

South Coast ESD

COVID-19 TEMPORARY RULE EXPOSURE RISK ASSESSMENT TEMPLATE

All employers must conduct a COVID-19 exposure risk assessment, without regard to the use of personal protective equipment or masks, face shield, or face coverings. This risk assessment must address the questions listed below related to potential employee exposure to COVID-19 in the workplace.

NOTE: The exposure risk assessment must involve feedback and participation from employees. This feedback may be achieved via a safety meeting, safety committee, distancing officer, supervisor, process negotiated with the exclusive bargaining agent (if any), or any other similarly interactive process.

(3)(h)(A)	Questions	Answers	Completed
1	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?	Employees are required to attend work in person. As a school district we provide services to students, require access to information, colleagues and materials that are located on site or in component school locations. Mitigating safety measures are put into place to reduce transmission and exposure to the virus. SCESD follows RSSL guidance and the Governor's executive order for schools 20-29. The licensed unit has a MOU for accommodation requests and all employees have been informed of their EFMLA rights	✓
2	What are the anticipated working distances between employees? How might those physical working distances change during non-routine work activities?	As required by RSSL each employee has 35sq foot and an expected 6 foot social distance unless required to be closer for assigned student services. Occupancy rates are posted on all rooms and every effort is made to have single occupancy if available and doable based on program services. The organization utilizes an online meeting platform to reduce in person contacts and encourages/trains staff to maintain safety practices on social distancing and staff engagement protocols	✓
3	How has the workplace or employee job duties or both been modified to provide for at least 6-foot physical distancing between all individuals?	The workplace has been modified to address occupancy requirements for staff and students. Tasks have been adjusted and/or mitigating safety measures have been put into place where it is not feasible to maintain 6 foot social distancing.	✓
4	What is the mask, face shield, or face covering policy for COVID19 at the workplace? How is this policy communicated to employees and other individuals at the workplace?	Face Shield policy is located in the infectious control plan, program protocols and is communicated through training as noted in the OSHA compliance overview document located at: https://www.scesd.k12.or.us/wp-content/uploads/2020/12/OSHA-COVID-Compliance-Review.pdf with visual reminders located in all building locations.	✓
5	How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms? How will employees who are identified for quarantining or isolation as a result of medical removal under (3)(1) of this rule provided with an opportunity to work at home.	All staff have been trained in the COVID signs and symptoms, they each use a cohort log reporting daily if they have symptoms and have been provided the process by which to communicate illness at the district and program level. If an employee is quarantined they are provided the opportunity to work from home. If they are isolated due to a COVID positive test, they are allowed to work from home if they are well enough to do so.	✓

7	How have engineering controls such as ventilation (whether local exhaust ventilation systems, airborne infection isolation room, or general building HVAC systems) and physical barriers been used to minimize employee exposure to COVID19?	SCESD had a ventilation inspection by our HVAC provider, we mapped all HVAC systems, replaced filters with MERV 11s and have a monthly monitoring and replacement procedure.	✓
8	How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID19?	SCESD is closed to the general public, there is a sign outside that explains that appointments are required, there is a physical barrier for entrance to the organization and all required visitors are screen and contact logged for the time in the building. Each cohort has a daily log and cohorts are not allowed to co-mingle.	✓
9	What is the procedure or policy for employees to report workplace hazards related to COVID-19? How are these reporting procedures or policies communicated to employees?	SCESD workplace hazards are reported using the safety comment box in each of our primary facilities and/or the comment envelope for classroom locations. The SCESD safety webpage has information about how to report to the safety committee. Periodically, the safety committee communicates to staff through “The SCESD Weekly Bulletin” the importance of reporting hazards and the process to do so.	✓
10	How are sanitation methods related to COVID-19 implemented in the workplace? How have these sanitation practices been explained to employees and other individuals that enter the workplace?	SCESD CDMP has sanitization protocols leveled for the activities conducted in the organization and exposure rates in the community. It is posted in common areas, on the website and within the OSHA assessment review document located at: https://www.scesd.k12.or.us/wp-content/uploads/2020/12/OSHA-COVID-Compliance-Review.pdf	✓
11	How has industry-specific public health guidance from the Oregon Health Authority been implemented in addition to this rule? How are periodic updates to such guidance documents incorporated into the workplace on an on-going basis?	RSSL is implemented fully and with fidelity. The social distancing officer attends weekly ODE hosted update meetings and adjusts practices and documentation as the information changes. Major changes are reported to staff via email, district training or program training.	✓
12	For multiemployer worksites, how are the physical distancing; masks, face shield, or face covering requirements; and sanitation provisions required under (3)(a), (3)(b), and (3)(c) of this rule respectively, communicated to and coordinated between all employers and their affected employees?	All implementation procedures noted in SCESD COVID plans are replicated at the Gold Beach office location and within classrooms.	✓

Each employer that has more than ten employees statewide (including temporary and part-time workers) or that is covered by (1)(b) of this rule (workplaces at exceptional risk) must record their COVID-19 exposure risk assessment in writing by documenting the following information:

The name(s), job title(s), and contact information of the person(s) who performed the exposure risk assessment	Tenneal Wetherell, Superintendent, SCESD Kathy Metzger, SCESD Safety Secretary Mike Baumer, SCESD Safety Officer Brandie Monroe, Director of Human Resources, SCESD
The date the exposure risk assessment was completed	12/4/20
The employee job classifications that were evaluated	Instructional Assistant, Teacher, Nurse, Audiologist, Sped Related Service Providers, General Office Staff
A summary of the employer's answers to each of the applicable exposure risk assessment questions	SCESD fully implements RSSL. There is a documented Blueprint for student re-entry and protocols for interactions with students. SCESD has a Communicable Disease Management Plan completed by staff members representing all units in the organization. The corresponding protocols have been provided to staff and staff have been fully trained. Each position in the organization has been evaluated with the RSSL and OSHA lens and an environment has been created that mitigates risks related to exposure and transmission of COVID-19. Staff are trained and held accountable to wearing masks as per RSSL, OSHA and OHA. Gloves, gowns and shields are provided to anyone who requests them and are also mandated during self-care and evaluation tasks with students.