

# Exposure Risk Assessment Form

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Assessment Completion Details

Mitchell School District #55

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Completed by (name): Vince Swagerty Date: 12/7/2020

Job title: Superintendent

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Contact information: vswagerty@mitchell.k12.or.us

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## Employee job classifications evaluated in this assessment:

Administrators

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Teachers

Instructional Assistants

Office Secretaries

School Bus Drivers

Maintenance Staff (maintenance workers, technology coordinators, custodians)

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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?**

When school is open under OHA authorized circumstances staff cannot telework. When the school is operating in Comprehensive Distance Learning all staff are required to work from home unless arrangements are made with administration.

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

Physical distancing requirements: All work, office, instructional, and multi-purpose spaces have been evaluated to ensure 35 sq. ft is allocated for each person to the extent possible and maximum occupancy signs are posted at the entrance of each space. This also applies to employee training and staff gatherings or meetings. District administration routinely sends out reminders and instructions on physical distancing requirements to be used in all District buildings. Physical distancing requirements are to stay 6 feet between (2 arm lengths) individuals and always wear a mask or face covering. Physical distancing requirements are posted in the District buildings in several locations in both English and Spanish. Steps are taken to minimize the risks of close proximity activities include ensuring it is for a short duration, ensuring handwashing immediately before and after, avoiding touching their face, teaching safe etiquette for coughing and sneezing, and/or using the required mask, face covering, or face shield (unless the nature of the interaction also makes their use impossible).

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

Physical distancing requirements: All work, office, instructional, and multi-purpose spaces have been evaluated to ensure 35 sq. ft is allocated for each person to the extent possible and maximum occupancy signs are posted at the entrance of each space. This also applies to employee training and staff gatherings or meetings. Physical distancing requirements are to stay 6 feet between (2 arm lengths) individuals and always wear a mask or face covering. Physical distancing requirements are posted in the District buildings in several locations in both English and Spanish. Steps are taken to minimize the risks of close proximity activities include ensuring it is for a short duration, ensuring handwashing immediately before and after, avoiding touching their face, teaching safe etiquette for coughing and sneezing, and/or using the required mask, face covering, or face shield (unless the nature of the interaction also makes their use impossible).

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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?**

Classrooms have been rearranged to allow for 35 sq. ft. space for each student. Offices have been closed and/or access restricted to insure physical distancing for secretaries and support staff. Parent communications are in most cases required to be digital and in cases where in-person interactions are required, physical distancing and masks are required; handwashing, cleaning and disinfecting protocols are followed after all in-person interactions. Plexiglass or other types of barriers have been placed in areas where practicable to insure physical distancing. Non-essential volunteer positions are restricted or discontinued. All visitors are screened.

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## **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?**

Masks are required for everyone in the building except when 1 person is alone in an enclosed area, such as a classroom or office. Mask requirements are posted in common areas, offices, and classrooms. Students are taught about mask requirements and their importance. All staff work together to enforce building mask guidelines.

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**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?**

All employees are required to attend a COVID-19 training at a staff meeting. These meetings are offered over interactive video or in-person with appropriate social distancing, masking, and other mitigation protocols. Whether online or in-person, staff are given the opportunity to ask questions, make comments, and get clarification. Employees are instructed to notify their administrator at the first sign of possible COVID symptoms. Employees who are quarantined/isolated are encouraged to work from home if possible. However, many positions including custodian/maintenance and teaching in the on-site model are typically not possible.

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**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 maintenance staff have evaluated all HVAC systems to ensure maximum air flow and circulation is occurring. Staff are encouraged to keep doors and windows open to the maximum ventilation to the extent possible. Where practicable, plexiglass or other barriers have been installed to shield employees and to restrict access to insure physical distancing. HVAC filters are being replaced every two weeks.

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

- a. We have minimized time individuals stand in lines and take steps to ensure that 6 feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc.;
  - b. Schedule modifications to limit the number of students in the building (for example, rotating groups by days or location, staggered schedules to avoid hallway crowding and large gathering);
  - c. Planned for students who will need additional support in learning how to maintain physical distancing requirements.;
  - d. Maintaining physical distancing during all staff meetings and conferences or we use remote web-based meetings whenever feasible;
  - e. We will cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school- wide parent meetings and other large gatherings to ensure requirements for physical distancing can be met;
  - f. Minimize the movement of individuals in hallways and other common areas to the extent possible; created hallway procedures to promote physical distancing and minimize gatherings.
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## **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?**

The School District's Communicable Disease Management Plan outlines communication protocols, methods, and who to contact. The plan is shared with employees, parents, and students and is also available on the school website. OSHA's Temporary Standards poster is posted in common areas, staff rooms, and the office. Employees have also been trained in sections 1-3 of the Ready Schools, Safe Learner guidance from the Oregon Department of Education.

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## **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?**

District Custodial and Facilities staff have been trained on the Standard Operating Procedures implemented for cleaning high frequency touched surfaces, playground equipment and overall disinfecting in District buildings and School buses. All staff are expected to support Custodial staff and are responsible for using provided disinfecting spray to clean any common surface, door knobs, etc. that are touched during the work day within their work area (classroom/office). The following protocols have been implemented:

- 1) All persons are encouraged to engage in appropriate hand hygiene (wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol) on entry to school every day and frequently throughout the day;
- 2) Use the sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use;
- 3) Follow established policies for personal property being brought to school (for example, refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner;
- 4) The District provides time and supplies for the cleaning and disinfecting of high-touch surfaces between multiple student uses, even in the same cohort;
- 5) The District ensures that staff who interact with multiple stable cohorts wash/sanitize their hands between interactions with different stable cohorts; and
- 6) The District ensures appropriate cleaning whenever a COVID-19 positive case is reported.

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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 district's Operational Blueprint was updated to institute compliance with new guidance issued on October 28, 2020. The ESD Reopening Advisors work closely with the Oregon Department of Education and communicate the latest guidance changes and interpretations. Employees are notified of updates through email, staff meetings, postings, and conversations. Updated documents are also posted to the district's website.

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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?**

Outside employees are limited to ESD employees and individual contractors. The district works closely with the ESD and its contractors to research, learn, and implement Ready Schools, Safe Learner, OSHA, and OHA/LPHA guidance. We are all operating under the same guidelines.

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**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?**

Screening and cohorting both serve to protect employees before someone enters the building. Mask wearing, handwashing, and disinfecting procedures while depending on human behavior are supported, encouraged, and enforced as a matter of practice. To the extent possible, activities such as recess and physical education are held outside to minimize risk.

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