

Exposure Risk Assessment Form

Assessment Completion Details

Mapleton School District 32

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Job title: Superintendent

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Employee job classifications evaluated in this assessment:

Classified staff: educational assistant, food service staff, bus driver, custodian

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?

Educational assistants can telework or work remotely if directed to by a medical professional or if quarantine is required. Food service staff, bus drivers and custodians cannot, by the nature of their job, access the telework or work from home option.

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

Anticipated working distance between educational assistants is 6 feet to every extent possible. However, when students return to OnSite learning, the 6 feet distance may be reduced to allow for instruction, support and supervision of students.

Anticipated working distance for food service staff is 6 feet or more. We do not anticipate this will change when students return to OnSite learning.

Anticipated working distance for custodians is larger than 6 feet. Custodians, by the nature of their job, complete their duties when classrooms are vacant. This allows for working distances to be maintained. However, if custodians need to clean up bodily fluids, it may require them to be within 6 feet of a staff member. To mitigate the exposure risk, they are required to wear a face mask and gloves when cleaning up bodily fluids.

Anticipated working distance for bus drivers is 6 feet while operating the bus, however, when students enter or exit the bus, that distance is compromised. To mitigate the exposure risk, they are required to wear a face mask at all times, as are the students they transport.

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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?

Anticipated working distance between educational assistants is 6 feet to every extent possible. However, when students return to OnSite learning, the 6 feet distance may be reduced to allow for instruction, support and supervision of students.

Anticipated working distance for food service staff is 6 feet or more. We do not anticipate this will change when students return to OnSite learning.

Anticipated working distance for custodians is larger than 6 feet. Custodians, by the nature of their job, complete their duties when classrooms are vacant. This allows for working distances to be maintained. However, if custodians need to clean up bodily fluids, it may require them to be within 6 feet of a staff member. To mitigate the exposure risk, they are required to wear a face mask and gloves when cleaning up bodily fluids.

Anticipated working distance for bus drivers is 6 feet while operating the bus, however, when students enter or exit the bus, that distance is compromised. To mitigate the exposure risk, they are required to wear a face mask at all times, as are the students they transport.

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

Food Service worker duties have been modified to ensure at least 6 feet distance from students and other staff while serving food or supporting food service needs (washing dishes, food prep, etc.)

Custodial staff are working when other staff and students are not in an area (unless they are cleaning up bodily fluids and staff/students are nearby).

Bus drivers are transporting ½ of the students normally transported with one student per seat and at least 6 feet distance from the students and driver while driving.

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 staff have been trained regarding the requirement of face masks (double layer face coverings) at all times when in the company of other staff/students. If they are in their own workspace by themselves, they can remove their face mask, but must put it on if someone enters.

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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?

Employees are emailed the Staff Screener worksheet weekly as a reminder of the requirement for them to “self screen” for symptoms. If a Doctor, Lane County Public Health Officer or School District Administrator tells an employee they must quarantine, and a work from home option is available, it is arranged through their building administrator. If no work from home option is available due to the nature of their job classification, an MOU is in place with both the classified and certified union regarding leave options.

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?

We have new (2016) HVAC units and/or ductless HVAC units in all common spaces and classrooms in each building in the school district. The Maintenance Supervisor is charged with ensuring the air filters are checked regularly and changed based on OHA guidance.

We have installed Physical Barriers (plexiglass) in each front office area and food service area to reduce employee exposure.

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

Location Logs are present in ALL common spaces. All staff must sign into the Location Logs when visiting any common space (office area, work area, staff room, single use bathroom, Gym, etc.).

The Elementary school staff use assigned bathrooms located in their classrooms.

With small numbers of staff (38 total staff members in the district), we are able to minimize employee exposure.

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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 notify building level administration of any concerns regarding COVID-19 safety procedures or protocols not being followed. Administration immediately follows up to ensure all expectations are being followed.

Weekly emails to staff checking in on concerns or issues helps keep communication open.

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?

ALL staff have been trained multiple times (at least 5 times during the 2020-2021 school year) on expectations regarding sanitation procedures and protocols.

Signage has been provided to remind staff and students of expectations.

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?

K-12 specific COVID-19 requirements have been implemented across the School District. All staff have been informed (and reminded periodically) of the expectations and guidance. As guidance changes, updates are provided to staff with both in person, Zoom and written communication.

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?

All staff are required to wear face masks when in a common, shared space with another staff member or student. This expectation has not changed since staff returned to work in August of 2020.

Masks are provided to staff, as are all cleaning/sanitation supplies needed.

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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?

Visual observation of staff following expected COVID-19 procedures: double layer face masks/gaiters, hand washing, sanitizing of common spaces after use, signing in/out of Location Logs, maintaining individual contact tracing logs daily, maintaining 6 feet distance when appropriate.

The employer has provided monthly (and sometimes more often) reminders of expectations regarding safety procedures and protocols for students and staff to follow. Administration follows up to ensure that all staff and students are following the procedures and expectations.
