

Employee COVID-19 Risk Exposure Assessment

Program/Building/Department: _____ Contact: _____ Date: _____

This assessment form should be used to review operations in your respective area. Be mindful that there may be other controls that are more suitable to the circumstances of your program/department and to controlling the risks identified here. For additional information, please see *Chapter 12: Personal Protective Equipment Appendix C – Infectious Disease Hazard Assessment and Protections*.

DESCRIBE SPECIFIC JOB DUTY OR WORK TASK:			
DESCRIBE Nature of ENCOUNTERS with employees, contractors, students, public specific to this area:			
OSHA JOB RISK CATEGORY – Most Portland Community College (PCC) employees are in the low or medium exposure risk category. Check off your area’s risk level. For additional information on exposure risk levels, please view OSHA’s guidance on hazard recognition .			
<input type="checkbox"/> Lower Exposure Risk (caution)	<input type="checkbox"/> Medium Exposure Risk	<input type="checkbox"/> High and Very High Exposure Risk	
<p>Jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2. Minimal occupational contact with the public and other coworkers.</p> <p><i>Example:</i> <i>Maintenance duties away from other workers</i> <i>Performing administrative duties in non-public areas</i> <i>Working in stock rooms or other non-public areas</i> <i>Working when the facility is closed to the public, such as overnight</i></p>	<p>Jobs that require frequent/close contact with people who may be infected, but who are not known to have or suspected of having COVID-19.</p> <p><i>Example:</i> <i>Working in high-volume environments (dining services, bookstore, shuttle drivers, high population density office settings)</i> <i>Work tasks requiring two or more employees</i></p>	<p>Jobs that require contact with potential or confirmed infected persons. This category not applicable for most PCC anticipated work tasks.</p> <p><i>Example:</i> <i>Contact with suspected or confirmed COVID-19 patients during health services practical or clinical work.</i> <i>Public Safety Officers who may respond and provide aid for cases of known or suspected COVID-19 patients.</i></p>	
Job Duties that Affect Exposure Risk for Consideration			
Unavoidable close contact (≤6ft) between employees or with members of the public	<input type="checkbox"/> Frequently	<input type="checkbox"/> Infrequently	<input type="checkbox"/> Rarely
Involves high-touch, shared materials and/or equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other:			

CONTROL MEASURES				
ENGINEERING CONTROLS <i>Assistance from FMS might be needed for some items</i>	Yes	No	NA	Notes
Are there proper visual cues (floor markings, signs) as a reminder to ensure physical distancing, proper hygiene, etc.?				
Can physical barriers (strip curtains, Plexiglas screens, or other impermeable dividers) be used to enforce physical distancing, separate workers, etc.?				
Can rope-and-stanchion systems be implemented to keep people from queuing closely together, congregating near work areas, and to maintain 6 feet from each other?				
Can pedestal fans / hard mounted fans / personal fans be removed or turned off to minimize air blowing from one person to another?				
Can chairs / tables / partitions be re-arranged to assist to increase separation?				
Is maximum occupancy limited to 50% of the normal occupancy? <i>Occupancy number to be determined by state ordinance.</i>				
ADMINISTRATIVE CONTROLS	Yes	No	NA	Notes
Can interaction with the public be minimized (self-checkout, pick-up or delivery, grab & go-style service)?				
Can crowding be reduced by altering / staggered work hours and scheduling access?				
Can shared materials and equipment which are difficult or unable to be disinfected be left for a set period (1 day for books, 3 days for plastic / metal)?				
Can the number of employees and students be restricted further beyond legal occupancy requirements?				
Can single-file movement be implemented (one entrance in, one exit out)?				
Can employees be placed into cohorts (assigning the same group the same schedule)? <i>Cohorts may reduce the spread of COVID-19 transmission by minimizing the number of different individuals who come into close contact with each other over the course of a week.</i>				
PPE/HYGIENE	Yes	No	NA	Notes
Have the closest hand washing facilities been identified (bathroom, breakroom) and communicated to employees?				
Are employees knowledgeable about the SRC and its use in reporting bathroom supply issues?				
Have the closest hand sanitizer stations been identified and communicated to employees?				
Can hand sanitizers be placed in multiple nearby locations to encourage hand hygiene?				
Are tissues and trash receptacles available for use?				

Have PPE requirements been reviewed and updated in line with COVID-19 risk exposure? <i>For additional resources, review Health & Safety Manual Chapter 12: Personal Protective Equipment.</i>				
Have adequate supplies of required PPE been stocked? <i>Please contact Central Distribution Services to request supplies of face coverings.</i>				
Have expectations regarding face coverings been communicated? <i>Oregon requires wearing cloth face coverings in public locations in addition to physical distancing. For additional information on face coverings, please see COVID-19 Employee Face Covering Guide.</i>				
EDUCATE AND TRAIN STAFF <i>Additional resources found on PCC's COVID-19 page</i>	Yes	No	NA	Notes
Are staff trained on the warning signs and symptoms of COVID-19?				
Are staff trained on the appropriate measures to take if a suspected COVID-19 case presents at their work location?				
Are staff trained, willing, and able to ensure requirements on social distancing, face coverings, and other procedures are being followed?				
Are staff trained on proper hygiene measures including proper hand washing?				
Are staff trained on proper cough / sneeze etiquette?				
Are staff trained on the proper way to wear face coverings (including putting them on and taking them off, laundering, etc.)?				
Are staff trained on the proper way to clean and disinfect high-touch surfaces and equipment (including: contact time, proper disinfectants, PPE needs)?				
CLEANING AND DISINFECTION	Yes	No	NA	Notes
Is the proper disinfectant for use against COVID-19 being provided for cleaning and disinfection? <i>Consult the EPA list of approved disinfectants.</i>				
Are shared workstations being cleaned and disinfected between use?				
Are shared equipment and tools being cleaned and disinfected often, and in-between use by different employees?				
Are high touch surfaces (such as push bars, door handles, handrails) being cleaned and disinfected often?				
Are physical barriers such as Plexiglas screens being cleaned and disinfected often?				
SCREENING and MONITORING	Yes	No	NA	Notes
Refer to PCC's Administration and COVID-19 Resource page for further guidance on screening and monitoring employees.				