administrators, Licenced and Classified employees).

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## 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?***

Certified staff and Educational Assistants can telework when they are not needed in the building.

***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 are expected to maintain a working distance of six feet.

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

Duties have been adjusted and modified to maintain a minimum of 6 feet of physical distancing.

***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 Zoom 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. Please see Operational Blueprints and Communicable Disease Management Plan under "Important Updates" at [www.pleasanthill.k12.or.us](http://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***

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***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?***

Staff has been notified through email and staff Zoom meetings concerning the requirements of reporting COVID-19 signs and symptoms. Requirements are enforced per district policy. Staff are 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](http://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?***

The district is working to install filtration with HEPA in the high school facility. Physical barriers are used in the front office and locations that may be higher risk exposure areas. An ionization unit is being installed in the HVAC system, which will increase outside airflow.

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

All staff and student traffic is screened at our front office and then released to the classrooms. These processes are detailed in the Operational Blueprints and Communicable Disease Management Plan under “Important Updates” at [www.pleasanthill.k12.or.us](http://www.pleasanthill.k12.or.us).

***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 are encouraged to take an active roll in reporting workplace hazards to the building administration. These procedures and policies are communicated to staff through email and Zoom meetings.

District Policies, Operational Blueprints, and Communicable Disease Management Plans can be found at [www.pleasanthill.k12.or.us](http://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?***

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Sanitation measures are conducted by our custodial staff daily and as needed, dictated by student and staff use of building facilities. These practices have been explained in an email and Zoom staff meetings as detailed in Operational Blueprints, and Communicable Disease Management Plans, found at [www.pleasanthill.k12.or.us](http://www.pleasanthill.k12.or.us).

***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?***

Staff are required to wear a mask or face covering while inside the building. They maintain a 6-foot working distance. The maintenance department cleans and sanitizes the building daily, or as necessary.

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](http://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?***

Staff are aware of the 6-foot working distance and mask requirements. All requirements are communicated to staff via Zoom meetings and email. Signs with requirements are posted throughout the building.

See “Important Updates” on the Pleasant Hill School District Website for Operational Blueprint procedures ([www.pleasanthill.k12.or.us](http://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?***

The 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](http://www.pleasanthill.k12.or.us)).