



Creswell School District # 40

998 West A Street

Creswell Oregon 97426

For more information on how Creswell School District is managing COVID-19 exposure please view our [COVID-19 Workplace Infection Control Plan](#)

## OR-OSHA; COVID-19 Exposure Risk Assessment for Creswell SD

### Exposure Risk Assessment Committee Members:

Name	Job Title	Contact information
Joel Higdon	Director of Facility Operations	jhigdon@creswell.k12.or.us
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The exposure risk assessment involved participation and feedback from employees. This feedback was achieved via [safety meetings, safety committee, supervisor(s), process negotiated with the bargaining units, or any other similarly interactive] process.

### Jobs titles evaluated for this site:

Job Number	Job title or classification
001	Administration District Office (Management, HR, Business Services, Office of Superintendent)
002	Technology Services Staff
003	Custodial and Maintenance Staff
004	Transportation Services Staff (Bus Drivers, Mechanic)
005	Nutritional Services Staff (Cooks)
006	School Administration (Office Staff, Principals)
007	Teachers
008	Educational Aides

The following addresses potential employee exposure to COVID-19 in the workplace. As not all jobs have the same risk exposure, the job numbers impacted are included at the beginning of each assessment question.

Can employees telework or otherwise work remotely?

Job Numbers:
001, 006, 007, 008
Assessment:
Some staff are needed to report to work onsite Monday through Friday. Staff are able to work remotely as needed.

Job Numbers:
002, 003, 004, 005
Assessment:
Custodial and Maintenance Staff, Transportation Services Staff, and Nutritional Services Staff are needed to be onsite.

How are employees encouraged or empowered to use those distance work options to reduce COVID-19 transmission at the workplace?

Job Numbers:
001, 006, 007, 008
Assessment:
Staff are kept informed of safety protocols for onsite work and guidelines for offsite work. Tools and materials are available for remote work (i.e. portable computers).

What are the anticipated working distances between employees?

Job Numbers:
001-008
Assessment:
6 ft. distancing aka "social distancing" is required on Creswell SD facilities.

How might the working distances, captured above, change during non-routine work activities?

Job Numbers:
003
Assessment:
Working distance captured above may change during non-routine work activities if a task requires the use of two people - eg. Two individuals may be required to move a heavy item.

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

Job Numbers:
001-008
Assessment:
Staff work areas were adjusted to be at least 6 ft. of physical distancing. In some cases, staff were relocated to new areas. The need to distance in the workplace when occupying shared common areas is regularly communicated through signage and communications sent to all staff.

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?

Job Numbers:
001-008
Assessment:
There is signage throughout the campuses and facilities regarding face mask wearing and social distancing requirements. Regular communication with staff on face mask wearing and social distancing occurs. Reusable masks are provided to all staff. Disposable masks are provided at the entrance of schools and facilities.

How have employees been informed about the workplace policy and procedures related to reporting COVID-19 symptoms? How might employees who are identified for quarantine 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?

Job Numbers:
001-008
Assessment:
This information is found in our <a href="#">COVID-19 Workplace Infection Control Plan</a> and is communicated in regular communications to all Creswell SD employees. Supervisors have shared this information as well to staff within their departments.

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?

Job Numbers:
001-008
Assessment:
Creswell SD Schools' utilize air handlers and a closed loop system for heating and cooling. These systems are controlled through an online digital controls system and are managed by Facility Operations. Systems are currently set to run on a longer schedule and to bring in the maximum amount of outside air during operable hours. This provides for thorough ventilation and air dilution in breathing space. Filters have been replaced regularly. Air vents and ductwork are regularly cleaned.

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

Job Numbers:
001-008
Assessment:
There is a check in system with a sign-in and sign-out sheet at each school and work area entrances. Temperature taking is required upon entry. All staff are required to maintain 6 ft. distance between themselves and other staff when in shared common areas and must always wear a face covering.

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?

Job Numbers:
001-008
Assessment:
This information is outlined in our <a href="#">COVID-19 Workplace Infection Control Plan</a> .

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?

Job Numbers:
001-008
Assessment:
Handwashing posters have been posted in all restrooms and breakrooms. We have also installed touchless hand sanitizer stations throughout Creswell SD facilities.

How have the industry-specific or activity-specific COVID-19 requirements in Appendix A of [Oregon OSHA Temporary Rule](#) and applicable guidance from the [Oregon Health Authority been implemented for workers](#)? How are periodic updates to such Oregon Health Authority guidance documents incorporated into the workplace on an on-going basis?

Job Numbers:
001-008
Assessment:
Updates are regularly communicated through email and shared verbally with staff.

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?

Job Numbers:
001-008
Assessment:
Face coverings are always required in shared spaces. Staff are required to disinfect equipment in between uses.

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?

Job Numbers:
001-008
Assessment:
This can be done by providing adequate work space and a safer environment. Creswell SD has taken these steps by having all staff wear masks, by providing safe work areas that are well ventilated and provide 6 ft. or better spacing. We have posted guidance around the building in the form of posters. We have also provided disinfectant stations with a ready supply of cleaning supplies and instructions.