

# Exposure Risk Assessment Form

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## Assessment Completion Details

Powell Butte Community Charter School

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Completed by (name): Jenn Berry-O'Shea Date: 1/27/2021

Job title: Administrator

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Contact information: 541-548-1166

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### Employee job classifications evaluated in this assessment:

Certified and classified staff

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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?**

Most employees are unable to work remotely, due to the in-person operations of the school. Some employees have the option of working from home as appropriate for their job duties. Social distancing is encouraged through visual cues, modifications to workspaces, staggered schedules and virtual meetings.

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

Working distance between employees is approximately six feet. Employees are moving throughout the work place often, and occasionally come in closer contact with other staff and students. Staff and students are cohorted to reduce the risk of exposure. During non-routine work activities physical working distances continue to be six feet.

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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?**

Employees are working with students throughout the day. Classrooms are set up to allow for six feet of physical distance, however may work more closely with students depending on the circumstance. Time spent working closer than six feet to students is limited to 15 minutes or less. Staff and students are cohorted to reduce the risk of exposure.

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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?**

Employee schedules are staggered to limit interaction. Meetings are offered virtually. Common meeting spaces and classrooms have been modified and furniture moved to ensure physical distancing. Capacity limits have been set in all areas of the workplace.

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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?**

All employees and students were notified in writing of face covering requirements. Signs are posted throughout the workplace and upon entering. Staff working independently in their work space are permitted to remove their masks. Staff eating during breaks are permitted to remove their masks. Staff in violation of the mask requirements are given a warning by the supervisor. Multiple violations lead to dismissal. Staff can report violations to the administrator or their direct supervisor.

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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 participated in COVID-19 procedures workplace training. Employees are required to complete a wellness check daily and report any signs and symptoms of COVID-19 to their direct supervisor or the administrator. Employees whom are required to quarantine and/or isolate may have an opportunity to work from home, if work is available.

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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?**

Physical barriers are in place to minimize employee exposure and access to the school building. Ventilation is encouraged in all classroom and work spaces through opening windows and doors. HVAC systems are closely monitored and services to improve ventilation.

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

The school building is open to only staff and students to minimize access and exposure. Schedules are staggered to ensure that students and staff remain only in their cohorts. Hand washing/sanitizing protocols are implemented throughout the day. Disinfecting procedures are in place throughout the work place.

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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?**

Employees are required to report workplace hazards related to COVID-19 to the administrator, direct supervisor or building engineer. Reporting procedures have been communicated to staff during regularly schedule staff meetings and COVID-19 procedure trainings.

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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?**

Sanitation measures related to COVID-19 are in place throughout the workplace. Employee duties have been modified to ensure that ongoing sanitation occurs throughout the day in all classrooms and common areas. Sanitation schedules and protocols have been communicated to staff through regularly scheduled staff meetings. Signage and cleaning supplies are present throughout the workplace to reinforce the sanitation measures.

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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?**

Powell Butte Community Charter School (PBCCS) follows the Ready Schools, Safe Learners Guidance developed by the Oregon Department of Education and the Oregon Health Authority. As required, PBCCS developed an Operational Blueprint that guides all COVID-19 procedures and policies. This is frequently updated, as the Ready Schools, Safe Learners Guidance is changed. All changes posted to the Ready Schools, Safe Learners and the PBCCS Operation Blueprint are communicated to employees at regular staff meetings.

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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?**

Employees work together to ensure that shared work spaces and common areas follow physical distancing, mask and sanitation protocols. Common work areas have been modified to ensure physical distancing, capacity signs are posted throughout the workplace, sanitation measures are schedules and duties are assigned. Employees have been provided clear communication at staff meetings and in writing.

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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?**

By following the Ready Schools, Safe Learners Guidance, PBCCS has the appropriate controls in place to provide layered protections to employees and students. Training is frequently provided, and procedures are modified as guidance changes. All COVID-19 procedures are closely monitored by supervisory staff.

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