

Completed on 12-5-2020

## OR-OSHA COVID-19 Exposure Risk Assessment for Otter Rock Water District

**Exposure Risk Assessment Committee Members:**

Name	Job Title	Contact information
Whitney Erskine	Office manager/bookkeeper	<a href="mailto:orwdooffice@gmail.com">orwdooffice@gmail.com</a>
Dan Gleason	Board member	<a href="mailto:orwdcom5@gmail.com">orwdcom5@gmail.com</a>
Beth Elliker	Board member	<a href="mailto:orwdcom4@gmail.com">orwdcom4@gmail.com</a>

The exposure risk assessment involved participation and feedback from employees. This feedback was achieved via **exposure risk assessment committee** process.

**Jobs titles evaluated for this site:**

Job Number	Job title or classification
1	Office manager/bookkeeper
2	Superintendent
3	Board member (volunteer)
4	Community volunteer

**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?

<b>Job Numbers:</b>
1
<b>Assessment:</b>
No. District records, computer terminal and printer are in the district office. This employee typically works alone in the office, with occasional periods of consultation with one board member.

Completed on 12-5-2020

Job Numbers:
2, 3, 4
Assessment:
Most of this work is done outdoors or at home. Board members perform most of their duties from home or by themselves outside. The superintendent's duties do not require him to work in the office, but he does need to stop by the office occasionally to pick up mail, supplies, etc.

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

Job Numbers:
1
Assessment:
Not currently able to do so.

Job Numbers:
2, 3, 4
Assessment:
These persons have all been verbally encouraged to minimize time at the office, especially when other people are present.

What are the anticipated working distances between employees?

Job Numbers:
1, 2, 3
Assessment:
Measured distance of 6 to 7 feet when a board member is also in the office to confer with office manager/bookkeeper or when superintendent stops in to pick up items.

Job Numbers:
4
Assessment:
Work is done outdoors, but measured distance of 7 feet or more from Whitney's work station can be maintained if they are briefly in the office.

Completed on 12-5-2020

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

<b>Job Numbers:</b>
1,2
<b>Assessment:</b>
There will be brief periods, usually a minute or less, when the distance between two people in the office is less than 6 feet. Examples would be a second person needing to look at the computer screen briefly or Whitney needing to go to the printer/copier, which is 5 feet from the work table location. Besides temporarily shifting position to maximize distance, N95 masks will be worn continuously by any person in the office when more than one person is present.

<b>Job Numbers:</b>
3,4
<b>Assessment:</b>
When performing certain tasks such as spring flow measurement outdoors, there could be brief periods when the distance might reduce to 4-5 feet. Masks will be required for such tasks.

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

<b>Job Numbers:</b>
1, 2, 3
<b>Assessment:</b>
Work chair locations established after measurement. Computer workstation chair and work table chair distance 6-7 feet apart.

<b>Job Numbers:</b>
2, 3, 4
<b>Assessment:</b>
Instructions to maintain 6 feet or more of distance outdoors, in addition to mask wearing if working together.

Completed on 12-5-2020

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:
1, 2, 3, 4
Assessment:
Posted signage, verbal and email communication with each person. Written instructions and N95 masks are provided to each person.

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:
1
Assessment:
Written instructions given and posted. Work at home is not currently available. During quarantine or isolation, some time-critical tasks will need to be performed by board members (job #2), some with instruction as needed from Whitney at home as her health condition allows.

Job Numbers:
2, 3, 4
Assessment:
Written instructions given to each person. Many of the tasks for these jobs can be done from home.

Completed on 12-5-2020

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:
1, 2, 3, 4
Assessment:
The only shared indoor space is the district office. An exhaust fan has been installed in a suitable window, for use with another opened window in the opposite corner for cross-ventilation. This arrangement has been tested by measuring CO2 concentrations with two mask-wearing persons in the office with 6 feet or more of space between them. The CO2 concentrations remained consistently below 500 ppm, usually in the 425-450 ppm range. CO2 concentrations of 600 ppm or less have been proposed as a proxy for adequate ventilation to reduce aerosol transmission.

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

Job Numbers:
1,2,3,4
Assessment:
After consideration, no administrative control measures of this sort have been identified, primarily because of the the small scale of the facility and the small number of people (usually one, occasionally two) in the space.

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:
1, 2, 3, 4
Assessment:
The hazard is to be reported to the board member with the person is working. Typically, Whitney would report it to Beth Elliker and Kody would report it to Buz Backenstow.

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?

Completed on 12-5-2020

Cleaning supplies are provided and instructions for use are posted. These have been discussed with the persons who will use them.

How have the industry-specific or activity-specific COVID-19 requirements in Appendix A of [Orgon 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:
1
Assessment:
No industry-specific or activity-specific requirements in appendix A have been identified for this job. Updates received directly from OSHA or OHA, as well as the updates regularly provided via SDAO, will be incorporated within a week of being received.

Job Numbers:
2, 3, 4
Assessment:
The requirements in Appendix A-5 (Construction Operations) have been disseminated and discussed with the appropriate persons.

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:
1, 2, 3, 4
Assessment:
This situation does not apply

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?

Completed on 12-5-2020