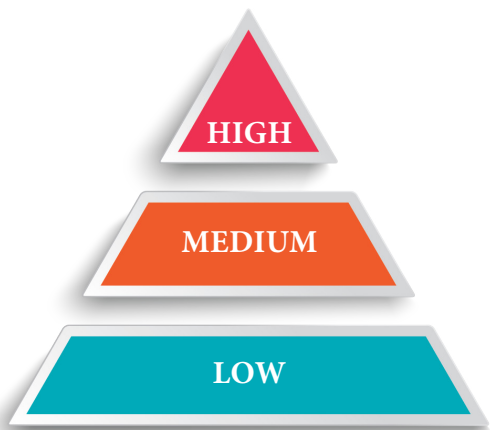
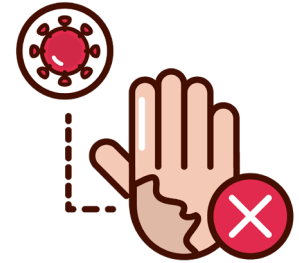


COVID-19 SAFETY

Workplace Quick Guide

If your workplace requires your employees to have contact with people who are known or suspected to be infected with the coronavirus, there are important practices that can reduce the risk of infection and provide protection. Begin with an assessment of worksites and job tasks, including:

- Sources of exposure
- Non-occupational risk factors for home/community settings
- Workers' individual risk factors (e.g., age, underlying medical conditions, immunocompromised, pregnant)
- Controls necessary to address risks



HIGH-RISK EXPOSURE

Positions that have higher potential for exposure to known or suspected sources of COVID-19 (public safety).

MEDIUM-RISK EXPOSURE

Positions that have frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19.

LOW-RISK EXPOSURE

Positions that don't require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public.

WORKPLACE CONTROLS

There are two types of workplace controls to reduce COVID-19 exposure, engineering and administrative.

- ... **Engineering controls** are physical changes to the workplace that eliminate or reduce the hazard.
- ... **Administrative controls** are normally used in conjunction with other controls that more directly prevent or control exposure to the hazard. In general, administrative controls include limiting the amount of time someone is exposed to hazards and written operating procedures.



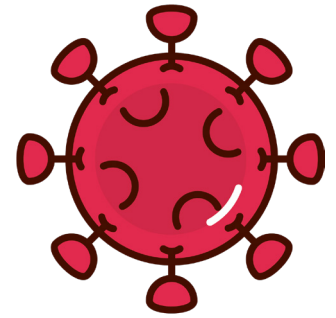
Training Tip

Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

Train workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. (Training material should be easy to understand and available for all workers).

COVID-19 SAFETY

When assessing the worksite, here are some examples of both engineering and administrative controls to reduce exposures associated with COVID-19.

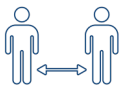


Engineering Controls



- Installing high-efficiency air filters in the workplace.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Creating a drive-through window with an appropriate barrier to provide customer service.

Administrative Controls



- Eliminating exposure to the public when able (i.e. close city halls and conduct all business via email, phone, video chat, computer, etc.)
- Allowing staff to work remotely to eliminate exposure to each other.
- Encouraging social distancing of 6 feet or more when eliminating contact is not feasible.
- Providing flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts).
- Encouraging workers to stay home when sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Cleaning and disinfecting of surfaces, equipment, and other elements of the work environment routinely.

Mandatory Requirement



Employers are still required to display the following posters at each worksite:

- Injured on the job? (wcd.oregon.gov/employer/Pages/noc-poster.aspx)
- It's the law! (osha.oregon.gov/OSHAPubs/1507.pdf)

RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT (PPE)

It's recommended to provide workers with the following PPE. Depending upon the exposure level, the type of PPE required will vary.



Gloves



Face Masks



Respiratory Protection



Goggles



Face Shields



PPE Tip

Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able to leave the workplace.

