

# Exposure Risk Assessment Form

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Assessment Completion Details

Gervais High School / Gervais School District

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Completed by (name): Ken Stott Date: 2/22/2021

Job title: Principal

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## Employee job classifications evaluated in this assessment:

Administrative positions

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All certified positions (classroom teachers)

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All classified positions (instructional assistants, office staff, custodial staff, kitchen staff, library assistant)

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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?**

During periods of time when we are in a “Comprehensive Distance Learning” (CDL) mode, certified employees have the option to work from home. Classified employees have the same option if their work duties allow such. When we are in a face-to-face mode and students are on the high school campus, all staff in most instances, will be expected to work at school. Only with approval from the superintendent may employees work from home when we are in face-to-face mode. Staff meetings will be offered virtually when we are in CDL mode, face-to-face otherwise. Department meetings amongst teachers may be offered virtually or face-to-face as determined by the department members. We expect parent conferences to be offered virtually.

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

All employees are to maintain at least 3’ distance while working and remain fully masked (unless staff are alone in an enclosed space). Employees will either not share work-spaces or those work-spaces will be at least 3’ apart. Teachers will not share classrooms as much as possible. Staff will need to be cognizant that the accessibility of the staff room/copier room, hallways and restrooms may change throughout the day. All of the above will remain constant for both routine and non-routine work activities.

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# Exposure Risk Assessment Form

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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 should be able to maintain proper distancing from all students and other staff. If this is not consistently possible we will install plastic barriers between individuals in those places.

It is also possible that staff may need to briefly be within 3' of a student in order to provide proper assistance.

**How have the workplace or employee job duties, or both, been modified to provide at least 3-feet of physical distancing between all individuals?**

All classrooms have been outfitted with desks or tables, which will allow students to be approx. 3' apart. Extra space is being saved at the front of each classroom for teachers to walk around. Class sizes are being minimized to the greatest extent possible, while ensuring that all students may return to school simultaneously. Free time for students has been minimized. While eating students will be distanced as much as possible, with 6' being the ideal goal.

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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?**

Staff has received notices about required PPE wearing through school e-mail, trainings during virtual staff meetings, professional development trainings, staff newsletters, flyers posted on the front doors and at the check-in table, and flyers posted in each classroom and in the hallways related to proper distancing, mask wearing and hand sanitization. Students have also been notified in all of those ways except staff trainings. Additionally, students/families have received PPE guidance in letters mailed home.

Guidance is enforced by each adult in the building, teachers in the classrooms, and by administrators looking in on classrooms and watching hallways during passing times. A concern/complain process has been established, which will allow staff to provide anonymous concerns/questions regarding any of our protocols/procedures or indications of a failure to comply. There will be an online submission process as well as a "suggestion box" placed in the staff room. Concerns will be reviewed weekly.

# Exposure Risk Assessment Form

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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?**

Staff have received notices about COVID-19 signs and symptoms through school e-mail, trainings during virtual staff meetings, professional development trainings, staff newsletters, flyers posted on the front doors and at the check-in table, and flyers are posted in each classroom and in the hallways. Thus far, when staff (certified or classified) have needed to quarantine, they have been given “work from home” projects, whenever possible. All such work is coordinated by building administrators.

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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?**

Air quality assessments have been performed and it has been determined that Gervais High School’s new heating/cooling/air ventilation system provides enough airflow to meet guidance. In addition, we open doors and windows to increase ventilation, whenever possible. Clear barriers are used when distancing cannot be consistently maintained. An isolation room has been set up in a space that is otherwise not occupied during each day, with air filtration units providing added air movement.

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

Entry/exit procedures have been developed and practiced (daily check-ins of students and staff) Blue “paw” decals have been placed on the floor at entry points to keep everyone properly distanced. Class sizes will be minimized. Extra furniture has been removed from classrooms and hallways to discourage people from congregating. The staff copier has been moved to a larger room. Student movement during class times will be minimized and tracked. Seating charts will be created for each class/period, with students assigned to a specific desk within each classroom. Students will be taught building protocols. Each classroom/office is supplied with extra masks, gloves, hand sanitizer sanitizing spray, and paper towels. Extensive sanitization procedures are completed daily.

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# Exposure Risk Assessment Form

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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?**

All staff are encouraged to tell a building administrator if they have a concern or question. For those that wish to remain anonymous there will also be an online process, as well as a “suggestion box” placed in the staff room, both of which will be checked weekly.

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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?**

Each check-in station and each classroom has a bottle of hand-sanitizer, masks, gloves and a sanitizing spray with paper towels. Each classroom is also equipped with hand-wipes. Students are expected to sanitize their classroom space (tables, desks, chairs) as they leave each classroom. Staff sanitize door knobs and faucets after each class period. Restrooms are cleaned/sanitized multiple times per day, and again in the evening. All classrooms that have hosted students that day are also sanitized each evening. Each room/space has a cleaning record posted on the wall which indicates each time it was cleaned and by whom. A sign on each classroom door indicates whether students have been inside that room during that day.

Staff have been notified about cleaning procedures through school e-mail, trainings during virtual staff meetings, professional development trainings and staff newsletters. A protocol for staff which indicates cleaning/sanitizing guidelines and procedures has been created and distributed to all staff. Personal items are not to be shared and are to be kept with each person. Student personal items are to be labelled.

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# Exposure Risk Assessment Form

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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?**

Appendix A, to the “Oregon OSHA COVID-19 Rule”, specifically Appendix A-13, “Mandatory Workplace Guidance for K-12 Educational Institutions (Whether Public or Private) provides guidance for social distancing, screening for symptoms, directing people to stay home if ill, quarantining guidelines modifying daily schedules, establishing cohorts, not allowing volunteers in the building, requiring face coverings, and training on hand hygiene. These are all part of our daily operational procedures now. Protocols have been written, and distributed to all staff, indicating how our building specifically adheres to all measures in ODE’s guidance, including “Ready Schools, Safe Learners Resiliency Framework.”

Every update from ODE/OHA is reviewed by building administrators and changes to our written building protocols made, if needed. These changes are then built into our next training with staff. Signage may be updated as well.

As needed this document is also revised.

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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?**

Wherever possible the sharing of staff offices/work spaces has been eliminated. Signage indicating proper distancing, face covering requirements and hand sanitation is posted on the front doors, in hallways and in all classrooms.

As stated, staff trainings are provided. We are tracking the attendance of all employees with regard to these trainings. Trainings are recorded, and shared with, those who are absent.

The staff copier has been moved to a larger room. Signs are posted encouraging proper distancing amongst users. Hand-wipes are available, at the machine, for users to sanitize the keys.

Building vendors/delivery personnel are required to wear face masks if they need to enter the building at all. Since our outer doors are always locked, a staff member must let every vendor in, and can check for compliance.

Staff and students are encouraged to remain properly distanced while eating

Compliance amongst staff and students is coordinated by the superintendent and all district administrators.

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# Exposure Risk Assessment Form

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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?**

Health trainings are done as a complete staff, attendance is taken. Absent staff are sent the recording and followed up with to see if they have any questions. All staff have been offered worktime to get vaccinated. All staff are provided with masks, face shields, gloves, and sanitizing agents – as needed. Building administrators monitor staff/student compliance with protocols.

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