

Exposure Risk Assessment Form

Assessment Completion Details

Gervais Middle School / Gervais School District

Completed by (name): Bob Martin Date: 8/20/2021

Job title: Principal

Contact information: bob_martin@gervais.k12.or.us, 503-792-3803, 2010

Employee job classifications evaluated in this assessment:

Administrative positions

All certified positions (classroom teachers)

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

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?

Gervais SD is opening school with all staff and all students on campus. So, no staff will be working remotely. This Risk Assessment form is being completed for when students return to the middle school campus as allowed under directives from ODE and OHA.

If schools were ordered to return to a CDL model, then GMS staff would be allowed to work remotely.

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. Employees will either not share work spaces or those workstations 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.

Exposure Risk Assessment Form

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

Employees will be able to maintain proper distancing from all other individuals, except potentially during the check-in process for students, if this includes taking student's temperature. These will be brief and face coverings will be used.

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

How have the workplace or employee job duties, or both, been modified to provide at least 6-feet of physical distancing between all individuals?

The most recent guidelines from ODE and OHA have reduced the allowable spacing to be 3' when possible. As much as possible, employees will be working to maintain the 3' spacing unless they are working directly with a student and the spacing cannot be maintained.

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 physical distancing, mask wearing and hand sanitization. Students have been notified in all of those ways except staff trainings. Additionally, they have received PPE guidance in letters mailed home.

This 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 daily.

Exposure Risk Assessment Form

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 has 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. Returning to in-person learning, we are working on procedures to communicate and enforce the mask wearing requirement while in the building.

If we need to quarantine staff, we will attempt to assign “work from home” projects, whenever possible. All such work is coordinated by building administrators.

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 Gervais SD Director of Maintenance has conducted air quality assessments and determined that Gervais Middle School’s 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 at check-in stations. 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.

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, daily health questions, temperature checks) Green marks have been taped to the floor at entry points to keep everyone properly distanced. In larger hallway spaces green arrows will be placed indicating proper distancing. 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. No more than one person will be allowed in each restroom at a time. Students will be 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 between student cohorts and each evening.

Exposure Risk Assessment Form

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 daily - after most staff have left the building.

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. Staff are expected to sanitize a classroom space (door knobs, faucets, tables, desks, chairs) between student cohorts. Restrooms are cleaned/sanitized multiple times per day, and again in the evening. All classrooms that have housed 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.

Exposure Risk Assessment Form

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 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 listed in Appendix-A-13, as well as well as all of ODE’s guidance, including “Ready Schools, Safe Learners” guidance.

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 the “Gervais Middle School Operational Blueprint” is also revised.

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. In one case work stations have been moved apart to comply with physical distancing guidelines. Signage indicating proper social distancing, face coverings 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 are encouraged to eat in their rooms/offices and remain socially distanced.

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

Exposure Risk Assessment Form

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.
