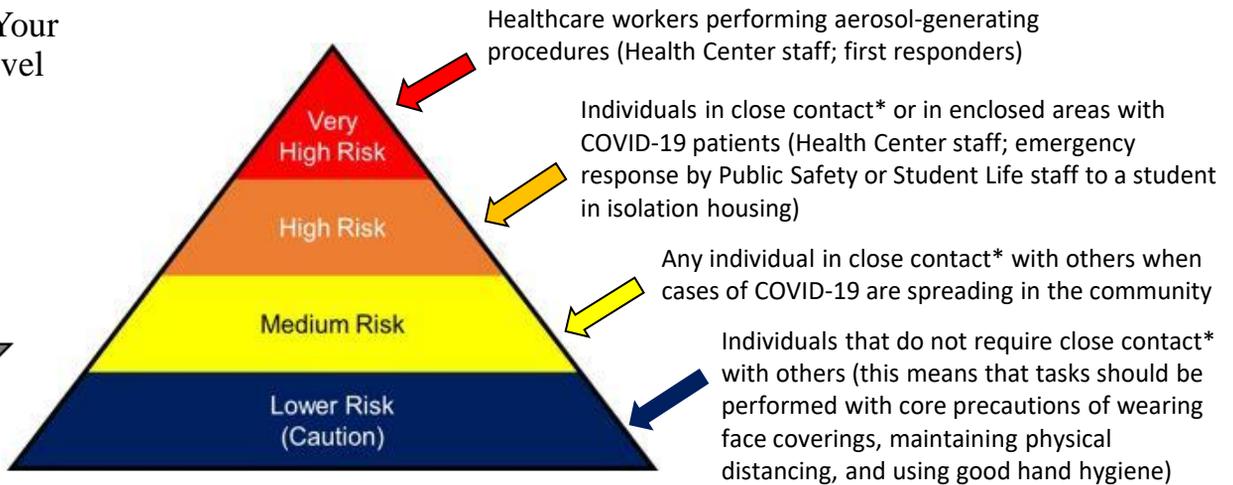
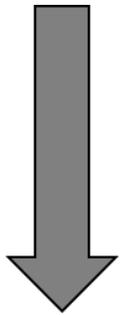


Hazard Assessment: Reducing Exposure to COVID-19

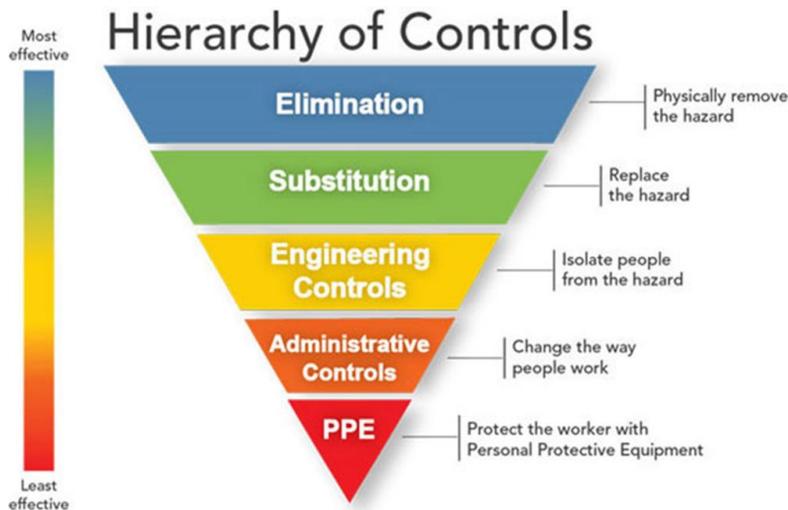
Step #1: Review tasks to determine the risk level

Reduce Your Risk Level



*Close contact means being within six feet for a total of 15 minutes or more over a 24-hour period.

Step #2: Implement Control Measures to Move Tasks to a Lower Risk Level



Considerations for very high and high risk tasks:

- Implement workplace protocols that reduce exposure, such as minimizing time in high risk environment, ventilation, and use of personal protective equipment (PPE).

Considerations for medium risk tasks:

- Stagger schedules to reduce the need for close contact; relocate workstations to space out employees.
- When tasks require employees to be within six feet of each other for >15 minutes, consider options to perform the task differently. If that is not possible, add personal protective equipment (disposable three-ply facemask and face shield).
- If frequent transactions are required with employees, students, or the public, consider options for virtual or no-touch transactions. Consider the use of a physical barrier (plexiglass shield) for transactions.
- When work is in a high traffic area, consider whether the individual can be relocated to a different work area or whether the traffic can be re-routed. If not, consider the use of a physical barrier (plexiglass shield) to be used as an engineering control.

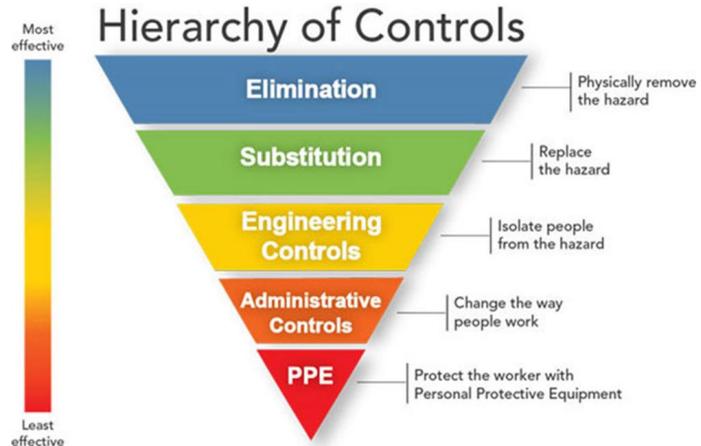
Step #3: What additional safety measures can be used for medium risk tasks?

Have you fully completed Step #2?

Remember to identify any tasks that do not allow employees to have face coverings on and stay six feet apart. Be creative in finding ways to avoid tasks that do not allow for this.

When tasks absolutely require two or more people to be in close contact (<6 feet for >15 minutes), here are additional considerations:

- Stagger the work so the total time of exposure is reduced.
- Consider doing the work outdoors if possible.
- If indoors, perform tasks in well-ventilated spaces if possible.
- Provide personal protective equipment (PPE) to reduce the exposure (disposable three-ply facemask, face shield).



Step #4: Educate Your Employees

- Stay informed and remind your employees to stay informed with Vermont Department of Health guidance and College announcements.
- Ensure employees complete the COVID-19 safety training module in SafeColleges and sign the Health Pledge.
- Make the daily health check a habit for you and your employees.
- Require core protective behaviors (face coverings, physical distancing, hand hygiene).
- Plan out breaks properly to make sure exposure is not occurring when face coverings are off (stagger breaks, select locations that allow for distancing).
- Model the behavior that keeps our community safe.

