

COVID-19 Workplace Exposure Risk Assessment (ERA)

A COVID-19 exposure risk assessment must be conducted by all Oregon employers regardless of the use of personal protective equipment or masks, face shields, or face coverings. An ERA must be completed for the workplace or can be completed per department, task, or activity. The ERA can cover different facilities if the activities are similar between facilities. Employee feedback and participation must be included in this risk assessment.

Facility name and location: School and Administrative Buildings Job tasks/classifications evaluated: Building Staff (Excludes Custodians)	Assessor name and contact information: Rick Gill Date: 12-17-2020
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Status Key: X: Effective NA: Not Applicable DEV: Developing (enter action to be taken)

Exposure assessment element	Status	Describe action to be taken or mitigation efforts/modifications already in place including engineering controls and administrative controls	Responsible person(s) for follow up or management of mitigation	
Remote work available and encouraged	X	The District currently encourages employees to work from home whenever it is feasible. Upon reentry of students to buildings, staff will follow guidelines established in the <i>Operational Blueprint of School Reentry</i> as required by the Oregon Department of Education. However, based upon health authority guidance, it has been determined that some employees may be in a risk category that warrants allowing remote work if possible. The District has protocols in place for employees to notify the employer of this need and will make appropriate leave(s) available if remote work is not possible.	Superintendent HR Director Employee	
Physical distancing	Describe modifications to provide distancing (routine and non-routine): >Between employees: >Between all individuals:	X	All Employees are assigned to different parts of the buildings they work in which minimizes the likelihood of contact <6'. Occasional non-routine contact <6' may occur but is infrequent and less than 15 minutes. Staff do not congregate for meals or breaks. Upon reentry of students to buildings, staff will follow guidelines established in the <i>Operational Blueprint of School Reentry</i> as required by the Oregon Department of Education.	Building Administrator Employee
Face coverings, masks, and face shields	How are employees and others in workplace notified of face covering requirements (when/what/where)?	X	Employees have been communicated via district email, supervisor communication and signage of face covering requirements. All employees have access to face coverings as well as other appropriate PPE for specific tasks. Signage is posted at buildings to notify other individuals and remind staff of requirements. These requirements are enforced on a non-punitive basis via peer to peer and supervisor observations.	Building Administrator Employee
Covid-19 Control Plan	How are employees informed of Covid-19 infection control plan, e.g reporting symptoms, quarantine, etc.?	X	All employees have participated in Covid-19 awareness through trainings. In addition, the Infection Control plan is posted on the District website. In the event of a mandatory workplace exclusion the Department Director will work with staff to determine if remote work is possible and review available leaves if not.	District Nurse District Communications Building Administrator Employee

Air Quality	What measures have been taken to increase air filtration or exhaust ventilation in the workplace?	X	Ventilation systems with variable fresh air settings available are opened to maximize fresh air <u>within the design limitations</u> of those respective systems. Where ventilation is not available in older systems exhaust fans have been added if it was feasible. Some rooms will be limited to single occupancy when the lack of ventilation cannot be mitigated. When weather conditions permit, open windows and doors are encouraged to the extent that safety, security and pest prevention can be maintained.	Custodians Maintenance Staff Employee
Occupancy Control/ Signage	How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID-19?	X	MRSD entry doors are secured during this time to control public access. Entry and exit points have signage to direct foot traffic throughout the school buildings. Upon reentry of students to buildings, staff will follow guidelines established in the <i>Operational Blueprint of School Reentry</i> as required by the Oregon Department of Education.	Facilities Supervisor Custodian Building Administrator Employee
Hazard Reporting	How do employees report workplace hazards related to COVID-19? How are these hazard reporting procedures or policies communicated to employees?	X	All workplace hazards, Covid-19 related or otherwise, are to be reported to the District Safety Committee. Employee are made aware of reporting opportunities via, supervisors, union communications and safety committee minutes.	District Safety Committee Building Managers Employee
Sanitation	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?	X	Hand sanitizer stations are located throughout every building at strategic locations and all employees and visitors are instructed to use the hand sanitizer upon entry into the building. All staff are directed to hand wash frequently. All high touch areas throughout the buildings are sanitized throughout each day and sanitizing wipes are available to all work areas for when they are needed or when Employees are not in the building. Custodians utilizing electrostatic sprayers for disinfecting where appropriate and hand wipe sanitizing where otherwise necessary. All staff have been made aware of these sanitizing procedures via training.	Building Administrator Employee Custodian
Industry Specific Covid-19 Standards	How have the industry-specific or activity-specific COVID-19 requirements and applicable guidance from the Oregon Health Authority been implemented and updated for workers?	X	As a K-12 public school organization, the workplace is subject to <i>the Ready Schools, Safe Learners</i> , requirements published by the Oregon Department of Education (ODE) and have established an <i>Operational Blueprint of School Reentry</i> . The district has developed this plan, shared with the Clackamas County Health Authority for review and submission to ODE. It is posted to the district's website. ODE has issued multiple revisions to their standards and the district is continually incorporating and standard revisions into its plan.	Superintendent District Nurse District Communications Building Administrators Employee
Multiple Employers	If multiple employers work in the same space or share equipment or common areas, how are Covid-19 safety measures	X	When outside contractors are working in MRSD buildings, they are required to follow district policies regarding face coverings, social distancing, hand sanitation. There is no expected sharing of equipment, but if that were to occur, those shared items would be sanitized between users.	Facilities Supervisor Custodian Building Administrator Contract Manager Employee

	coordinated between all employers and their affected employees?			
Layered practices	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?	X	As demonstrated in the responsible person column of this assessment, multiple individuals are share responsibility for every Covid-19 action/response measure ensuring there is not dependence on a single individual. The Covid-19 environment is constantly evolving and all supervisors share information with staff as needed.	Superintendent District Directors District Nurse Building Administrators Employee