



COVID-19 Job Safety Analysis & Risk Exposure Assessment

Program/Building/Department: _____ Contact: _____ Date: _____

This assessment form should be used to review operations in your respective area. **Required controls are notes. Others are examples to be considered for implementation.** There may be other controls that are more suitable to the circumstances of your program/department and to controlling the risks identified here.

DESCRIBE SPECIFIC FUNCTION OR ACTIVITY:		
DESCRIBE Nature of ENCOUNTERS with employees, contractors, students, public specific to this area:		
PER OSHA JOB RISK CATEGORY – Most CSB/SJU personnel are in the low or medium risk category. Check off your area’s risk level.		
<input checked="" type="checkbox"/> Lower Risk (caution)	<input type="checkbox"/> Medium Risk	<input type="checkbox"/> High Risk
Jobs that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2. Minimal occupational contact with the public and other coworkers. <ul style="list-style-type: none"> Maintenance duties away from other workers Performing administrative duties in non-public areas Working in stock rooms or other non-public areas Working when the facility is closed to the public, such as overnight. 	Jobs that require frequent/close contact with people who may be infected, but who are not known to have or suspected of having COVID-19. <ul style="list-style-type: none"> Working in high-volume environments (e.g., in schools, high population density work environments, and some high-volume retail settings) including at points of contact and other positions within such facilities. 	Category not applicable for most anticipated work tasks. <p>Note: Most College/University personnel are associated with lower (caution) or medium exposure risks; exception may be Security/Life Safety Officers/EMT who may respond to aided cases of known or suspected COVID-19 patients.</p>
Job Duties that Affect Exposure Risk for Consideration		
Unavoidable close contact (≤6ft) between employees or with members of the community. <input type="checkbox"/> Frequently <input type="checkbox"/> Infrequently <input type="checkbox"/> Rarely		
Involves high-touch, shared materials and/or equipment <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other:		



COVID-19 Job Safety Analysis & Risk Exposure Assessment

CONTROL MEASURES				
ENGINEERING CONTROLS	Yes	No	NA	Notes
Are there proper visual cues (e.g., floor markings, signs) as a reminder to ensure social distancing, proper hygiene, etc.?				
Can physical barriers (e.g., strip curtains, Plexiglas screens, or other impermeable dividers) be used to enforce social distancing, separate workers, etc.?				
Can rope-and-stanchion systems be implemented to keep students from queuing closely together, congregating near work areas, and to maintain 6 feet from each other?				
Can pedestal fans / hard mounted fans / personal fans minimize air blowing from one person to another? <i>If no, these fans should be removed.</i>				
Can staggered clock in / out times be implemented?				
Can chairs / tables / partitions be re-arranged to assist to increase separation?				
Is maximum occupancy limited to 50% of the normal occupancy? <i>If 50% normal occupancy is greater than 50 people, occupancy must be limited to 50 people or less.</i>				
ADMINISTRATIVE CONTROLS	Yes	No	NA	Notes
Is there a designated person to enforce policies around COVID-19 (e.g., social distancing, face coverings, etc.)?				
Can interaction minimization strategies be employed (e.g., self-checkout, pick-up or delivery, grab & go-style service)?				
Can crowding be reduced by extending in-person / staggered hours and scheduling access?				
Can circulating materials / equipment which are difficult or unable to be disinfected be left for a set period (1 day for books, 3 days for plastic / metal)? ¹				
Can the number of staff / students be restricted further beyond legal occupancy requirements?				

¹ <https://www.nih.gov/news-events/nih-research-matters/study-suggests-new-coronavirus-may-remain-surfaces-days>



COVID-19 Job Safety Analysis & Risk Exposure Assessment

Can single-file movement be implemented (e.g., one entrance in, one exit out)?				
Can students / workers be placed into cohorts (assigning the same group the same schedule)?				
<i>Cohorts may reduce the spread of SARS-CoV-2 transmission by minimizing the number of different individuals who come into close contact with each other over the course of a week.</i>				
PPE/HYGIENE	Yes	No	NA	Notes
Are there adequate sanitation facilities for the location (e.g., bathroom nearby, stocked with soap)?				
Are hand sanitizer stations nearby and fit for use?				
Can hand sanitizers be placed in multiple nearby locations to encourage hand hygiene?				
Are tissues and trash receptacles available for use?				
CLOTH FACE COVERINGS²	Yes	No	NA	Notes
CDC recommends wearing cloth face coverings as a protective measure in addition to social distancing (i.e., staying at least 6 feet away from others).				
Cloth face coverings are not substitutes for PPE such as respirators (like N95 respirators) in workplaces where respirators or facemasks are recommended or required.				
If cloth face coverings are likely to become wet, soiled, or otherwise visibly contaminated during the work shift, provide readily available clean cloth face coverings for workers to use.				
EDUCATE AND TRAIN STAFF	Yes	No	NA	Notes
Are staff trained on the warning signs and symptoms of COVID-19?				
Are staff trained on the appropriate measures to take if a suspected COVID-19 case presents at their work location?				
Are staff trained, willing, and able to ensure guidelines on social distancing, face coverings, etc. are being followed?				
Are staff trained on proper hygiene measures?				
Are staff trained on proper cough / sneeze etiquette?				

² <https://www.osha.gov/SLTC/covid-19/controlprevention.html#interim>



COVID-19 Job Safety Analysis & Risk Exposure Assessment

Are staff trained on the proper way to wear face coverings (including putting them on and taking them off, laundering, etc.)?				
Are staff trained on the proper way to clean and disinfect high-touch surfaces / equipment (including: contact time, proper disinfectants ³⁴ , PPE)?				
CLEANING AND DISINFECTION	Yes	No	NA	Notes
Is the proper disinfectant for use against COVID-19 being provided for cleaning and disinfection?				
Are shared workstations being cleaned and disinfected between use?				
Are shared equipment / tools being cleaned and disinfected often ⁵ , and in-between use by different personnel?				
Are high touch surfaces (such as push bars, door handles, handrails) being cleaned and disinfected often?				
Are physical barriers such as Plexiglass screens being cleaned and disinfected often?				

³ <https://www.osha.gov/SLTC/covid-19/controlprevention.html#interim>

⁴ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

⁵ At least once per day.