

# Exposure Risk Assessment Form

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## Assessment Completion Details

Woodland Charter School

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Completed by (name): RSSL Safety Committee, submitted by Teri Rothenbach Date: 2/1/2021

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Job title: Business Director

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Contact information: teri.rothenbach@woodlandcharterschool.org

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### **Employee job classifications evaluated in this assessment:**

Teachers, administrative staff, support staff, maintenance staff, itinerant 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?**

Employees may telework whenever possible, i.e. they do not have in-person classes. Each has a computer and other necessary equipment for their home use.

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

6 ft distance is maintained by our employees throughout our campus during all activities, both routine and non-routine.

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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?**

6 ft distancing is maintained throughout our campus during all activities to the maximum extent feasible. There may be times when a child needing assistance is closer than 6 ft to an employee for a short time.

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# Exposure Risk Assessment Form

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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?**

We have altered our schedule so that only half of our teachers are on campus at any given time, each having their own classroom to work from. Our employees work remotely as often as possible. We have moved and removed furniture to optimize space and ensure 35 square feet per individual is maintained.

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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 Woodland Charter School employees have attended a training on required face coverings. We have placed signs on campus to ensure all employees, students and visitors are aware of this requirement. Mask wearing is enforced by the administration and faculty, reminding as necessary.

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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 have attended a training on our policies and procedures related to reporting COVID-19 signs and symptoms. Any employee who is quarantined or isolated is able to work from home if they are well enough to do so.

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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?**

Portable air filtration with HEPA filters are in each building. HVAC systems are maintained per recommended timelines and run when there are people present. Windows and doors are kept open to the outside to facilitate ventilation as much as is feasible. Physical barriers have been put up in larger common spaces to minimize exposure.

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# Exposure Risk Assessment Form

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

- School office and campus are closed to the public
- Signs indicate maximum capacity for each room
- Markings on sidewalks indicate 6 ft distancing
- Staggered schedules for students and teachers while on-site
- Staggered break times to ensure 6ft distancing in common areas
- Faculty meetings held virtually

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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?**

We have created an anonymous form for employees and families to report any COVID-19 concerns. This has been shared with staff via email and at staff meetings, and with our families via our website and email updates. The responses are reviewed and resolved at least every week by the designated RSSL point person.

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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?**

High touch surfaces within the classrooms are sanitized regularly by the teachers, even when the same cohort is using the space. Rooms are equipped with hand sanitizer and sanitizing wipes. These measures have been explained at a staff-wide training, during faculty meetings and review of our Operational Blueprint.

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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?**

- COVID-19 requirements found in Appendix A can be found in the Oregon Department of Education “Ready Schools Safe Learners” guidance document. These requirements have been incorporated into school blueprints and staff have been trained in these areas in a variety of ways including in-person instruction and SafeSchools training.
- The administration regularly checks OSHA guidance for changes to requirements. Any additional training is developed and disseminated to staff as soon as possible.

# Exposure Risk Assessment Form

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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?**

- All staff have received training from the SafeSchools website and from school administrators regarding specific protocols for the building. All training is rooted in the requirements from “Ready Schools Safe Learners” guidance document and the school blueprint.
- Any itinerant staff are required to check in before coming on-site using check-in form. This check-in form reminds all staff to wear a mask while moving around the building, wash/sanitize hands, maintain physical distancing. Upon check in, office staff informs the itinerant staff of the protocols for physical distancing, mask wearing, and sanitation measures that are required.

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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?**

- WCS implemented multiple layers of protection to minimize, to the degree possible, reliance on employees to be safe at work. Examples include, but are not limited to, the following:
  - Schools are closed to the public and visitors are not allowed on campus.
  - Each school has appointed a person to establish and enforce all health/safety protocols consistent with the “Ready Schools, Safe Learners” guidance and other guidance from OHA.
  - Rearrange workspaces to ensure physical distancing
  - Sign in/sign out screening
  - Regular training to staff
  - Sanitation implemented in all work areas