

§16VAC25-220, Emergency Temporary Standard for COVID-19 Infectious Disease Prevention VOSH Outreach, Education and Training

This document address COVID-19 Hazards employees may be exposed to. It will serve as the Hazard Assessment Certification document required to satisfy the requirements of 16VAC-25-220 and is a combination assessment using the guidelines set forth by the Department of Labor and Industry; however, location specific to the City of Hampton.

Based on the **hierarchy of controls** (found in the City of Hampton COVID-19 Hazard Assessment Training 07-2020) PPE is a last resort. Personal protective equipment alone should not be relied upon to provide protection against COVID-19 but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

General Guidelines

The Hazard Assessment can be conducted for an area, a job category or for an individual by selecting and filling in the appropriate box. The assigned evaluator shall include their name, department/division being assessed, and the date. Completed assessments must be accessible to employees and inspectors and updated when needed.

HAZARD ASSESSMENT INSTRUCTIONS

STEP 1: Inform Employees of the Process:

Affected employees from each work area that is being assessed should be involved in the process. Discuss the reasons for the survey and the procedures being used for the assessment. Review the job procedures, potential hazards and the PPE currently in use.

Step 2: Conduct a walk-through survey:

The purpose of the survey is to identify sources of hazards to employees. Observe the following: layout of the workplace, location of the employees, work operations, hazards and places where PPE is currently used including the device and reason for use. Using the form, check the type of hazard(s) present within each section.

Step 3: Determine the Hazard Risk Level and Controls to Prevent against COVID-19

Use the definitions located on page three (3) to select the appropriate hazard risk level. Once you have determined the hazard risk level, you must then use the COVID-19 Workplace Hazard Assessment form to identify and document the most appropriate controls to prevent against the exposure of COVID-19.

Step 4: Make Document Accessible:

Once completed, signed and dated, store the form either electronically or as a hard copy in a location easily accessible to employees and inspectors.

Step 5: Reassess the workplace as necessary by identifying and evaluating:

1. New equipment and processes
2. In the event of a COVID-19 positive case
3. Suitability of previously selected PPE



COVID-19 Workplace Hazard Assessment

This COVID-19 Hazard assessment is designed to identify ways employees could be exposed to and spread SARS-COV-2 the virus that causes coronavirus disease 2019 (COVID-19). Once you identify the hazard you must apply the preventative control.

Hazard Risk Categories

Very High are job tasks with a **high potential for employee exposure to known or suspected sources of the COVID-19 virus**. Examples: collecting or handling specimens, performing autopsies, those who perform aerosol generating procedures.

High are job tasks with a **high potential for employee exposure inside of six feet of known or suspected sources of the COVID-19**. Examples: hospital staff who must enter patient's rooms, firefighters (that do not perform aerosol generating procedures), police officers, ambulance vehicle operators.

Medium are job tasks **that require frequent or close contact with people who may be infected with the COVID-19 virus but are not known or suspected sources**. Examples: teachers, school nurses, high-density work environments, social services, public works, community centers.

Low are job tasks that do not require contact with people who may be infected with SARS-CoV2 virus but are not known or suspected sources. Examples: office workers who do not work inside six (6) feet of others, teleworking, working in areas with very limited occupational contact with the public or fellow workers.

Implementing Workplace Controls using the Hierarchy of Controls

Elimination involves removing the employee from the hazard. Examples: teleworking, virtual meetings, virtual site visits, and training through the use of web conferencing applications or video calls.

Engineering Controls involve isolating the employee from the hazard through physical or mechanical means. Examples: installing physical barriers such as plastic sneeze guards, having a regular schedule to disinfect the work site (e.g. door handles, handrails), installing high-efficiency air filters, hands-free trash receptacles, theater ropes and stanchions, moving chairs and seating six (6) feet apart, closing off the middle stall to restrooms in a multi-person restroom, for smaller common areas (where feasible) allowing only one employee at a time.

Administrative Controls significantly limits daily exposure to COVID-19 by training, changing procedures, implementing policies, signage, or shift designs that lessen the threat of as hazard to the employee. Examples are: Staggered work shifts, floor markings and other barrier types to promote distancing, signage to communicate social distancing and to promote proper hand hygiene.

Personal Protective Equipment (PPE) is the last resort and should be the last measure reviewed for implementation. Examples: Requiring masks or face covering prior to entering building and to continue to wear mask or face covering in common areas such as elevators, lobby, bathrooms, when traveling around the building and working in shared spaces. When working outdoors, employees should have readily available on their person when it is not feasible to maintain physical/social distancing measures which is at least 6 feet of separation between others.



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Department:	Division or Location:	Evaluator:	Date:
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Job Title Assessed (e.g. Patrol Officer I, Equipment Operator V):

Hazard Risk Level		Job Task (performing an arrest, works with citizens directly)	Workplace Controls	PPE (Personal Protective Equipment)
Very High	<input type="checkbox"/>			
High	<input type="checkbox"/>			
Medium	<input type="checkbox"/>			
Low	<input type="checkbox"/>			
Very High	<input type="checkbox"/>			
High	<input type="checkbox"/>			
Medium	<input type="checkbox"/>			
Low	<input type="checkbox"/>			
Very High	<input type="checkbox"/>			
High	<input type="checkbox"/>			
Medium	<input type="checkbox"/>			
Low	<input type="checkbox"/>			
Very High	<input type="checkbox"/>			
High	<input type="checkbox"/>			
Medium	<input type="checkbox"/>			
Low	<input type="checkbox"/>			