

Exposure Risk Assessment Form

Assessment Completion Details

Eagle Point School District 9

Completed by (name): Scott Whitman Date: 12/7/2020

Job title: Director of Business Services

Contact information: 541.830.6559 whitmans@eaglepnt.k12.or.us

Employee job classifications evaluated in this assessment:

Certified

Classified

Supervisory

Confidential

Administrators

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?

Accommodations are made for employees whose job duties allow work from home to do so. Virtual meetings are scheduled in place of in-person meetings when possible and as required to comply with social distancing guidelines.

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

We anticipate being able to maintain six foot separation during normal working conditions. Brief periods of closer contact may occur but are not expected to be part of any normal work setting.

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

We will maintain six feet or more separation between employees and other individuals such as students. Non-essential visitors and volunteers are not allowed at schools or worksites at this time. There may be brief periods of closer proximity due to unexpected situations or events with special needs children. In these cases, employees are provided personal protective equipment (PPE) as a precaution against spreading the virus.

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

Traffic flow patterns, entrances and exit points in buildings have been delineated to minimize congregation points and crossing foot traffic.

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?

On-going communications with employees and COVID-19 specific signage is posted through district buildings and schools. Supervisors monitor compliance with social distancing and mask usage. Employees are encouraged to come forward with concerns as they come up.

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?

Regular district-wide emails to all staff outline district procedures and expectations. Regular meetings with administrators and supervisors held to review procedures. Employees self-reporting COVID-19 symptoms will enter quarantine protocols at home. Employees are given the opportunity to work from home, if practicable considering their job duties, if they are well enough to work or are under quarantine due to contact tracing affiliation. Those employees diagnosed with COVID-19 are not to work and are afforded leave under current state and federal guidelines.

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?

Where building systems allow, HVAC systems are program to allow maximum outside air percentages. Others with more manual systems are set with longer run times. Ventilation Systems are equipped with MERV 8 high capacity filters.

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

Traffic flow patterns, entrances and exit points in buildings have been delineated to minimize congregation points and crossing foot traffic.

What is the procedure or policy for employees to report workplace hazards related to COVID-19? How are these hazard reporting procedures or policies communicated to employees?

On-going communications with employees and COVID-19 specific signage is posted through district buildings and schools. Supervisors monitor compliance with social distancing and mask usage. Employees are encouraged to come forward with concerns as they my come up.

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?

Buildings have enhanced sanitation schedules. Classrooms and other work areas are provided their own sanitation supplies for intermittent cleaning to supplement building custodial staff coverage. All staff provided training and guidance videos on sanitation procedures and use of PPE.

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?

All guidance has been implemented. We are in regular contact with the Local Health Authority who updates us with any changes. Any changes are documented in the District's Operational Bllueprints as required and communicated to affected staff.

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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?

The District has limited instances of situations where non-district employees are working on site. All visitors/vendors are required to sign in and out for contact tracing purposes and are notified of the District's social distancing and face covering requirements while on district property.

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 District will regularly monitoring work site compliance with social distancing and facial covering requirements. The District encourages feedback from employees on areas that need more attention and suggestions for improvement.
