

Exposure Risk Assessment Form

Assessment Completion Details

Three Sisters Adventist Christian School

Completed by (name): Jennifer Neil Date: 01 / 25 / 2021

Job title: Principal

Contact information: 541-389-2091

Employee job classifications evaluated in this assessment:

Teachers and other staff such as librarians, substitute teachers, office manager, and health checkers

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?

Teachers have been providing students with Distance Learning lessons. Librarians and Office Managers have been given permission to come in after hours to work when students are no longer in the building. All teachers and staff only interact within their cohort of children and when needing to talk with another staff member, remain masked and at 6ft distancing, or by phone communication.

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

All teachers and staff work in their own classrooms and/or work spaces. They do not share rooms. If using the teacher work room, only 1 teacher at a time is in the room and wipes down the countertops and copier machine between uses.

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?**

All parents and other non-employee individuals are not allowed into the building. Communication is by phone or items needing to be dropped off or picked up are placed in a bin outside the school entrance.

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

Teachers and staff do not collaborate together other than by email, phone, or at a 6 ft. distance with masks on.

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?

There are signs in all entrances, in high traffic areas, and in classrooms reminding staff, students, and teachers to wear masks, face coverings, or face shields at all times. Teachers and staff frequently remind and encourage all students to follow their example. New masks are given out if a student/staff member forgets their face covering.

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 have received training in proper workplace policy and procedures related to reporting COVID-19 signs and symptoms through email, signs, and direct communications.

Exposure Risk Assessment Form

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?

Filters have been replaced, windows are left open during school hours as possible under weather conditions. When students are outside, classroom doors to the playground area are left open to provide fresh air to the classroom.

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

Signs in the hallways are posted to remind everyone to follow 6 ft. social distancing. Students are only permitted in the hallways as a cohort and limited to 1 or 2 students at a time. Only 1 student or employee is permitted in the assigned cohort bathroom at a time.

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?

Workplace hazards are reported directly to Jennifer Neil (Principal) and Brenda Dederer (Office Manager) They are reported to employees through verbal communication, text, or email.

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 are implemented by the classroom teacher as well as Office Manager, Brenda Dederer. Signs are posted in each classroom for sanitation checklist and protocol for cleaning. In-Person training has been given to employees and teachers regarding proper use of sanitation supplies and procedures.

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?

Brenda Dederer, our safety officer and Jennifer Neil, Principal have and continue to read guidance documents and bring current requirements to the attention of teachers and all staff.

Exposure Risk Assessment Form

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?

Signs and reminders are in place.

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?

Proper PPE equipment has been given to all staff and teachers for their safety. Information and continued updates, reminders, and protocols are shared weekly or as it becomes available, with all staff and teachers through emails, texts, and direct communication.
